



Last Revised: April 25, 2026

Jensen Lakes Homeowner's Association Outdoor Booking Agreement

Hours of Operation

Please refer to our website <https://jensenlakeshoa.ca/> for the most up to date hours.

- Park access and equipment availability may vary depending on the season, weather conditions, staffing levels, and operational needs.

Booking Overview

An outdoor booking includes a 3-hour reservation of one of the rentable gazebos of approximately 264 sq. ft (22 x 12 ft).

- Only Jensen Lakes Residents are permitted to submit a booking request.
- Annual HOA fees must be paid in full, and no outstanding payments are owed.
- All booking requests are reviewed by JLHOA management and may be denied based on availability, policy requirements, or safety considerations.
- All setup and cleanup must be completed within your 3-hour booking window. Early arrival or late departure is not permitted and will result in access fees.
- Rental add-ons are available for the duration of your booking, but must be requested in advance due to limited availability.
- Additional guest fees are sold in sets of 5 Guest Packages. Remaining charges exceeding the selected guest package will be charged \$8 per person.
- Base Rental Fee is \$100 plus GST.
- Payments for rental add-ons and additional guest fees will be collected on-site upon arrival on the day of your booking.
- Confirmed bookings must complete a pre- and post-rental inspections on the day of. Failure to complete either inspection waives the right to dispute damage charges.
- Guest lists must be submitted 48 hours prior to booking. Max. 32 guests permitted.

Gazebo Options

Main Gazebo: *Ideal for gatherings of up to 20 people (Max. 32 Guests Permitted).*

Sheltered area with two built-in picnic tables and a built-in charcoal BBQ.

Fire Pit Gazebo: *Ideal for smaller groups.*

Open area with five lounge chairs, a propane fire pit, and a built-in charcoal BBQ.

Fire Pit Gazebo — Open Layout: *Ideal for up to 32 guests (Max. 32 Guests Permitted).*

To allow for more space, the fire pit and lounge chairs may be removed.

Booking Confirmations

Please note, Outdoor Bookings are only **confirmed** if the following has been received:

1. You received a confirmed booking email from the JLHOA.
2. Signed Outdoor Booking Agreement.
3. Base Rental Fee (\$100 plus GST) and Guest Packages are paid in full.

Submitting a Booking Request

Booking requests can be made: <https://jensenlakeshoabookings.as.me/outdoorbookingrequest>

1. Download the Outdoor Booking Agreement.
2. Select your date, time, and if applicable, check the add-ons for additional time.
3. Fill in your information and answer the questions on the JLHOA Outdoor Booking Request Form.
 - a. Select your gazebo preference, guest package, and rental add-ons.
 - b. Any additional information that you would like us to know (Optional).
4. Upload your signed Outdoor Booking Agreement, and read and agree to the Outdoor Booking Terms & Conditions.
5. Submit your request.
6. Once received and reviewed by the JLHOA, an invoice will be emailed.
 - a. **Payments:** Settle your invoices through your JLHOA portal to confirm your booking. All remaining charges exceeding the selected guest package, and any rental add-on fees, will be collected on-site upon arrival on the day of your booking.
 - b. **Guest List:** Submit your guest list no later than 48 hours before your booking.

Fees & Guest Policy

The Base Rental Fee and Guest Package are required to confirm booking reservations.

Base Rental Fee (\$100 plus GST — 3 hours)

- All household members registered under the property's owners entourage in the JLHOA portal are included.
- As per the General Rules and Regulations, the first 6 guests are included in total.
- **Guests under 24 months:** Fee waived.

Additional Guests (Max. 32 Guests Permitted)

Non-resident guests are individuals who do not live in Jensen Lakes, are not registered under the property's entourage in the HOA Portal, or do not hold a valid JLHOA membership card if they are 12 years of age or older.

- Additional guest packages are sold in sets of 5.
 - 5 guests (\$40)
 - 10 guests (\$80)
 - 15 guests (\$120)
 - 20 guests (\$160)
 - 25 guests (\$200)

All remaining charges exceeding the selected guest package will be charged \$8 per person, and will be collected on-site upon arrival on the day of your booking.

