

McKenzie Lake Residents Assoc. – Members Guest List

If you are planning a gathering of 10 or more guests (max. 25 guests per Household) please advise the office in advance. To ensure your guests are granted access to the facility please fill out the below guest list form and return it to the office at least:

- 24 hours in advance if the function is on a weekday (Except Mondays and holidays);
- 48 hours in advance if the function is on a Saturday or Sunday;
- 72 hours in advance if the function is on a Monday or a holiday weekend.

Guest Lists must be approved by the Office. Guest lists not submitted within the specified time period above will not be accepted. *Note: The Security Officer is not to accept guest lists from members.*

Please fill the names in alphabetical order starting with the last name first (i.e. Smith, John), and only one name per line. Fill in the names of all your guests, including children and infants. Any Guest not on the list will not be granted access to the park.

**Do not include any Members names on the guest list unless they are under the age of twelve (12). Members are required to enter the park with their own access card*.*

The Guest form can be filled in on the computer and submitted by email. You can also print off the form and bring it to the Office (Typed lists are preferred. Non legible writing will not be accepted). Do not fill out a guest list if you have under 10 guests).

Email - office@mlra.ca : Subject: Guest List – (Members last name)

Only office approved lists will be valid. If approved, you will receive a confirmation email from the Office and your Guest list will be transferred to the Security Gate by Office personnel. On the day of the function check-in at the Security Gate when you first arrive. The Security Officer will ask you for your membership card and hold onto it until all of your guests have left the park. You will need to sign the Guest list before your guests arrive to the park, and after they leave.

Guests of Members Rules

- If you are planning a gathering of 10 or more guests you are required to advise the office in advance. You will be required to complete an Association form listing the names of all of your guests. There is a maximum of one list (25 guests) per household per day. A special request may be made to management for groups exceeding 25 guests, but limited to two (2) requests per household per year. Special requests must be made at least one week in advance.
- If you have less than 10 guests you must sign them in at the security gate with you and your guest present.
- Member's children 12 years of age but under 16 years of age may take up to 2 guests in the park who are and are at least 12 years old.
- Guests cannot be admitted until the member has entered the park.
- Members will assume full responsibility for their guests
- **Members must be present in the park at all times while their guests are using the park.**
- **The Association reserves the right to limit the number of guests and to refuse guests access to the park.**
- **Members are responsible for knowing all MLRA rules and ensuring all their guests know and comply with all MLRA rules.**

For a full list of MLRA rules visit our website @ www.mlra.ca , or pick up a printed version at the Office. Rules are also posted at the Security Gate entrance.

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Function Date		To be Completed by the Member Only
Members Name		
Members Address or ID#		
Members Phone #'s		
	<u>Full Name of Guests</u> <small>Alphabetically, Last name first, one name per line</small>	<u>Community of Guest</u> <small>List city if not from Calgary</small>
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As the member I understand that I must be in the park at all times with my Guests

Sign _____

As the member I verify that all my guests have left the park (Sign when leaving)

Sign _____