

POOL PARTY REQUEST FORM



Effective June 30, 2025, the following Legacy Bay Pool Party Policy has been implemented to outline the rules for members wishing to host any outside group or organization. If you wish to host a pool party please email a copy of this completed form to: bod@legacybayhoa.org . A member of the current Board of Directors will share communication indicating approval or denial.

IMPORTANT: This form may be submitted only by a Legacy Bay member who is in good standing on all annual dues.

- A Legacy Bay member may host only one outside group or organization per year for a \$100 fee and proof of a Certificate of Insurance per the requirements below. After approval is granted by the Board of Directors, the check made payable to “Legacy Bay Homeowners Association” along with the current Certificate of Insurance should be mailed to:
Legacy Bay Homeowners Association
6035 Paradise Cove Drive
Mooresburg, TN 37811
- The pool can be reserved only on a Monday, Tuesday or Wednesday from 6:00PM to 8:00PM between the dates of May 15th and September 15th when the pool is open.
 - There will be scheduled blackout dates for the following observed holidays regardless of what day of the week the holiday occurs on: Memorial Day, July 4th, Labor Day.
- Each party size is limited to a max capacity of 25 people (not 25 families) which includes the presence of Legacy Bay members during the entire hosted event. It is recommended the member, hosted group or organization provide their own supplies such as paper towels, toilet paper , etc.
- The request must be submitted to the Board of Directors with a minimum three-week notice of the scheduled date for review and to avoid conflicts with any other hosted pool parties.
- The member or the hosted group or organization must provide a Certificate of Insurance with Legacy Bay listed as an additional insured. The insurance coverage must cover liability and property damage/loss.
- Other Legacy Bay members and their families and guests can also use the pool at the same time as the reservation period.

At the completion of the pool party (not the next day) the hosting member must clean and remove all trash and return the pool and clubhouse to the condition it was prior to the use of the pool.

Printed Name: _____

Requestor Lot #: _____

Signature: _____

Phone #: _____

Requested Reservation Date: _____