

GVCA Party Room Rules of Usage:

The Greenwood Village party rooms, located in "The Village Club", are excellent facilities with beautiful lakeside/garden views. They are only available to rent by residents. In order to maintain these facilities in a condition that all residents can be proud of, GVCA has promulgated some 'common sense' Rules of Usage that are part of the rental contract.

1. **Resident Renter** - Only a permanent owner/tenant of a Greenwood Village residence is allowed to contract to rent a GVCA party room. Photo I.D. may be required. Rental of rooms is confined to family functions. Rental of rooms to outside businesses or companies is prohibited. Resident Renter is liable for all damage during the rental, which is another reason for resident not to rent the room(s) for outside businesses or individuals.
2. **Rental Period:** Day of function 12:00 noon until 1:30 a.m. Admittance to room prior to 12:00 noon requires prior written approval from the GVCA Office.
3. **Key Pick Up and Return:** Keys must be picked up by the Resident Renter during office hours the last business day before the function. The key is to be returned to the office on the first business day following the event. All costs incurred by GVCA to replace lost keys and changing of locks are the responsibility of the Resident Renter.
4. **Security Deposit:** The security deposit is refunded when the keys are returned, security guard costs are assessed and damage assessments are completed. Refunds are paid on the GVCA regular payroll day and can only be made payable to the Resident Renter. In the event of violations/damages, damage charges are determined by the GVCA office and billed against the Resident Renter. Disputes may be appealed to the GVCA Board of Trustees.
5. **Security Guard:** A security guard hired by GVCA will be provided for your function. His job is to aid you in running your function and to protect your security deposit by helping you prevent damage to the facility. Please work closely with your security guard so you may have the best possible event. But please be aware the guard has the authority to:
 - Call for more security guards if he feels they are warranted to control the party (you will be charged the extra time).
 - Shut down the party if he feels the situation is unsafe.
 - Call the police if there is illegal activity or the party is out of control.
 - Call for medical assistance if someone is injured.The guard will notify the Resident Renter before doing any of these things, so that you can correct the situation on your own. But the guard does not need permission to act if it is warranted.
6. **Vehicles:** The Township prohibits parking on the streets. All cars must be parked in the Clubhouse parking lot (capacity 86 vehicles) after loading and unloading. The Community Room lower level doors and Garden Room door are fire exits and must be kept clear for safety vehicle access and vehicles cannot park on these drives. Vehicles can only stop to load/unload (15 minutes max.), or to drop-off handicapped individual(s), and must be moved immediately afterwards. Parking overnight is a violation of the GVCA Declaration of Covenants and Restrictions. Vehicles will be towed. Cost of towing and storage is the responsibility of the vehicle owner. Parking and/or driving on the grass is prohibited. Costs incurred to repair damage to grass and/or trees and plants are the responsibility of the Resident Renter. **If you need a special parking exception, contact the GVCA office before the event so the office can write a note instructing the guard. If there is no note from the office, there will be no exception to these rules.**
7. **Deliveries:** GVCA personnel cannot accept deliveries for the function, nor will GVCA personnel sign for any deliveries. All deliveries for the function or the caterer (if applicable) are the responsibility of the Resident Renter.
8. **Confinement:** Functions are confined to the rented room(s). Access to the pools and/or locker rooms is prohibited. Use of the pond and tennis courts is prohibited.
9. **Children:** Children must be supervised by an adult at all times. (The security guard is not a babysitter.) Guest children may use the playground equipment, but only if under the supervision of a resident adult (age 21+). Children are not allowed to play in the stream or pond, and are not allowed to climb trees or pull on branches. The Resident Renter will be responsible for the cost of any broken limbs (the tree's or the child's).
10. **Property:** GVCA is not responsible for loss or damage to personal property of the Resident Renter or their guests. All GVCA property must stay in the confines of the building. **Removal of GVCA property from the building is prohibited and grounds for immediate termination of the function.**
11. **Fire Code:** All exit doors must remain opened and unblocked during the function. Capacity of rooms may not be exceeded. Community Room: 125 people Garden Room: 50 people
12. **Smoking and Burns:** Smoking is prohibited throughout the building. Smoking areas are provided outside by the benches on the east side of the building. The minimum cost of a burn repair is \$75.00.
13. **Sound System:** Use of the sound system/microphone is arranged through the GVCA office **ONLY** prior to the function. Use of the sound system is a separate item with a separate deposit and signed addendum to the party contract. Damages to the sound system and cost of repairs or replacement are the responsibility of the Resident Renter. All alterations to the sound system and all components and wiring are strictly prohibited.

