

## ***FACILITY USE RULES, REGULATIONS AND PROCEDURES***

The following information is provided to help promote a clear understanding between the Association and you, the resident, regarding the requirements for reserving, using, and cleaning of the facilities that you are utilizing.

### **RESERVATIONS**

All requests must be made in person and in writing at the Health & Recreation Office on the Facility Request Form. Applicant must be a resident of On Top of the World Communities. Applications are accepted on a first-come, first-served basis up to one year in advance. Rental requests submitted within two weeks of date needed will be considered on a case-by-case basis.

### **GENERAL CONDITIONS**

- Time requested for set-up and clean up is calculated as part of your total time. It is expected that the facility will be left in the same condition as when you arrived.
- Please clean the designated room(s) prior to leaving the building.
- It is the responsibility of the resident making the request to make sure the room is left clean and the facility is vacated by the specified time noted on your Facility Request Form.
- If any damage to the facility and/or equipment is reported to the Health & Recreation Office, the cost of repairs or replacement will be billed to the resident/club who has requested the room.

### **SET-UP**

- All decorating must be done the day of the event, and all decorations must be removed after event is complete.
- Do not use nails, thumbtacks or staples on the facility walls. Candles must be contained in glass lanterns with wide, stable bases. **(Freestanding tapers are not allowed.)**
- If you are re-arranging the room(s) for your event, please make sure the room is put back to the original room configuration. **(Room configuration is posted in each room.)**

### **CONDITION OF FACILITY**

Immediately after the event, and within the time specified in the application, the premises used must be cleaned and all personal items removed.

### **CLEAN UP CHECKLIST**

- \_\_\_\_\_ Wipe clean all tables, chairs, sinks, and counters
- \_\_\_\_\_ Sweep and mop up any spills in all areas
- \_\_\_\_\_ All decorations must be removed and disposed of
- \_\_\_\_\_ Check lobby, restrooms, and parking lot areas for disposable trash

\_\_\_\_\_ All trash must be placed in the proper receptacle and emptied before leaving  
The facility.

### **GENERAL RULES**

1. \_\_\_\_\_ BYOB is not allowed at any facility at On Top of the World Communities except the Picnic Pavilion. No alcoholic beverage may be consumed unless purchased from the facility in ownership of the beverage license. If you are requiring alcoholic beverages at your function, you must contact the hospitality department at 861-9188.
2. \_\_\_\_\_ If alcoholic beverages are found on the property other than what has been provided by the Hospitality division, said alcohol will be disposed of immediately, if this is not complied with, said offender(s) will be asked to leave the function. If said offender(s) still refuses, the function will be shut down and everyone will be asked to leave the property. Offending parties or groups will be denied future permission to utilize the facility.
3. \_\_\_\_\_ The applicant will be solely responsible for:
  - a. \_\_\_\_\_ Damage, loss, accidents, or injuries to persons or property resulting from the use of the facility.
  - b. \_\_\_\_\_ Supervision and control of people in attendance at the event.
  - c. \_\_\_\_\_ Damage to furniture, fixtures, or any part of the center.
4. \_\_\_\_\_ All request for control of lights, heating and cooling systems, public address systems, and other equipment should be directed to the Health & Recreation Office one day before the equipment is required.

I have read, understand, and agree to the above facility use rules, regulations and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_