

**CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION  
COMMON AREA SPECIAL EVENT REQUEST FORM  
GENERAL GUIDELINES**

1. Request form must be submitted a minimum thirty (30) days in advance for Board approval.
2. Request form must be completely filled out or the Board of Directors will automatically deny the request.
3. Proof of insurance policy with liability increased to one million (\$1,000,000) and Crosspointe Village Homeowners Association named as primary insured must accompany each request or approval will be denied.
4. Please refer to the Rules and Regulations regarding the number of guests per resident in pool areas, especially as it applies to children under the age of 18. Pets in the common areas must be kept secured or on leashes during your event. If you are unsure about the Rules and Regulations and how they may affect your event, please write out your questions on the back of your request forms or on a separate sheet of paper. The Directors will respond to your questions in writing.
5. No requests will be discussed or granted during Homeowner's Forum during the monthly Board Meetings. Your event may be discussed during the Business Agenda by asking to be placed on the agenda for the next Meeting. This will assure that you have time with the Board if you need further assistance.
6. The owner will be charged for any damages caused to the common area and will be assessed \$25.00 if the trash is not picked up.

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Today's Date \_\_\_\_\_

Circle one:    own / rent

Name \_\_\_\_\_

If renting, please list landlord's

Address \_\_\_\_\_

Name(s) \_\_\_\_\_

Phone Numbers (days) \_\_\_\_\_

Address \_\_\_\_\_

(evenings) \_\_\_\_\_

Phone \_\_\_\_\_

Date of Event \_\_\_\_\_

Is owner using managing agent?

Time: From \_\_\_\_\_ To \_\_\_\_\_

Yes / No    If yes, please list agent's name,  
phone number and address above.

What kind of rental equipment or personal items will be in the common area(s) during your event?

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Will there be alcohol in the common areas? \_\_\_\_\_

Approximate number of guests \_\_\_\_\_

Please describe the location of the common area that you wish to occupy. (You may list coordinates as addresses or submit a map attached to this form.)

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Have you notified your neighbors in the affected area? \_\_\_\_\_

If yes, please have each neighbor sign in the following area (Please attach additional sheets if necessary):

NAME

ADDRESS

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