

CHAPTER FOUR - Section 4.02J
FOOD SERVICE/AMENITIES USE AGREEMENTS

Date: February 20, 1984
Amended: April 16, 1984
Amended: May 25, 2000
Amended: September 28, 2006
Amended: March 22, 2007

I. POLICY

It is the policy of the LMOA Board of Directors to require agreements for any LMOA Food Service, which excludes food service provided by a food service lease holder, and for amenity use requests from organizations, companies, and/or private individuals. The agreement shall contain sponsor information relative to the event and amenity, guidelines for using the amenity and carry a hold harmless clause to protect the Association.

II. RESPONSIBILITIES

- A. All agreements for the use of LMOA food service, Golf Course, and other amenities are the responsibility of the General Manager.
- B. The General Manager may delegate the preparation, execution, and administration of LMOA food service and amenity use agreements to key staff responsible for the day-to-day operation of the amenities.
- C. The General Manager shall designate one staff member who shall coordinate the scheduling of all special events making use of Association facilities before agreements are finalized.
- D. The designated staff member who undertakes the preparation and administration of LMOA food service and amenity use agreements shall coordinate and provide sufficient in-house communication to assure that all personnel involved in providing services are properly informed.
- E. Reservations may be made no more than one year in advance. A deposit is required at the time of booking. The deposit will be returned pending inspection of the premises. The inspection will occur prior to subsequent use or the first business day following the event, whichever occurs first.
- F. The event sponsor is responsible for leaving the premises in the condition in which they were found and for following the guidelines listed on the food service and amenity use agreements. Failure to meet these standards will result in forfeiting part or all of the deposit and may incur any additional charges as needed to repair or restore the amenity.

III. APPLICATION

The designated staff member is to enter into the Association Master Calendar all facility bookings.

IV. IMPLEMENTATION

The LMOA food service and amenity use agreements shall be used to implement this policy.