

COMMUNITY CENTER RULES AND REGULATIONS

Revised May 7, 2016

Social Committee

The affairs of the Community Center shall be managed by the Social Committee which shall consist of at least five (5) Members. All Members shall be owners. The Members of the Social Committee will appoint the Social Committee Coordinator and he or she must be an acting Member of the Social Committee.

Reservations

- Occupancy is limited to 100 people maximum.
- Only Garden View Residents may reserve the Community Center
- Reservations will be on a first-come first-served basis.
- Residents may only reserve the Community Center four (4) times in any calendar year, unless it is available.
- No resident may reserve the Community Center more than one (1) year in advance.
- No resident may reserve the Community Center on the same date in consecutive years unless it is available.
- Reservation by a unit owner for consecutive days must be approved by the Social Committee and will be based on availability of the Community Center.
- Monthly assessment charges must be current prior to a resident's reservation being approved by the Community Center Coordinator.
- Each user of the Community Center must sign a written acknowledgement that the activity to be conducted in the Community Center is for the resident's own purposes and benefit and is in no way to be considered or advertised as an Association sponsored activity without the express written consent of the Association. The Community Center is to be used only by Garden View Residents with non-residents attending the various functions as "guests."

Security Deposit - Reservation Inspection Fee

One (1) checks for \$125(which includes a \$75 rental fee and a \$50 security deposit) must be paid by the requesting resident to the Social Committee Coordinator by the resident at the time the Community Center is reserved. The non-refundable Reservation/Inspection Fee will be deposited in the general account with our accounting firm. The resident must sign the Reservation Form and Reservation Acknowledgement.

If the Community Center or the property contained therein was damaged during a prior use by the requesting resident, the acting/future Executive Board may determine that the amount of the security deposit be increased accordingly.

The \$50 security deposit will be refunded only upon the conclusion of the use of the Community Center and the activities conducted therein, and following the acting/future Executive Board's

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determination that no damage of any kind occurred to the Community Center or the property located therein as a result of the use of the Community Center.

Cancellation of Reservation

The \$75.00 Reservation/Inspection Fee is non-refundable if the reservation is cancelled.

Notice of cancellation by the resident must be given within ten (10) days of the requested date, or an additional \$10.00 charge will be deducted from the \$50.00 security deposit when refunded.

Damage or Replacement of Property

The Association shall apply the security deposit to repair any damage to the Community Center or to replace any damaged or missing property, and shall only refund that amount of the security deposit, if any, not required by the Association to make such necessary repairs or replacements.

All residents reserving the Community Center shall reimburse the Association for all damages to the Community Center or the property located therein which occurred as a result of the use of the Community Center, if such damages exceed the security deposit required herein.

Responsibility for Conduct of User and Guests

Guests must be accompanied by a resident at all times. The resident reserving the Community Center is responsible for the behavior and conduct of his or her guests. **A RESIDENT WHO RENTS THE COMMUNITY CENTER AND IS NOT PRESENT AT THE EVENT WILL FORFEIT THE \$50.00 SECURITY DEPOSIT.**

The resident must maintain the noise level so that it does not disturb residents living in proximity of the Community Center.

Music must be played only inside the Community Center building.

All activities conducted in the Community Center Sunday through Thursday will end by 10:00 p.m. Activities conducted on Friday and Saturday will end by 1:00 a.m.

Clean-Up

The Community Center must be left neat, clean and in order. The resident reserving the Community Center and where applicable, the owner of the unit in which the requesting resident resides, are responsible for the following clean-up:

- Removal of all beverages and food from the Community Center before locking up.
- Removal of all trash, garbage and other debris from the Community Center and the grounds adjacent to the Center before locking up. Trash must be disposed of by the resident reserving the Community Center.
- Removal of cigarette butts, etc. from the outside area.
- Turning out all lights in the Community Center before securing the building and making

sure that -

- Doors and windows are locked and secured.
- All chairs and tables must be wiped clean.
- Return all furniture to original position.
- Cleaning of the kitchen sink, refrigerator, stove, microwave and counter tops.
- Cleaning of restrooms.
- All floors must be cleaned.
- All party decorations must be removed.

FAILURE TO DO ANY OF THE ABOVE WILL RESULT IN LOSS OF DEPOSIT.

General Rules and Guidelines

All persons when attending any function being held at the Community Center shall conduct themselves in a manner so that their actions will not be offensive to others. Shouting, use of obscene and vulgar language, and unreasonable or boisterous conduct are not permitted. The use of any type of drugs is not permitted. **NO ALCOHOLIC BEVERAGES SHALL BE SERVED OR CONSUMED BY MINORS** and no adult shall be charged any monetary fee for the consumption or availability of alcohol. The resident and where applicable the owner of the unit, prior to using the Community Center, must sign a written agreement to indemnify and hold harmless the Garden View Estates Homeowners' Association and its individual Executive Board Members from any and all loss, suits, damage, costs, claims, demands and expenses whatsoever (including attorney's fees) which the Garden View Estates Homeowners' Association and/or its individual Executive Board Members may suffer, incur, be put to or pay by reason of the consumption or availability of alcohol or by injury or damage of any kind to any person at the Community Center during the date and hours of use.

If the Community Center is being reserved for use by a minor, the resident making the reservation shall be responsible for the supervision of all those attending.

No dogs, cats or other domestic pets are permitted in the Community Center.

Smoking is prohibited in the Community Center building.

Containers used to store and cool food or beverages that use ice and generate water must be kept in the kitchen area or outside the building. These containers are not to be placed in the main rooms.

Decorations should be utilized in a way that will not damage the walls, ceilings, light fixtures, etc. of the Community Center.

Residents shall not leave any personal items in the Community Center for storage.

Each resident shall be responsible for any damage caused to the Community Center or its contents

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by the said resident or any of the resident's family, tenants or guests. The resident shall pay for such damages.

Any Resident renting the Community Center must make sure that all parking along Maple Court, Patton Drive and Canterbury Drive is only on one side of each street.

Procedures for Scheduling Community Center Usage by Coordinator

A "Reservation Form" for use of the Community Center must be completed and submitted to the Community Center Coordinator.

Residents must provide one (1) check for \$125.00 which includes the \$50 Security Deposit and \$75.00 non-refundable Reservation/Inspection Fee.

The applicant must acknowledge that he/she has reviewed the "Community Center Rules and Regulations."

Unit owner must sign the "Reservation Acknowledgement Form."

A copy of the "Reservation Form" and the check are forwarded for deposit in the general account.

A meeting will be scheduled with the resident for pre-inspection and post-inspection of Community Center. The "Inspection Form" must be signed by Community Center Coordinator and Resident.

Upon completion of post-inspection and return of the Community Center key, the Coordinator records on "Inspection Form" the amount of security refund to be paid. If any damage and/or replacement costs are involved, Community Center Coordinator must contact the acting/future Executive Board Members to determine the amount of the security deposit to be refunded and if any additional amount is required to repair such damage or replace any such property.

The Reservation Fee was raised from \$50.00 to \$75.00 effective on reservations for 1/01/2012 or later per the 10/06/2011 Board Meeting