Additional Charges

- **Late/Early Access:** \$50 per 15 minutes
- **Cigarette Butts:** \$75 each
- **Damaged Chairs:** \$180 each
- **Damaged Tables:** \$350 each
- **Confetti Use:** \$200 fine
- **Returned Cheques:** \$50 NSF
- **Lost/Damaged Guest Pass:** \$10

Setup and cleanup must occur within your reserved time. Early arrival or late departure will be charged at \$50 per 15 minutes.

Rental Add-Ons

Available for the duration of your booking, but must be requested in advance due to limited availability. All rental add-on payments will be collected on-site upon arrival on the day of your booking.

- Canopy (\$50)
- Folding Chairs (\$2 each)
- 8 ft Tables (\$10 each)
- Bouncy Castle (\$75)
- Propane Fire Pit (\$25)
- Additional Hours (\$25 per hour—max. 2 hours)

Seasonal equipment availability may vary.

Cancellations, Re-Bookings, & Weather

- The JLHOA requires 72 hours notice for any cancellations and re-bookings.
- A full refund and re-booking option will be issued if cancelling outside of 72 hours.
- A 50% refund will be given within 72 hours.
- A full refund and re-booking option will be issued in the event of severe or unforeseen weather, at the discretion of the JLHOA. All weather-related decisions made by JLHOA staff are final.
- Tents, coverings, or weather-related equipment are not provided by the JLHOA.

Park Access & Restrictions

ALL JLHOA General Rules and Regulations still apply.

- Shared areas are expected to be used respectfully, and all guests are required to follow the rules and regulations.
- The hosting resident must be present for the full duration of the booking, and cannot leave non-resident guests unattended.

- **Guest Access:** It is not required for the hosting resident to wait at the gate for their guests to arrive, as the JLHOA can allow access to anyone listed on the provided guest list.
- Children must be supervised at all times.
- All guests must vacate the park by the end of the booking.
- All guests may park in the JLHOA parking lot. Street parking must comply with the City of St. Albert bylaws.
- All coolers, bags, and boxes are to enter through the resident entrance gate. Please do not hold the gate for anyone who you do not know.
- JLHOA staff may inspect all items brought into the park.

Prohibited items

- Glass
 - Alcohol
 - Pets
 - Smoking / Vaping (nicotine, cannabis, e-cigarettes, vaporizers)
 - Firewood
- Gazebo furniture must remain in its designated location, and may not be moved to other areas of the park.
 - Any decorations (e.g. birthday banners) that need to be hung must be attached using easy-removable adhesives. Any residue or damage left from hanging decorations, may be subject to a damage fee.
 - Hanging decorations on the surrounding trees, or using the trees to secure decorations, is strictly prohibited.
 - Strong adhesives (e.g. gorilla tape, duct tape, etc.) and staples are not permitted.
 - Deliveries, vendors, or third-party services (i.e. caterers, décor companies, entertainers, etc.) are not permitted unless approved in advance by JLHOA.
 - Built-in BBQs are charcoal only—charcoal is not provided.
 - Portable propane BBQs are allowed (CSA-approved; 20 lb tank or smaller).
 - Bookings must remain private (i.e. no advertising, sales, or entry fees).
 - Portable Bluetooth speakers must be kept at a respectful volume. Amplified music or sound systems are not permitted.
 - Use of amenities is at the user's own risk; no lifeguards on duty.
 - Injuries must be reported to staff immediately.
 - All garbage and recycling must be placed in designated JLHOA waste bins. Any excess waste that does not fit in these bins must be taken to the JLHOA Molok disposal bin; leaving waste beside or on top of bins is not permitted.

Watercrafts, Multi-Sport Court, Fishing & BBQs

(Coming Soon!) Watercraft Rentals: Watercraft rentals are included with your booking and are first-come, first-served. Waivers required for each participant. Please visit

<https://jensenlakeshoa.ca/> for full Watercraft Rules and Regulations.

- All posted rules and staff direction must be followed.

- Hosting residents will receive a *Guest Rental Pass* that allows their guests to use JLHOA Owned Watercrafts. Passes are to be returned post inspection.
- All posted rules and staff direction must be followed.
- **Life preservers are mandatory, no exceptions.**
- Watercraft rentals are limited to 60 minutes, and guests may sign out up to three watercraft at a time.
- A supervising individual (Ages 18 and older) must remain in the water with the group.
- Watercraft(s) must stay out of swimming zones and away from private docks and lake access homes.
- Availability is subject to weather conditions or staff availability.

