

**Guidelines for Use of the
Hawthorne Place Condominium
Community Room - 2016**

The Board of Trustees has approved the use of the Community Room for two purposes. One is for events open to all owners and residents (such as classes, lectures, social activities, entertainment) and the other is for private parties/events sponsored by a Hawthorne Place resident and limited to his/her invited guests.

The following guidelines shall be adhered to for all events.

1. Requests for private use of the function room shall be limited to Hawthorne Place unit owners and residents only, and said owner or resident shall be present during the entire event.
2. Reservations shall be accepted no more than 90 days before the scheduled event and on a first come first served basis.
3. Any proposed use of the community room shall be submitted to the board of trustees and/or the managing agent who reserve the right to approve/disapprove any request. The Board may also approve a request subject to conditions.
4. If the request is granted, a Community Room Reservation Agreement shall be returned to the management office with the following:
 - A \$50.00 non-refundable rental fee is required for private parties.
 - Residents of Hawthorne Place may apply for a waiver to the rental fee for community inclusive functions.
 - A refundable deposit of \$250 security shall be made for any function to cover damages or unsatisfactory cleaning of the room.
 - Evidence of homeowner's insurance including personal liability coverage and host liquor liability insurance.
5. Function hours are from 10:00 AM to 11:00 PM Sunday-Thursday, and 10:00 AM to Midnight on Friday and Saturday.
6. Capacity of the room shall be based on fire safety and other applicable codes and attendance shall be limited to meet codes. (Limits are no more than 50 people).
7. No parking shall be permitted in part of the common area, including loading dock, drive lane, or privately owned parking easements. Visitors shall be directed to the visitor parking lot in front of the building.
8. All activities are restricted to the Community Room. Attendees shall not be in any part of the common area other than for use of the restroom located in the laundry room.

9. Volume of music and conversation shall be kept at reasonable sound levels and all music shall end at 10PM. All guests shall conduct themselves in a responsible manner.
10. The unit owner/resident shall be responsible for leaving the room in the same condition in which it was found. The room shall be cleaned immediately following the function including disposal of trash, vacuuming, cleaning of appliances. Any cleaning cost or damages shall be deducted from the security deposit. Damage that exceeds the security deposit shall be billed directly to the owner.
11. No smoking shall be permitted in the community room or any part of the common area.
12. The sale of alcohol is strictly prohibited. No alcohol shall be served in any room other than the COMMUNITY ROOM and no alcoholic beverages shall be carried or consumed outside of the building or any other common area of the premises. Host shall insure that no person under the age of 21 shall be served, sold, or otherwise provided with any alcoholic beverage, nor shall any intoxicated person be served alcohol or be permitted to operate a motor vehicle. The host shall comply with all applicable laws, statute, regulations, and ordinances pertaining to the possession of and serving alcoholic beverages.

**COMMUNITY ROOM RESERVATION AND INDEMNIFICATION AGREEMENT
HAWTHORNE PLACE CONDOMINIUM**

NAME OF UNIT OWNER/RESIDENT _____

UNIT# _____ TELEPHONE _____

RESERVATION DATE REQUESTED _____

HOURS FROM _____ TO _____

MAXIMUM # OF GUESTS _____

PROPOSED USE _____

I hereby request to reserve the **COMMUNITY ROOM** at Hawthorne Place Condominium for the date, time and use set forth above. In consideration thereof, I have paid a **NON-REFUNDABLE \$50.00 Rental Fee** and a **\$250 Security Deposit** and agree that such use shall be subject to the following terms and conditions.

1. I shall personally be present during the entire event for which I have reserved the **COMMUNITY ROOM**.
2. I have read the **GUIDELINES FOR USE OF THE HAWTHORNE PLACE CONDOMINIUM COMMUNITY ROOM** and agree to fully comply with the terms of this agreement.
3. The use shall be limited to the **COMMUNITY ROOM** and no one shall be permitted in the common areas other than for the use of the restroom located in the laundry room.
4. Volume of music and conversation shall be kept at reasonable sound levels and all music shall end at 10PM. All guests shall conduct themselves in a responsible manner.
5. No smoking shall be permitted in the community room or any part of the common area.
6. The sale of alcohol is strictly prohibited. No alcohol shall be served in any room other than the **COMMUNITY ROOM** and no alcoholic beverages shall be carried or consumed outside of the building or any other common area of the premises. Host shall insure that no person under the age of 21 shall be served, sold, or otherwise provided with any alcoholic beverage, nor shall any intoxicated person be served alcohol or be permitted to operate a motor vehicle. The host shall comply with all applicable laws, statute, regulations, and ordinances pertaining to the possession of and serving alcoholic beverages.

7. No parking shall be permitted in any part of the common area, including loading dock, drive lane or privately owned parking easements. Visitors shall be directed to the visitor parking lot in front of Building Two.
8. No changes or additions to the COMMUNITY ROOM other than installments of usual and customary decorations that are temporary in nature and can be installed and removed without causing any damage to the COMMUNITY ROOM.
9. Immediately after use of the COMMUNITY ROOM, the room shall be cleaned, including disposal of all trash, cleaning of all furnishings and appliances and vacuuming and sweeping of the room. Any cleaning cost or damages shall be deducted from the security deposit. Damages that exceed the security deposit shall be charged directly to the unit owner/resident.
10. If any repairs are necessary to restore the COMMUNITY ROOM to its original condition, written consent of the Trustees prior to making such repairs. The Trustees shall have the right to deny such repairs. The Trustees shall have the right to deny such permission, and to retain a third party to make such repairs in which case the cost of the repair shall be charged directly to the unit owner/resident.

By the execution hereof, the undersigned hereby releases the Trustees of the Hawthorne Place Condominium Trust, the Hawthorne Place Trust, the unit owners of the Hawthorne Place and/or the agents, servants employees, and attorneys thereof and its management company, its agents, servants employees, and attorneys from any and all liability for any claims, demands injuries, damages, actions or causes of action arising out of or connected in any manner with the use of the Community Room. The undersigned further agrees to defend, indemnify and release the Trustees of the Hawthorne Place Trust, the Hawthorne Place Trust, the unit owners of the Hawthorne Place Condominium and/or the agents, servants employees, and attorneys thereof and its management company, its agents, servants employees, and attorneys and hold same to be harmless from any liability for any injury or damage sustained as a result of use of the COMMUNITY ROOM including but not limited to serving alcohol.

Executed under this _____ day of _____

Unit Owner/Resident Name _____ Telephone _____

FOR OFFICE USE ONLY

Rental Fee Check # _____ Security Deposit Check # _____

Evidence of Homeowners' Insurance _____

Waiver of Rental Fee Request _____ Approved/Denied _____

Acceptance of your reservation is confirmed:

By: _____ Date: _____