



“PRIVATE EVENTS”

The goal of the Homeowners Association is to ensure that the Amenities Center remains as accessible as possible to our residents for both community and private use, while mitigating against any damage to furniture, equipment, or the facility area. The Clubhouse Gathering Room is available for private use by residents (i.e. birthday parties, showers, or other events). By charging a [nominal] usage fee, the Association intends to generate a revenue stream to build a specific budget reserve for the furniture and equipment in the Amenities Center that will eventually need to be replaced. The revenues from the Usage fee will be set aside and used as a budget reserve only for the future replacement of, or the purchase of additional Clubhouse furniture and equipment.

“Private Event” means an event that is not offered [or otherwise communicated] through the Homeowners Association. An event organized by residents, but not offered through the HOA, is a “Private Event”, even if attendance is limited only to residents. An event offered by the HOA that is open to the community, even if on a first come, first serve basis, due to limited space or that is otherwise restricted (e.g. “adults only”) is NOT a “Private Event” for purposes of this rule.

“Private Event” usage is subject to the following conditions:

- The Clubhouse Gathering Room may not be used for business or commercial type of events or activities i.e. product demonstration (Mary Kay, Financial Planning seminars, Tupperware, etc.).
- Resident is prohibited from charging any fees of any kind to their guests.
- “Private Event” usage is limited to use of the Gathering Room, access to the entryway, and Clubhouse restrooms. During the “Private Event”, non-residents are prohibited from using the pool, Fitness Room, Yoga Room, or any outside area beyond the Clubhouse overhang.
- No more than one (1) “Private Event” booking per household is permitted at any given time (i.e. resident cannot book multiple events at same time), and is available on a first come, first serve basis.
- Regularly scheduled HOA community events (e.g. cards, Mexican train, Book Club) cannot be displaced for “Private Events” without prior approval by the HOA. Scheduling will be controlled and coordinated by the Community Manager.
- There will be blackout days when the room may not be reserved and specific restrictions apply.
- The Gathering Room is available for “Private Event” booking for a minimum period of 4 hours, and not to exceed 8 hours, which time is inclusive of set up and cleanup.
- Due to space limitations, the number of attendees should be limited to 50, but in no event should the number of attendees exceed 75 persons.

The CAM will review all “Private Event” requests for compliance with these guidelines. Any exceptions or deviations require approval by the Board of Directors.



Booking an Event:

- Homeowners **and renters** are eligible to reserve the Gathering Room, provided that all Association dues are current and no violations are issued or outstanding.
- A “Private Event” may only be booked through the Management Office.
- Reservations should be made a minimum of five business days prior to the event.
- The Community Manager will provide the Clubhouse Use Agreement contract and applicable fees. Residents must complete the Clubhouse Use Agreement contract when booking a “Private Event”.
- Resident contracting for the “Private Event” assumes responsibility for all guests and service providers.
- Resident contracting for the “Private Event” accepts responsibility for any and all damage, including furniture stains, floor and wall marks, and all [any] other damage that may occur during the “Private Event”. **For a renter to book a Private Event, the owner of the home being rented must agree to accept responsibility for any damages, cleaning fees, excess fees exceeding the renter’s \$500 damage deposit.**
- This responsibility starts at the time of the check-in through the time of inspection by the Community Manager (or other HOA designee).

Fees:

There is both a usage fee and a damage deposit required in advance of use. At the time of booking, the entire Clubhouse Usage Fee is due. The Usage Fee is \$200 for a period up to 4 hours, with an additional \$50 per hour, for a maximum of 8 hours. Additional time will be assessed at \$75 per hour if actual event time exceeds the period booked and will be deducted from the damage deposit.

Provided the booking is cancelled a minimum of 72 hours prior to the scheduled start of the booking, the usage fee is fully refundable. If the booking cancelled less than 72 hours in advance, the fee will not be refunded, unless another party requests a booking for that same time period.

Additionally, at the time of booking, the resident must pay a \$500 damage deposit. The \$500 damage deposit will not be released until such time as the CAM confirms that no damage has occurred and that the room has been returned to its original state, including properly cleaned and set up, and the walk-through checklist has been signed off. An amount for damage incurred, including but not limited to cleaning fees, or other time incurred by the office staff to restore the room to its proper condition, will be deducted from the \$500 damage deposit. Assuming there is no damage, the entire \$500 damage deposit will be returned within 7 days. Any additional charges exceeding \$500 will be assessed to the booking resident (**or, in the event the booking is by a renter, to the owner of the home**) and must be paid within 7 days.

Usage Conditions/Planning:

Residents reserving the room are advised of the following conditions and should plan accordingly:



- To facilitate access for any outside guests, a list of event attendees must be left with the guard at the gate house 24 hours prior to the event.
- The front entrance must remain locked at all times. As a result, resident should make arrangements to facilitate access (e.g.: door person, cellphone, etc.). Doors must NOT be propped open.
- All Gathering Room doors, including those exiting to the pool area, must remain unlocked at all times during “Private Events”.
- Resident is responsible to provide all supplies, cleaning and trash bags. They will not have access to the janitorial or storage closets.
- Folding tables, folding chairs, and other property of the HOA, are NOT included in the rental and are not available for use.
- Furniture must not be removed from the Gathering Room during “Private Events”
- Decorations must not be adhered to surfaces in such manner to cause damage to surfaces. The use of scotch tape and staples are prohibited.

A facility “walk through” checklist *[NOTE: to be developed and communicated to the CAM]* must be completed and signed by both the Management Company and the resident booking the event prior to and after each “Private Event”.

A minimum cleaning fee of \$100 will be assessed against the damage deposit, unless the following post-event room cleaning has been completed:

- Removal and proper disposal of all trash in the dumpsters provided outside, including trash from kitchen, bathrooms, and removal of decorations.
- Removal of “Private Event” items from refrigerators and cabinets
- Wiping counters and table surfaces • Sweeping floors, or washing if necessary.
- If furniture is re-arranged within the room for the event, it must be returned to its original locations and configuration.

BLACKOUT DATES/Other Situations

CAM is responsible for controlling coordinating “Private Events”. The Board should be consulted for any exceptions or in the following situations:

- No “Private Event” rental during holiday weekends.
- Limit event to no more than 8 hours, which is inclusive of time for set up and cleaning.
- Limit to one event per day
- Limit to one event per weekend
- “Private Event” date requested is within 24-hour proximity to a scheduled HOA event.
- Request for “Private Event” conflicts with a regular scheduled HOA event (perhaps scheduled group would be willing to reschedule).