

# **RULES AND REGULATIONS FOR RESIDENTS USE OF THE COMMUNITY CENTER**

1. HIERACHY OF USE SHALL BE AS FOLLOWS: REGULAR MONTHLY BOARD OF GOVERNORS MEETINGS; MONTHLY FUNCTION COMMITTEE USE THAT IS BOOKED; REGULAR COMMUNITY ACTIVITIES THAT ARE BOOKED, SUCH AS MAH JONGG, BOOK CLUB, YOGA, POKER, CRAFTS; PRIVATE USE
2. THE COMMUNITY CENTER IS OPEN TO ALL RESIDENTS EXCEPT WHEN BOOKED FOR BOARD, COMMITTEE, GROUP OR PRIVATE USE.
3. ALL EVENTS AND USES WILL BE NOTED ON A CALENDAR, A COPY OF WHICH WILL BE POSTED IN THE COMMUNITY CENTER AND ON THE Q.R. WEBSITE. BOOKINGS ARE ONLY VALID WHEN MADE BY THE SOCIAL COMMITTEE CHAIRPERSON.
4. ONLY OWNER RESIDENTS MAY BOOK A PRIVATE PARTY.
5. PRIVATE USE IS SUBJECT TO AVAILABILITY, A SECURITY DEPOSIT AND RENTAL FEE EACH AT \$100.00 AND A SIGNED CONTRACT, WHICH MAY CONTAIN ADDITIONAL CONDITIONS.
6. ALL PERSONS USING THE FACILITY SHALL LEAVE SAME IN A CLEAN, UNDAMAGED CONDITION. ANY LOSS OR DAMAGE SHALL BE REPORTED TO THE SOCIAL COMMITTEE.
7. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.
8. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS OR OTHER STRUCTURAL AREAS OF THE BUILDING.
9. DECORATIONS SUCH AS BALLOONS, FLOWERS, ETC. SHALL BE REMOVED FOLLOWING USE
10. ALL FURNITURE MUST BE RETURNED TO ITS ORIGINAL LOCATION AND SHALL NOT BE DRAGGED ON THE CARPETING.
11. BEER AND WINE MAY BE SERVED BUT NOT SOLD.
12. THE COMMUNTY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF PROPERTY.

## **RESIDENTS “PRIVATE” USE OF THE COMMUNITY CENTER**

1. RENTAL OF THE COMMUNITY CENTER IS RESTRICTED TO UNIT OWNERS. OWNERS MUST BE PRESENT AT ALL TIMES DURING THE EVENT.
2. NO HOLIDAY OR HOLYDAY RENTALS.
3. ALL EVENTS MUST BE OVER BY 11PM WITH CLEANUP COMPLETED WITHIN THE HOUR. ALL TRASH, FOOD, FLOWERS, BALLOONS AND OTHER DECORATIONS MUST BE SECURELY BUNDLED IN PLASTIC BAGS AND REMOVED FROM THE PREMISES BY THE UNIT OWNER.
4. IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO TURN OFF ALL LIGHTING AND LOCKUP THE COMMUNITY CENTER WHEN THE EVENT IS OVER.
5. THE UNIT OWNER WILL BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE FACILITY, FURNISHINGS AND/OR EQUIPMENT.
6. ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY PROVISION OF THESE REGULATIONS WILL BE THE RESPONSIBILITY OF THE UNIT OWNER.
7. THE UNIT OWNER AGREES TO LEAVE THE FACILITY IN A CLEAN ORDERLY CONDITION AND THE KITCHEN AREA AS THEY FOUND IT. CLEANUP NOT DONE PROPERLY WILL BE SUBJECT TO REDUCTION OR LOSS OF SECURITY DEPOSIT AT THE DISCRETION OF THE SOCIAL COMMITTEE REPRESENTATIVE.
8. A WALK-THROUGH WILL BE CONDUCTED WITH THE UNIT OWNER AND A SOCIAL COMMITTEE REPRESENTATIVE PRIOR TO USE AND ANY DAMAGE OBSERVED WILL BE NOTED ON THE APPLICATION.
9. A WALK-THROUGH WILL BE CONDUCTED WITH THE UNIT OWNER AND A SOCIAL COMMITTEE REPRESENTATIVE FOLLOWING USE AND ANY DAMAGE FOUND WHICH WAS NOT NOTED ON THE APPLICATION WILL BE REPAIRED, REPLACED OR COMPENSATED FOR BY THE APPLICANT.