(Coming Soon!) Multi-Sport Court Rentals: Court access is included with your booking. Waivers required for each participant. Please visit <https://jensenlakeshoa.ca/> for full Multi-Sport Court Rules and regulations.

- All posted rules and staff direction must be followed.
- Court A is reservable and becomes first-come, first-served only when no reservation exists.
- Court B is always first-come, first-served.
- Bringing your own equipment is strongly recommended, as equipment availability is very limited.
- Availability may be affected by weather, staffing, or scheduled programs.

Fishing: Permitted at the designated fishing pier or outside the swimming area. Please visit <https://jensenlakeshoa.ca/> for full General Fishing Rules and Regulations.

- All posted rules and staff direction must be followed. A fishing license is not required on JLHOA property, provided all fishing rules and regulations are followed.
- Only Catch-and-Release is permitted during outdoor bookings.
- Anyone fishing must only use permitted equipment and refrain from using any equipment that is prohibited.
- Fishing is not permitted from JLHOA owned watercrafts, private or shared docks, or the rock wall perimeter.

BBQ Use: JLHOA BBQs are for charcoal use only. Firewood is not permitted anywhere in the park. Please visit <https://jensenlakeshoa.ca/> for full General Rules and Regulations.

- Portable propane BBQs and stoves are allowed if CSA-approved. Propane tanks must be of 20 lbs or less.
- Gasoline and other accelerants are prohibited; only standard lighter fluid or fire-starter cubes may be used.
- Residents must clean the BBQ and dispose of charcoal in the metal JLHOA charcoal bin by the maintenance building double doors.
- During municipal or provincial fire bans, only propane appliances are permitted.

JLHOA Right to Refuse or Cancel

JLHOA reserves the right to refuse or cancel any booking that is not aligned with facility use, contains false or misleading information, or at the discretion of the JLHOA.

Agreement

This agreement is made between the Jensen Lakes Homeowners Association (JLHOA) and and:

Full Name (Please Print): _____

Address: _____

By signing this agreement, I confirm that I have read, understood, and agreed to all terms and conditions outlined in this document. I acknowledge that I am the resident host for this booking and accept full responsibility for the conduct, actions, and compliance of all guests listed under this reservation. I further acknowledge that I am responsible for ensuring all guests follow JLHOA rules, policies, and staff direction throughout the duration of the booking.

Signature

Date of Signature

Disclaimer: *The Jensen Lakes Homeowners Association makes no representations, warranties, or conditions, express or implied, regarding the accuracy or completeness of this information. The Association, directors, affiliates and property managers shall not be held liable for any damages, losses, or expenses arising from reliance on this document.*



Jensen Lakes Homeowner's Association Guest List Form

This guest list is required for all outdoor bookings, additional guest requests without a reserved space, and scheduled school usage sessions. It must be completed by the JLHOA Resident or school representative submitting the request.

Each entry must include:

- Full name (First and Last)
- Whether the individual is Under 18 (Y/N)
- Resident or Guest (R/G)
- Full Jensen Lakes Address (Residents Only)

	First & Last Name	Jensen Lakes Address (if a resident)	Resident or Guest	Under 18?
1			R G	Y N
2			R G	Y N
3			R G	Y N
4			R G	Y N
5			R G	Y N
6			R G	Y N
7			R G	Y N
8			R G	Y N
9			R G	Y N
10			R G	Y N
11			R G	Y N
12			R G	Y N
13			R G	Y N

14			R	G	Y	N
15			R	G	Y	N
16			R	G	Y	N
17			R	G	Y	N
18			R	G	Y	N
19			R	G	Y	N
20			R	G	Y	N
21			R	G	Y	N
22			R	G	Y	N
23			R	G	Y	N
24			R	G	Y	N
25			R	G	Y	N
26			R	G	Y	N
27			R	G	Y	N
28			R	G	Y	N
29			R	G	Y	N
30			R	G	Y	N
31			R	G	Y	N
32			R	G	Y	N
33			R	G	Y	N
34			R	G	Y	N
35			R	G	Y	N
36			R	G	Y	N