

Sherwood Estates Homes Association

Community Hall Rental and Use Regulations

Our community space is available to all homeowners in good standing for meetings, parties and family gatherings. Reservations, refundable deposit, rental fee are required for private events.

RESERVATIONS:

1. **Making Reservations:** Reservations must be made by an adult resident at least 1 week in advance of the planned event. Reservations may be made at the Association office either in person or by phone.
2. **Renter's Presence:** The person making the reservation (Renter) must be present for the duration of the reserved period. (See Recurring Meetings, below, for an exception.)
3. **Risk:** The Board reserves the right to refuse reservations if the activity involves, in the opinion of the Board, risk to the Association.
4. **Right of Entry:** The Board reserves the right to enter the clubhouse at all times during the event. The Renter must understand that if the event is held during normal Association office hours, staff and visitors may be coming in and out of the office during the event.
5. **Deposit:** The Refundable Deposit Amount is \$100.00, payable in advance of the event.
6. **Rent:** Rent, if required, is \$35.00, payable in advance of the event.
7. **Maximum Occupancy:** Limited to a maximum of sixty people.

RECURRING EVENTS:

1. **Definition:** A homeowner in good standing may reserve the space for a recurring event, such as a weekly card game or a book club.
2. **Deposit:** The refundable deposit is due and payable prior to the first occurrence of the event and will be held until the organizers advise the Association that the event will no longer be held.
3. **Rent:**
 - a. No Rental Fee is required so long as the event is announced to and is open to all Sherwood Estates homeowners.
 - b. A Rental Fee of \$10, payable in advance of each occurrence is required if the event is not open to all residents.
4. The Renter is not required to be present at each occurrence of the event but must be present at the majority of the events.
5. **Other:** All other rules and regulations apply.

RENTER RESPONSIBILITIES:

1. **Pre-event Walk-through:** A complete walk-through will be conducted with the Renter by a board member and any defects or existing damage will be noted on a checklist at that time.
2. **Key:** The Renter will be given a key to the facility at the time of the walk-through and their responsibility for the condition of the premises will begin at that time. The keys will be returned at the Post-event Walk-through. If the key is not returned the renter forfeits their deposit.
3. **Post-event Walk-through:** Within 48 hours of the end of the event, the Renter will repeat the walk-through with a board member. The checklist created at the pre-event walkthrough will be checked and signed. If key is returned, no damage, or cleaning issues identified, the deposit will be refunded at that time.
4. **Alcohol:** No kegs may be placed in the refrigerator. While alcohol is permitted, the Renter is responsible to insure that no alcohol is served to or consumed by minors who may be present.
5. **Drugs:** Under no circumstances is drug usage allowed and the Renter is responsible to insure that none used.
6. **Smoking:** No smoking is allowed inside the building.
7. **Damage:** Renter is responsible and liable for any and all damages or losses to the facility, furnishings or premises while they are in the possession of the facility key.
8. **Decorations:** Decorations may be used however none may be affixed to the walls with tacks or in any way that mars the walls doors or woodwork. All decorations must be removed before the deposit will be refunded.
9. **Compliance:** All city, county, state and federal ordinances will be followed.
10. **Cancellations or rescheduling:** If plans change after making the reservation, notice must be given to the Office prior to the date of the event or the Rental Fee will not be refunded. We allow one rescheduled date due to unexpected circumstances (death in the family, etc.)

MINOR'S EVENTS

1. **Definition:** A Minor's Event is any event given for a person under 21 years of age, such as, but not limited to, birthday parties, graduation parties, etc.
2. **Adults Present:** There must be one adult (a person aged 21 years or older) for each 15 persons under the age of 21 years present at the event. The adults must remain present at the party for the duration of the party.
3. **Alcohol:** No alcohol may be served or consumed under any circumstances.
4. **Smoking:** No smoking allowed inside the facility.
5. **Other:** All other rules and regulations apply.

Sherwood Estates Homes Association

Community Hall Rental Reservation

NAME	
ADDRESS	
PHONE	
2 ND PHONE	

DATE OF EVENT	
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Reservation Approved and Renter acknowledges receipt of Community Hall Rental and Use Regulations.

For Sherwood Estates	Date	Renter	Date