

AUDUBON ASSOCIATION, INC.

WALTON POND CENTER (WPC) COMMUNITY ROOM RESERVATION AGREEMENT

Email office@audubonhoa.com

RESIDENT NAME _____ ADDRESS _____

HOME PHONE _____ OTHER PHONE _____

REQUESTED DATE _____ TIME: FROM _____ TO _____

PURPOSE OF EVENT _____ NUMBER ATTENDING _____

RENTAL EQUIPMENT TO BE USED* _____

ENTERTAINMENT?* _____ DECORATIONS?* _____

The cost to reserve the room is \$100 + a cleaning fee. The fee is \$50 for parties 25 people or less and \$75 for parties 26 or more. We can verify via security cameras the number, so please be as accurate as possible.

Office use only

\$100 Deposit received _____

(\$100 Check made out to the Audubon Association) \$100 check destroyed 48 hours after room inspection) All checks must be written from the resident who is renting the community room out, no checks will be accepted from a non- resident.

Rental & Cleaning Fee received \$150 or \$175

This signed form must be submitted to the Audubon Association, Inc. to confirm your reservation a minimum of two week in advance of the rental.

Audubon Association, Inc. assumes no responsibility or liability for loss or damage to the user's personal property (or that of his or her guests) and/or rental property. The person who signs the Community Room Rental Agreement is responsible for the Community Room and its contents until such time as the Community Room has been checked by the Community Association Manager and/or Board of Directors. In addition, this person, and all his/her guests using the common areas, as well as their legal representatives, shall agree to hold Audubon Association, Inc., all other Homeowners of Audubon Association, Inc. and Logiq Ventures Inc. harmless from and against any and all damage and or injury relating to the usage of the Community Room and all other common areas. A signed release and indemnification form (attached) must accompany this rental agreement.

The facility must be cleaned according to the attached specifications at the end of the rental period. If not, a cleaning service will be hired and the owner's unit will be charged the cost of cleaning.

I have read and understand the Community Room Reservation Agreement/Rules and Regulations and will comply with the requirements.

SIGNED _____ DATE _____

*Prior Board approval may be required. RETURN SIGNED FORMS TO 700 Robin or email OFFICE@AUDUBONHOA.COM

AUDUBON ASSOCIATION INC.

RELEASE AND INDEMNIFICATION OF ALL CLAIMS

THIS IS A RELEASE OF LIABILITY AND AGREEMENT TO DEFEND, INDEMNIFY AND HOLD HARMLESS. PLEASE READ THOROUGHLY BEFORE SIGNING.

The undersigned, in consideration of being allowed to use the Association's common areas and recreational facilities, including, but not limited to, the use of the Association's Community Room, states and agrees:

- 1) I have read and agree to comply with all Community Room Rules and Regulations now in effect.
- 2) I shall be solely responsible for insuring that I, all my guests or invitees know and abide by the Association's Rules and Regulations and this Release.
- 3) All persons under the age of 21 are prohibited from consumption of alcohol in the Community Room or on Association property.
- 4) I acknowledge that the consumption of alcohol and other activities can be hazardous; that injuries could result from accidents or negligence or carelessness of others; and I knowingly accept and assume all known and unknown risks in using the recreational facilities, for ourselves, family, guests and invitees.
- 5) I hereby release and agree to defend, hold harmless and indemnify the Audubon Association, Inc. , the Board of Directors, owners, officers, agents, employees and assigns from all future, foreseen and unforeseen actions, expenses, judgments, damages or claims of any kind, including attorneys' fees that may arise from or in connection with usage of the Community Room, recreational facilities or other common elements, including personal injuries, either by me or my children, guests or invitees, even if said claim might arise from the negligence of the Association.
- 6) I agree to maintain a liability insurance policy and furnish a certificate of insurance (copy)
- 7) This Release shall bind me, my children, guests, invitees, heirs, successors or assigns.

