

Whitley Bay Condominium Association

RECREATION ROOM REGULATIONS

The Whitley Bay Recreation Room and Facilities are for the *exclusive* use of Whitley Bay Owners and/or Residents; therefore, there is NO intent to rent or lease the premises to outsiders for parties as a service or source of revenue. Any Owner or Resident who wishes to use the Facilities must read and agree to abide by the rules and regulations that follow:

1. **Reservations** must be made by first checking and marking the calendar posted in the kitchen. Then, in the event the Association has no plans for using the facilities, your reservation will be made and accepted **after** you have read this form, agree to abide by the forthcoming conditions, and either drop the form and fees in the clubhouse drop box or the garage drop box, leave with a Board member, or mail to the CKI office @ 110 Imperial Street, Merritt Island, FL 32952.

2. **Fees:** You must estimate the number of attendees and pay according to the following schedule: **Damage Deposit:** (refundable when premises are inspected and cleanup is accepted).

Up to 25 people = **\$100**; 26-50 people = **\$200**; 51+ people = **\$300**.

Administrative Fee (non-refundable): Up to 25 people = **\$25**; 26-50 people = **\$50**;
51+ people = **\$75**.

Two separate checks should be made payable to “WHITLEY BAY CONDOMINIUM ASSOCIATION”.

3. You as the Owner/Resident assume full responsibility for the premises while they are in your care, custody and control and therefore you **MUST** be **PRESENT** during the entire time the facilities are being used by your group. In the event there is damage done by you or your guests that is valued above the applicable damage deposit, you agree to be personally liable for the full repair/replacement of damage to such item(s).

Initial _____.

4. You must make arrangements for your guests to park off premises from Whitley Bay so as not to interfere with WB residents' parking. After hours suggestions might be to use Mariner Square parking lot, Sun Trust Bank parking lots, and/or other city parking spaces. **Initial** _____.

5. You may **NOT** compromise WB's security by leaving the front doors ajar for guests. You are required to have greeters at the entryway door while guests arrive and have other greeters available to escort your guests in the elevator to the Recreation Center. You must also advise your guests that they are **NOT** free to roam to other parts of the WB premises. **Initial** _____.

6. You should schedule and reserve time before and after your event for any preparations you need to make, and for cleanup after your event. If you use the kitchen facilities, appliances or outdoor grill, all such areas and appliances must be left in clean condition in order to receive a refund of your damage deposit. All trash should be collected in garbage bags and taken downstairs to the dumpster room. Take all food items that you brought with you. Do **NOT** leave any food items in the kitchen. **Please initial** _____.

7. Please do not disturb neighboring residents through excessive noise generated by radio, CD's or any other sound equipment. Curfew hours are as follows: 10:00pm daily. **Please initial** _____.

8. There is a **NO SMOKING** policy inside the building. Any smoking that is allowed should be outside and you must provide ashtrays and assume the cleanup of any cigarette butts. **Please initial** _____.

9. In the event you choose to allow alcohol to be served in any form to your guests, you agree to hold Whitley Bay Condominium Association totally harmless for any damage or liability that might be deemed assessable under any type of "liquor liability." **Please Initial** _____.

10. Please ensure that all lights are turned off after use and that the doors to the Recreation Center are locked and secured.

11. The room should be thoroughly cleaned by 10:00 AM the morning following use. **(Page 1 of 2)**

I HAVE REVIEWED AND I UNDERSTAND THE WHITLEY BAY RULES AND REGULATIONS REGARDING REC ROOM USAGE. I AGREE TO ABIDE BY ALL REQUIREMENTS. I HAVE INITIALED WHERE REQUESTED, SIGNIFYING AGREEMENT.

OWNER/RESIDENT SIGNATURE: _____

Suite # _____ Date Signed: _____

CONTACT PHONE NUMBER: _____

DAY & DATE PREMISES RESERVED: _____

HOURS REQUESTED: _____

PURPOSE FOR USE: _____

WILL YOU NEED THE STOVE AND/OR OVEN: YES _____ NO _____

SERVING FOOD? YES _____ NO _____

BEER/ALCHOLIC BEVERAGES? YES _____ NO _____

WILL THE A/C NEED TO BE TURNED ON? YES _____ NO _____

ESTIMATED NUMBER OF GUESTS: _____

DEPOSIT \$ _____ (Check # _____) Date Received by Mgmnt: _____

USAGE FEE \$ _____ (Check # _____) Date Received by Mgmnt: _____

DATE AND TIME PREMISES INSPECTED FOR CLEANUP: _____

INSPECTED BY: _____

RESULT OF INSPECTION: PREMISES CLEAN _____ or

ITEM(S) DAMAGED OR LEFT UNCLEAN: _____

OK TO RETURN DEPOSIT: _____ - OR -

DEPOSIT NOT REFUNDABLE: _____

DAMAGE DEPOSIT APPLIED TO CLEANING AREAS NOTED ABOVE OR REPLACING DAMAGED ITEMS: \$ _____

AMOUNT DUE IN ADDITION TO DAMAGE DEPOSIT: \$ _____

DEPOSIT RETURNED: _____ by: _____