GVCA Party Room Rules of Usage (continued):

14. **Fireplace:** Non-working decorative use only. (Do not block, it is the air return for the HVAC system.)
Lighted candles or open flames: Lighted candles or open flames anywhere in the room are prohibited. Sternos are acceptable for food warming only.
15. **Decorations/Signs/Balloons:** The GVCA Declaration of Covenants and Restrictions prohibits signs and/or balloons or decorations to be placed on any common areas of Greenwood Village. Signs, balloons, and/or decorations are confined to the interiors of the rented rooms. All violations of this rule will be removed by security guard.
 - a. Tacks, tape (including duct tape), glue, nails, etc., are prohibited. Permitted: string to affix balloons and decorations.
 - b. All forms of confetti, glitter, flower petals, rice, and ice sculptures are prohibited.
16. **View/Usage of Room:** Permission to view or use the room is obtained through the Administrative Assistant or GVCA Manager **ONLY**. Call (330) 467-7036 to schedule an appointment.
17. **Alcohol:** Alcohol is permitted in the building, but Resident Renters are responsible for their guests and assume liability. **Underage drinking is grounds for immediate termination of the function and loss of future rental privileges.**
18. **Noise:** This is a residential area so music/performances must be kept to a moderate level. Residents, or people renting the adjoining party room, can call the police, who will come and shut down your event for disturbing the peace. Keeping the doors shut will help you avoid this situation by containing the noise inside the building.

GVCA PARTY ROOM RENTAL RATES -- GENERAL INFORMATION

TERMS

1. **Rental Rate:** Non refundable rate to rent the room.
2. **Standard Clean Up Rate:** Professional cleaning company rate to clean room (not optional) *see attached clean up list.
3. **Security Guard Rate:** Hourly rate for Security Guard (not optional). There is a four hour minimum charge.
4. **Security Deposit:** Security Guard rate is deducted from this deposit amount. The cost of extra cleaning/damages, including rug burns and Rules of Usage violations, is deducted from this deposit (if applicable). Balance of deposit, less costs is refunded.

INFORMATION

1. Both the Security Guard and cleaning company are hired by GVCA, Inc.
2. \$25.00 is due at the time of signing the contract to hold the room. The \$25.00 is applied to the rental rate.
3. Balance of all monies are due and payable three (3) weeks prior to the event to avoid cancellation.
4. Checks are made payable to **GVCA**.
5. In the event that damages exceed security deposit, GVCA, Inc. has the right to bill the Resident Renter for damages over the amount of the security deposit.
6. In the event that additional cleaning is needed, GVCA, Inc. has the right to deduct the amount from the security deposit and/or bill the Resident Renter for the added amount.
7. Resident Renter must advise the office of the hours of the party four (4) weeks prior to the function to allow for booking of Security Guard. If office has not been given sufficient time to book Security Guard, party may be cancelled.
8. Keys should be given to the security guard who will put them in the slot of the door of the GVCA Office the night of the event. Cost of replacing locks and keys are the responsibility of the Resident Renter if not returned to the security guard or the GVCA Office.

PARTY RENTAL RATES

Community Room

Located at rear of Clubhouse facing lake. Room area includes upper balcony. Fire code capacity, including balcony, is 125 people.

<u>Rental Rate (Includes Standard Clean Up)</u>	<u>Security Guard Rate</u>	<u>Security Deposit</u>	<u>Total Due</u>
\$200	\$18/Hour (4 hour minimum) (Holiday Rate \$27/Hour)	\$400	\$600

Garden Room

Located in the front of the Clubhouse facing Village Club Drive. Fire Code capacity is 50 people.

<u>Rental Rate (Includes Standard Clean Up)</u>	<u>Security Guard Rate</u>	<u>Security Deposit</u>	<u>Total Due</u>
\$100	\$18/Hour (4 hour minimum) (Holiday Rate \$27/Hour)	\$200	\$300

PARTY ROOM SUPPLIES

Resident Renter has the responsibility to have all outside (non-GVCA, Inc.) personal items, material, and/or supplies removed from the party room and building by the end of the function or no later than 1:30 a.m. Storing materials overnight requires prior written approval from the GVCA Office. (See set-up and tear-down options on Page 4.)

A telephone is available for local calls only, at no charge. The telephone is located on Security Desk on upper level of the Community Room. To make a local call, dial "9" to get an outside line and then dial your number. Phone does not accept incoming calls.

COMMUNITY ROOM

Hot Plate	Portable Dry Bar	Full Size Refrigerator
Convection Oven, Microwave	Automatic Ice Machine with Small Beverage Sink	Full Size Freezer
2 Portable Carts	Sink and Disposal	

- | | |
|--------------------------------------|--|
| 2 - Card Tables | 4 - 6' Rectangular Tables (can be used for buffet, gifts, or cake) |
| 12 - 60" Round Tables | 8 - Bistro Tables |
| 4 - 8' Rectangular Tables (seats 10) | 135 - Samsonite Steel Chairs (beige/brown) |

Important Notes:

Decorative fireplace is the air return for the HVAC. Do not allow decorations to cover and block air flow. Damage to the HVAC unit may result, for which you will be liable.

