

DRAKE VILLAGE HOMEOWNERS ASSOCIATION

REQUEST FOR USE OF RECREATION ROOM

RULES AND REGULATIONS

Recreation Room Coordinator: _____ Phone: _____

DATE: (EVENT DATE) _____

FROM: _____ (a.m./p.m.)

TO: _____ (a.m./p.m.) (Include clean-up)

RESIDENT: _____ Unit No. _____

PHONE: _____ Email: _____

DESCRIPTION OF EVENT: _____

EXPECTED # GUESTS: _____ (**Maximum Occupancy Limit - 40 Persons**) ALL RESERVATIONS AND AGREEMENTS REGARDING THE USE OF THE RECREATIONAL ROOM AT **DRAKE VILLAGE OWNERS ASSOCIATION** ("THE ASSOCIATION") ARE SUBJECT TO THE RULES AND REGULATIONS OF THE ASSOCIATION AND INCLUDE THE FOLLOWING TERMS AND CONDITIONS:

1. A security deposit of \$100.00 (Cash, Only) must be paid at least twenty-four (24) hours prior to the scheduled reservation event. The security deposit will be refunded after the walk-thru with the renter and coordinator is completed. The renter and the coordinator will note the condition of the room prior to its use to confirm that it is clean. The room must be returned in clean, acceptable order and there is no damage to the recreation room or its furnishings. Any cleaning charges or damage that exceeds the amount of the deposit must be paid by the Resident of the room.

The Recreation Room will be unlocked by the coordinator or designated Board members. Owner will make arrangements at time of reserving room as to the unlocking and locking of the room and set-up required.

2. The Resident must make sure the following is clean before a deposit will be refunded: Floor vacuumed and cleaned, tables, chairs, walls are cleaned. If the room is not properly cleaned, the Association reserves the right to have the room cleaned and the cost will be withheld from the security deposit.
3. The recreation room may be used for small parties. No commercial business activities or religious services are permitted.
4. The Resident must be 21 years or older to reserve the room and must remain in attendance throughout the entire scheduled function.
5. The use or possession of tobacco products, or drugs is strictly prohibited anywhere in the recreation room or any common area. The owner shall be responsible for unacceptable behavior.
6. Children must be properly supervised at all times. No minors are allowed in the recreation room without the Resident being present during the entire event. Adequate supervision must be planned prior to any youth event.

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7. All functions held in the recreation room must be concluded by 10:00 p.m. Sunday through Thursday and 11:00 pm Friday and Saturday. Your set-up/shut-down should begin 30 minutes before the time you are scheduled to begin and/or end your event. Your guests should be ready to leave at the time stated on the request form. Any clean-up not completed by room closing must be completed by 11:30 a.m. the following day unless other written arrangements have been made. The recreation room will be inspected by the Coordinator the following day.
8. **No live music or DJ is allowed.** You may bring your own music. Music is to be played at a respectable volume level so as not to be heard outside of the recreation room. No outdoor speakers are permitted. Volume constraints will be strictly observed and enforced and violations of this rule may cause the immediate cancellation of the recreation room use in progress. Please be respectful of your neighbors.
9. All trash must be bagged, securely tied and disposed of properly into the trash dumpsters. The common area outside of the recreation room must be clean. No trash, food, containers, cans or plates can remain in the common area and must be removed.
10. Any decorations, coverings or changes to the facility/walls should be discussed and put in writing. The use of staples, duct tape, adhesive tape, tacks, nails, screws, fasteners, etc. or anything that will cause harm to or put holes in the walls, woodwork or foundation is not permitted. All decorations should be put up and taken down on the day of the rental.

Decorations, notices, signs or any items of any kind may not be attached in any manner to the walls, ceiling, furniture or windows. Any furniture moved, must be returned to its original location.

11. Cooking is not allowed inside or outside the recreation room or common area. Warming devices for your food are allowed inside.
12. Use of the recreation room will not be approved if the Resident has an outstanding dues balance or any balance from any prior use of the recreation room that has not been paid.
13. Resident must take the utmost care in seeing that no damages are sustained to the interior and/or exterior of the building, equipment and common area.
14. Any Resident who violates these terms and conditions is subject to a fine in addition to loss of the security deposit.
15. The Resident indemnifies the Association and its agents against and holds it harmless from claims for any damages or injuries to families, guests, personal property, or other residents which may occur or arise from any function held in the Recreation Room regardless of where the damage or injury occurs.

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- 16. The Association is not responsible for removal, return or disappearance of any merchandise, equipment, articles, personal property, rented items or catered items.
- 17. If the police/sheriff is called to an event for any reason, the event will be terminated immediately. No exceptions.
- 18. Jumpers/bounce houses are not allowed on the property at all. If any Resident attempts to place this type of equipment any board member can inform the company that it is not allowed and that it must be removed from the property. No animals are allowed in the recreation room at any time.
- 19. The Association or police reserve the right to close down any event if the rules, terms and conditions are violated for any reason.
- 20. If a Resident violates the rules, the Association has the right to refuse them the use of the room for future events.

Owner acknowledges and agrees to the terms and conditions and rules set forth herein and acknowledge receipt of a copy of the Rental Agreement, and acknowledges that he/she will be responsible for compliance and enforcement of the rules.

Resident Signature: _____ **Date:** _____
Owner

Printed Name: _____

Security Deposit Received: Amount: \$ _____ **Date:** _____

Owner Acknowledges Return of Deposit: (Sign) _____

Security Deposit Returned: Amount: \$ _____ **Date:** _____

By: _____
Coordinator

Phone: _____