

THE ENCLAVE AT ROSEMONT RIDGE CONDOMINIUM OWNERS ASSOCIATION

Professionally Managed by: Associated Property Management LLC

5090 Park Avenue West, Seville, OH 44273

Phone: 330-722-3000 Fax: 330-722-3396

PARTY CENTER RESERVATION AGREEMENT



The Enclave Clubhouse and its Party Center is furnished for the convenience and exclusive use of the Enclave Unit Owners and/or Residents and their guests for private social activities. The Party Center (the Lounge, Large Meeting Room and Patio Area) may be reserved. This Agreement and use of the Clubhouse and its Party Center is also subject to the By-Laws and House Rules of the Corporation.

1. Unit Owner and/or Resident must sign this Agreement.
2. Unit Owner and/or Resident must be present at all times during the use of the Party Center.
3. Unit Owner and/or Resident assume all responsibility for the conduct and acts of his/her guests.
4. Unit Owner and/or Resident hereby agree to indemnify, defend and hold the Corporation harmless from any claims, causes of action, or liabilities of any kind arising out of or related to the use of the Clubhouse. Unit Owner and/or Resident understands that the Corporations insurance does not insure the Unit Owner and/or Resident, their guests (invited or uninvited) or family members for their negligence, intentional misconduct, or other actions. Unit Owner and/or Resident should make his/her own arrangements for insuring the same.

The Party Center may only be reserved from 8:00 a.m. to 12:00 a.m. All functions must end promptly at 12:00 a.m. Reservations are to be made by contacting Associated Property Management at (330) 722-3000 or bradee@apmoh.com. The total number of occupants must not exceed seventy-five (75) people.

- There is a \$50.00 rental charge for the Party Center to be paid for by check; this fee is valid for Friday, Saturday and Sunday reservations. The Clubhouse may be used Monday through Thursday at no cost; however, a reservation form must still be completed and returned with the security deposit.

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PARTY CENTER RESERVATION AGREEMENT (continued)

- A security deposit of \$100.00 (**per day** for consecutive events) is required for use of the Party Center. **A reservation will not be considered final until the rental fee, if required, and security deposit are received with the accompanying rental agreement.** Any Security Deposit paid by check is subject to an additional \$35.00 charge if the check fails to clear.

A representative of the Board of Directors will inspect the premises the day following the reservation and prior to the next reservation. Any violation and/or non-compliance with the Clubhouse Rules and/or Clubhouse Care Policy as determined by the Enclave Board of Directors may result in the forfeiture of part or all of the entire Security Deposit. Any costs incurred by the Corporation related to the use of the Clubhouse by the Unit Owner and/or Resident in excess of the Security Deposit shall be borne by the Unit Owner and/or Resident. Additional fines and fees may be incurred by the Unit Owner and/or Resident as stated in the Clubhouse Rules and/or Clubhouse Care Policy.

If frequent use of the Party Center is anticipated, the security deposit check may, at the authorization of the Owner/Resident, be held by the Treasurer to eliminate frequent check writing.

Any violation of or noncompliance with this Agreement, the Clubhouse Rules and/or Clubhouse Care Policy (attached), as determined by the Board of Directors, may also result in the suspension of the Unit Owner's and/or Residents privileges to use the Clubhouse for a period up to twelve (12) months.

STEPS TO FOLLOW TO RESERVE THE PARTY CENTER

1. Call or email Associated Property Management at (330) 722-3000 or heather@apmoh.com to see if the Party Center is available for the desired date, and request a reservation. A temporary hold will then be placed for the requested date.
2. Sign and return **this form along with your two checks** made payable to The Enclave [One check in the amount of \$50.00 (unless your rental is Monday-Thursday) for your rental fee, and one check in the amount of \$100.00 for your security deposit] to **The Enclave at Rosemont Ridge, c/o Associated Property Management, 5090 Park Avenue West, Seville, OH 44273.**

Your reservation will not be considered final until the rental fee and security deposit are received along with this agreement.

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PARTY CENTER RESERVATION AGREEMENT (continued)

I have read and fully understand the "Party Center Reservation Agreement," "Party Center Rules" and the "Party Center Care forms. By signing below, I hereby acknowledge and agree to abide by the above.

Type of Gathering: _____

Reservation Date: _____ Time: _____

Unit Owner/Resident (Print Name): _____

Phone Number(s): _____ Unit Number: _____

Owner/Resident Signature: _____ Date: _____

Please check one:

- I would like my Security Deposit check held by Associated Property Management for a future reservation security deposit.
- I want my Security Deposit check returned to me following this event.
- I would like my Security Deposit check destroyed (shredded) by Associated Property Management following this event.

CANCELLATION POLICY

Cancellation of any reservation requires a minimum notice of five (5) business days prior to the reservation date in order to have your \$50.00 rental fee returned. Cancellations less than five (5) business days will forfeit your \$50.00 rental fee.

