

## ***Facility Use, Policies & Procedures***

The following information is provided to help promote a clear understanding of the requirements for reserving amenity space at On Top of the World.

### **Reservations**

All reservation requests must be submitted through the OTOW App. Applicant must be a resident of On Top of the World Communities. Reservation requests are accepted on a first-come, first-served basis. Requests must be submitted three weeks in advance. We welcome 'daily booking' requests, please come to the Recreation office on the day of your room need, we will do our best to accommodate your request. We will take room requests on Friday, for needs on Saturday or Sunday of that week. OTOW Central Amenity space is available to residents residing in OTOW Central, Candler Hills and Gateway of Services Pass holders.

### **General Conditions**

- Any time you need for set-up and clean-up is calculated as part of your total time.
- Supplies such as decorations and food should only be brought in during the scheduled event time.
- It is expected that the facility will be left in the same condition as when you arrived.
- The resident booking the room is responsible for vacating by the specified time, ensuring the premises are clean and no personal belongings are left behind.

### **Room Set-Up**

- All decorating must be done the day of the event, and all decorations must be removed after event is complete.
- Please do not use nails, thumbtacks or staples on the facility walls. Candles are not permitted in any of the facilities.

### **Clean Up Checklist**

- \_\_\_\_\_ If any chairs were moved, please return the room to its original condition
- \_\_\_\_\_ 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 for all personal belongings
- \_\_\_\_\_ Dispose of all trash, please place in the proper receptacle

### **General Rules**

Alcohol is not permitted at the Recreation Ballroom, The Recreation Pool & Pavilion, the Candler Community Center, and the Candler Community Pool & Pavilion. These locations require that alcoholic beverages are purchased from the facility in ownership of the beverage license.

The resident reserving the room is responsible for:

- Damage, loss, or accidents, resulting from the use of the facility.
- Supervision and control of people in attendance at the event.
- Damage to furniture, fixtures, or any part of the reserved facility.
- Request for control of lights, heating and cooling systems, and public address systems. These and any other requests should be directed to the Recreation Office one day before the equipment is required.