Light switches are in the circuit box, located on the upper level next to the men's restroom.

Do not set coffee makers or any hot item under the thermostats. It will cause the HVAC to make the room too cold.

GARDEN ROOM

Kitchenette	Half Refrigerator with Small Freezer and Ice Maker
Sink	Full Size Oven, Stove, and Microwave

- 4 - Bistro Tables – in closet
- 3 - Card Tables – in closet
- 5 - 8' Rectangular Tables (seats 10)
- 3 - 6' Rectangular Tables (can be used for buffet, gifts, or cake)
- 50 - Samsonite Steel Chairs (beige/brown)

Important Notes:

Light switches are in the circuit box, in the kitchenette. Remove security bars and unlock latches before opening sliding doors.

RESIDENT RENTER CLEAN UP

Renter is responsible for set up of tables and chairs and must clear off all table tops; place all trash, along with paper, balloons, party supplies, etc., in trash bins. All personal items must be removed from room at end of function. Do not leave trash bags on wooden dance floor or carpeting. Leave garbage bags in kitchen so they do not leak on the carpet and the cleaning service will dispose of.

STANDARD CLEAN UP

Services provided by cleaning company

1. Clean and remove all rubbish from party room
2. Vacuum all carpeted areas
3. Break-down tables and chairs and place in storage areas
4. Clean and sanitize bathrooms
5. Sweep and mop all hard surface floors including dance floor, kitchen, and bathrooms
6. Clean kitchen and bar areas, including refrigerators, convection oven, hot plate, etc. Vacuum and mop all floors.
7. Clean interior and exterior door glass.

Note: Spots on carpet or any clean up outside of the standard clean up is the responsibility of the Resident Renter. Carpet cleaning is not a part of the standard clean up. Professional carpet cleaning costs are the responsibility of Resident Renter and will be a separate charge.

Greenwood Village Community Association, Inc.
830 Village Club Drive, Sagamore Hills, Ohio 44067
Office Telephone: (330) 467-7036 Telephone in Upper Community Room (330) 908-7073

PARTY ROOM RENTAL CONTRACT

(Only GVCA residents may rent the Garden Room and/or Community Room)
Payments accepted only from GVCA resident by check or money order.

Resident's Name _____ Type of Function _____

Address _____ Unit # _____ Phone (Day) _____ Phone (Eve) _____

Date of Function _____ Function begins at _____ PM Ends at _____ PM

Garden Room Rental (Rental Fee \$100 + Security Deposit \$200 = Total Due \$300)

Reservation Deposit (Required to Hold Room) = \$ 25 Date Paid _____ Check # _____
Balance (Due Three Weeks in Advance) = \$275 Date Paid _____ Check # _____ Due by _____

Community Room Rental (Rental Fee \$200 + Security Deposit \$400 = Total Due \$600)

Reservation Deposit (Required to Hold Room) = \$ 25 Date Paid _____ Check # _____
Balance (Due Three Weeks in Advance) = \$ 575 Date Paid _____ Check # _____ Due by _____

Sound System (Rental Fee \$25 + Security Deposit \$50 = Total Due \$75)

Sound System = \$ 25 Date Paid _____ Check # _____
Balance (Due Three Weeks in Advance) = \$ 50 Date Paid _____ Check # _____ Due by _____
Is Microphone Required? Yes No

DO NOT SET VOLUME DIAL ABOVE THE 2 PM POSITION (Dial pointed straight up = 12 noon).

Optional set-up the day before the function.* \$40 Garden Room \$60 Community Room

Optional tear-down the next day after the function.*^ \$40 Garden Room \$60 Community Room

*Check with office prior to function for availability. Date Paid _____ Check # _____

^Optional tear down applies only to inside the room. Nothing can be left outside or in restrooms after the function ends.

I understand that Greenwood Village Community Association, Inc. is not responsible for the loss or damage to personal property of the Resident Renter or their guests. I have read the terms and rules of this 4 page contract and understand I am responsible for adherence to the terms, rules, and all violations or damages that may occur.

Signature _____ Date _____ / _____ / _____

For Office Use Only - Do Not Write Below This Line

Date Key Issued _____ / _____ / _____ Key No(s). Issued _____ Date Key Returned _____ / _____ / _____

Security Guard Total Hours _____ @ _____ per hour = Security Guard Cost (deducted from deposit) \$ _____

Note: There is a four hour minimum, so minimum cost for security guard is \$72. Standard Rate \$18/hr., Holiday Rate \$27/hr.

Damage? No Yes - Type _____ Total Cost of Damages \$ _____

Resident's Refund Total \$ _____ Check # Issued _____ Date _____ / _____ / _____

Security Guard Name _____ Date _____ / _____ / _____

Information below to be supplied by on-duty Security Guard & damage list returned to GVCA office.

Damages: Yes No If yes, please describe damages: _____

Damage Inspected by (GVCA Staff): _____ Date _____ / _____ / _____