10. THE COMMUNITY ASSUMES NO RESPONSIBILITY FOR PERSONAL INJURY, OR DAMAGE OR LOSS OF PROPERTY, IN OR ABOUT THE FACILITY, PARKING LOT OR GROUNDS.
11. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.
12. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS OR OTHER STRUCTURAL AREAS OF THE BUILDING.
13. SET UP AND BREAK DOWN OF FACILITY TABLES AND CHAIRS SHALL BE THE RESPONSIBILITY OF THE UNIT OWNER. IF ADDITIONAL TABLES AND CHAIRS ARE NECESSARY, IT IS THE RESPONSIBILITY OF THE UNIT OWNER.
14. FURNITURE IS NOT TO BE DRAGGED ON CARPETING AND MUST BE RETURNED TO ITS ORIGINAL LOCATION.
15. BEER AND WINE MAY BE SERVED BUT NOT SOLD AND ONLY TO THOSE 21 YEARS OF AGE AND OLDER.
16. THE COMMUNITY CENTER RENTAL CAPACITY FOR AN EVENT IS 100 PEOPLE.
17. EVENT DATE WILL NOT BE GUARANTEED UNTIL A RENTAL FEE OF \$100.00 IS RECEIVED ALONG WITH THE APPLICATION. A SECURITY DEPOSIT OF \$100.00 IS DUE 30 DAYS PRIOR TO THE EVENT. AFTER THE EVENT AND A C.C. REPRESENTATIVE INSPECTS THE COMMUNITY CENTER THE \$100.00 SECURITY DEPOSIT WILL BE RETURNED WITHIN SEVEN BUSINESS DAYS, IF ALL IS IN PROPER ORDER. Exception: All fees would be waived for residents wishing to use the Community Center for a bereavement gathering.
18. COMMUNITY CENTER PARKING FOR THE EVENT IS ALLOWED ONLY IN THE COMMUNITY CENTER LOT AND IN DESIGNATED VISITOR PARKING ONLY. NO ON STREET PARKING PER FIRE DEPARTMENT.
19. THE COMMUNITY CENTER MAY NOT BE BOOKED FOR A PRIVATE EVENT MORE THAN 6 MONTHS IN ADVANCE.
20. ALL REFRESHMENTS, PAPER PRODUCTS, UTENSILS, CONDIMENTS, WARMERS AND OVERSIZE APPLIANCES ARE THE RESPONSIBILITY OF THE UNIT OWNER.

21. UNIT OWNER AGREES TO BE RESPONSIBLE FOR ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THESE REGULATIONS

22. THE UNIT OWNER SHALL DEFEND, INDEMNIFY AND HOLD THE ASSOCIATION AND ITS BOARD OF GOVERNORS HARMLESS, FROM ALL CLAIMS, ACTIONS, DAMAGES, COSTS, AND REASONABLE ATTORNEYS' FEES INCURRED, ARISING OUT OF UNIT OWNERS USE OF THE COMMUNITY CENTER.

I HAVE READ AND AGREE TO COMPLY WITH THESE RULES, REGULATIONS AND CONDITIONS.

UNIT OWNER \_\_\_\_\_ Date \_\_\_\_\_

C.C. REPRESENTATIVE \_\_\_\_\_ Date \_\_\_\_\_

\*In the event you have to cancel, your rental fee will be refunded provided there was no other unit owner who requested and was denied the date reserved for you.

**APPLICATION FOR PRIVATE USE OF COMMUNITY CENTER**

Event date will not be guaranteed until a rental fee of \$100.00 is received along with this application. A security deposit of \$100.00 will be due 30 days prior to the event. Please include event date on the check and make check payable to THE VILLAGES AT QUAIL RUN.

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Unit Owner: \_\_\_\_\_ Arrival time: \_\_\_\_\_  
Unit Owner Address: \_\_\_\_\_ Departure time: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ # of Guests Expected \_\_\_\_\_  
(MAX 100 GUESTS)  
Name of Caterer: \_\_\_\_\_ Phone # \_\_\_\_\_  
(insurance required)

Description of Decorations to be used: \_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

I have read and agree to the regulations governing the use of the Community Center.

Signature of Unit Owner \_\_\_\_\_ Date: \_\_\_\_\_

Signature of C.C. Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*In the event you have to cancel, your rental fee will be refunded provided there was no another unit owner who requested and was denied the date reserved for you.

# INSPECTION

EVENT DATE \_\_\_\_\_

UNIT OWNER \_\_\_\_\_

WALK THROUGH PRIOR TO FUNCTION  
COMMENTS:

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UNIT OWNER \_\_\_\_\_ DATE \_\_\_\_\_

C.C. REPRESENTATIVE \_\_\_\_\_

WALK THROUGH FOLLOWING THE FUNCTION  
COMMENTS:

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UNIT OWNER \_\_\_\_\_ DATE \_\_\_\_\_

C.C. REPRESENTATIVE \_\_\_\_\_

**MAINTENANCE PLEASE NOTE:**

IF THE CLUBHOUSE HAS NOT BEEN INSPECTED AFTER THE EVENT AND THERE IS A PROBLEM WITH CLEANLINESS, **PLEASE CALL THE COMMUNITY CENTER REPRESENTATIVE BEFORE CLEANING THE AREA.**

**QUAIL RUN COMMUNITY CENTER RENTAL INFO SHEET**

**NAME:** \_\_\_\_\_ **C.C. AGENT** \_\_\_\_\_

**UNIT ADDRESS:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_

**TYPE OF CELEBRATION:** \_\_\_\_\_

**HOURS REQUESTED:** \_\_\_\_\_

**NUMBER OF GUESTS:** \_\_\_\_\_

**CATERER-INSURED:** \_\_\_\_\_

**MUSIC---INSURED:** \_\_\_\_\_

**BEER OR WINE SERVED:** \_\_\_\_\_ **ICE NEEDED:** \_\_\_\_\_

**CLEANUP RENTER OR CATERER:** \_\_\_\_\_ **TRASH BAGS:** \_\_\_\_\_

**ADDITIONAL TABLES AND CHAIRS:** \_\_\_\_\_

**OWNER ON SITE AT ALL TIMES:** \_\_\_\_\_

**LOCKUP OF FACILITY RESPONSIBILITY OF THE RENTER:** \_\_\_\_\_

**ALL SUPPLIES WILL BE THE RESPONSIBILITY OF THE RENTER:** \_\_\_\_\_

**ADDITIONAL COMMENTS:**

**RENTER:**

**COMMUNITY CENTER AGENT:**