READ THIS RELEASE CAREFULLY, ASK ANY QUESTIONS BEFORE SIGNING, AND RETAIN A COPY. YOUR SIGNATURE ACKNOWLEDGES THAT YOU UNDERSTAND THE RELEASE, BELIEVE IT IS FAIR AND REASONABLE AND AGREE TO ITS TERMS.

NON-COMPLIANCE OF ANY RULES & REGULATIONS WILL RESULT IN LOSS OF RENTAL PRIVILEGES FOR THE RENTER AND ORGANIZATION.

You acknowledge, review and approve of this release on _____
Date

Signature

Address

WPC COMMUNITY ROOM RULES & REGULATIONS

These Community Room rules and regulations have been approved by the Association Board and are required for Community Room reservation by the Audubon Association residents.

Community Room Reservation Eligibility

The Community Room is available for the use and enjoyment of Audubon Association residents. The rules and procedures for Community Room reservation are set forth below.

No for-profit business activities or events are permitted if the intent of the reservation is for solicitation, promotion and/or sales of any kind. The Community Room is strictly for use of a party or event.

An Audubon resident representing a non-profit organization seeking to reserve the clubhouse will be considered for rental approval. Detailed information about the organization and the intent of the event will be required prior to reservation approval.

Reservations and Rental Periods

To check the availability of the Community Room, please contact the Audubon Office at 716-688-1632 or email office@audubonhoa.com

Residents are not permitted to make reservations for an event more than **six (6) months** prior to the event. The Association may reserve the Community Room for community-wide events up to a year in advance of the event.

The Community Room may not be reserved on the following days: New Year's Eve, New Year's Day, Superbowl Sunday, Easter Sunday, Memorial Day, July 4th, Labor Day, Veteran's Day, Halloween, Thanksgiving, Christmas Eve, Christmas Day. The Association may use the Community Room on these days for community-wide functions.

Rental Periods

No resident may make a reservation for more than **one day at a time** and no more than two **(2) days in any one month**.

The Community Room may be used from 8:00 a.m. until 11:00 p.m. **Music, or other loud noise, must cease at 10:30 p.m. If you enter before 8am or leave after 11pm, security alarm will sound.**

Community Room Occupancy

As per fire code, the maximum occupancy for the WPC is 107 persons or 85 people seated. One adult **must** be present for every eight (8) persons under the age of 16 to provide adequate supervision. **Please note, WPC is video monitored.**

Set-up prior to the event

The above reservation periods include time for set-up. Residents may not begin preparation activities or allow access to the Community Room by guests or other participants of the event prior to the stated periods. Caterers, and other non-residents, are not permitted in the Community Room without the resident's presence and Community Manger of the Audubon Association.

Cleaning and furniture arrangement following the event

It is the responsibility of the resident renting the Community Room to comply with the “Community Room Post-Event Procedures and Cleanup” no later than 11:00 a.m. of the morning following the event to have their \$100 security deposit destroyed.

Community Room Use Restrictions

1. The resident or authorized tenant must be in attendance during the entire reservation period.
2. No smoking in the Community Room.
3. All who use the Community Room at any time should clean up before leaving, making sure also to turn off lights, and be sure door is locked.
4. No paint, tape or tacks are permitted on walls, windows, fixtures molding, or ceiling.
5. Animals are NOT permitted in the WPC.
6. Folding chairs and tables may be used in the Community Room.
7. If children are on the back deck, an adult must be present.

COMMUNITY ROOM POST-EVENT PROCEDURES AND CLEANUP

The Community Room must be left in the same condition prior to the event. Report any damage or injuries to the Community Association Manager. Users must supply towels, dishcloths, paper towels, trash bags.

_____ Clean all areas used: bathroom, kitchen, sinks, appliances, tables, countertops, furniture, etc.

_____ Sweep floor.

_____ Return all furniture to original location.

_____ Remove any decorations or rented furniture.

_____ Remove all trash from the Community Room.

_____ Turn off all lights.

_____ Close and lock all exterior doors and windows. (with collaboration of Property Attendant).

_____ Check building for anyone left behind before leaving.