PARTY CENTER RULES

Reservations

1. Any Unit Owner and/or Resident may reserve the Party Center for one day for a private party or social function by contacting Associated Property Management at (330) 722-3000 or heather@apmoh.com. Any Unit Owner and/or Resident who is delinquent on monthly maintenance fees or special assessment payments will be ineligible to reserve the Party Center, and any Unit Owner and/or Resident who has previously abused any of the facilities or guidelines will be ineligible to reserve the Party Center for a period of twelve (12) months.
2. Acceptable types of gatherings include, but are not limited to: weddings and/or receptions for residents or their immediate family, anniversary or birthday parties, and holiday gatherings.

Conduct of Guests

The Party Center function MUST be attended by the Unit Owner and/or Resident throughout the entire event. The Unit Owner and/or Resident reserving the facility assume full responsibility for the behavior of his/her guests.

Cleaning

1. Party Center restrooms will be provided with toilet paper, paper towels and hand soap.
2. Trash bags and cleaning supplies are stored in the pantry next to the kitchenette.
3. All trash should be put in the dumpster next to building 115 following an event. New trash bags should be placed in trash cans. DO NOT place any liquids in trash cans.
4. All clean-up must be completed no later than 8 a.m. the morning following the event.
5. See also the "Party Center Care" form that is attached.
6. If the party is to be catered, the caterer must remove all their supplied that same day.

Noise

Music or entertainment shall be kept to a respectable level; respect for nearby neighbors should be of concern. All doors and windows on the street side are to be kept closed if music is audible to nearby residents. Loud music will not be tolerated, and no music is permitted outside the Party Center.

Special Notes

3. Smoking is NOT permitted in any area of the Clubhouse and is only permitted on the patio outside the building.

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4. Handicapped restroom facilities are available.
5. Nothing is to be attached to walls, ceilings or light fixtures regardless of the attachment method used (i.e., tape, tacks, nails, putty, ect.)
6. All Party Center guests are restricted from use of any areas other than the Party Center.

IN ADDITION TO OTHERS, THE ABOVE RULES HAVE BEEN ESTABLISHED FOR THE USE OF THE PARTY CENTER. YOUR USE OF THE PARTY CENTER CERTIFIES YOUR AGREEMENT TO CONFORM TO THE RULES WITH THE UNDERSTANDING THAT ANY VIOLATION MAY RESULT IN FORFEITURE OF FUTUER PARTY CENTER USE AND THAT YOU ARE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR BY YOU OR YOUR GUESTS DURING YOUR USE OF THE PARTY CENTER.

PARTY CENTER CARE

The dishes, utensils, coffee maker and other equipment are for the use of owners/residents and their guests; reasonable precautions should be used to protect against misuse or breakage. The Owner and/or Resident using the Party Center is responsible for proper cleanup and leaving the Party Center in satisfactory condition. Any early setup or late cleanup must be preapproved.

PLEASE COMPLETE AND SIGN THE FOLLOWING CHECKLIST GUIDE, AND LEAVE IT ON THE BAR FOLLOWING THE EVENT

- All dishes, utensils and other equipment have been washed and replaced in their original storage places.
- The refrigerator, microwave, kitchen floor, bar areas, all counter tops and tables have been cleaned, and my food has been removed from the refrigerator.
- All trash cans (including those outside) are empty and have new bags in them (DO NOT place any liquids in the trash cans.)
- All trash has been taken to the dumpster.
- If the outside grill was used, it has been cleaned, and the grill cover was put back on (after the grill had cooled down.)

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- Floor areas have been cleaned of any food and/or beverage spills, carpets have been vacuumed and tile has been mopped. The vacuum is in the closet by the office, and the mop is in the pantry next to the kitchenette.
- All restrooms have been cleaned.
- All furniture has been returned to its original position.
- All signage and/or decorations, if used, have been removed (inside and outside.)

BEFORE LEAVING, PLEASE CHECK THE FOLLOWING:

- Turn off the fireplace.
- Turn off all room, hall and table/floor lights; including the bathrooms.
- Leave on the ceiling fluorescent light in the front entry vestibule.
- Return heat/AC to the posted settings.
- Be sure that **ALL** doors are **LOCKED**.

Following the event, the center will be inspected by a member of The Board to verify this report, the Reservation Agreement and the Party Center Rules before any security deposit will be returned. Residents may be required to return to complete all checklist items in an acceptable manner. Any discrepancies will be noted, and the amount of the security deposit may be reduced accordingly to resolve the problem. The decision regarding any security deposit adjustment resides with the Enclave Board. Appeal to the Board of Directors is permitted in case of a disputed decision.

Remember: Do not attach anything to the walls, ceilings and/or fixtures.

By signing below, you acknowledge and intend to observe all of the above rules.

Unit Owner/Resident (Print Name): _____ Unit #: _____

Owner/Resident Signature: _____ Date: _____

(for staff use only)

Committee Approval: _____ Date: _____