

Sentinel of Landmark Unit Owners Association

COMMUNITY ROOM RULES AND REGULATIONS

GENERAL: The Community Room is intended for Association-sponsored functions and for use by resident unit owners, lessees and their guests for daytime parties. The Board of Directors shall have the authority to restrict the number of times and the purpose for which the room may be used by any person. The Board has the right of first refusal in reserving the room.

SPECIFIC:

1. The Community Room may not be reserved by a resident unit owner or renter, hereafter referred to as the "sponsor," and leased to an outside party.
2. Daytime parties will be allowed, between the hours of 9:00 a.m. and 6:00 p.m., daily.
3. Application for reservation shall be in writing to the Property Manager no later than two (2) weeks prior to the event, and shall be according to the availability of the room.
4. **Each party sponsor must hire an off-duty Alexandria Police Officer or Sherriff Deputy to act as a security guard for the event.** Management will assist in the procurement of these services. Off duty rates are \$40.00 per hour and are subject to change without notice. This expense is incurred by the party sponsor.
5. **A \$100.00 non-refundable usage fee and a \$300.00 security deposit is due** at the time to room is reserved. You are asked to present two separate checks or money orders. Cash is not accepted.
6. The number of attendees at an event must not exceed fifty (50) persons unless prior approval to exceed that limit has been granted by the Board of Directors.
7. The sponsor must be present during the function at all times. The sponsor is responsible for seeing that all functions are held in an orderly manner so as not to disturb residents. He/she is responsible for proper handling of guests and for their conduct.
8. Guests are not to loiter in the lobby area or hallways, and the doors from the lobby to the Community Room are not to remain open. The patio/gazebo area is not subject to reservation and must be shared with any Sentinel owners or residents who wish to use it. The doors from the Community Room to the patio/gazebo area are not to remain open. After 6:00 p.m., the patio must be vacated and the doors leading to it must remain closed.

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9. No smoking is permitted in the Community Room, hallways, lobby or exercise facility.
10. Alcoholic beverages are permitted in the Community Room, but not in the hallways, lobby area or exercise facility.
11. No wet clothing is permitted in the Community Room, the hallways, lobby or exercise facility.
12. No pets are permitted in the Community Room or patio area.
13. DJ's and amplified or live music are prohibited. Music must not be audible in the hallway/lobby area or patio area after 6:00 p.m. Any noise, including amplified music or other entertainment must not be more than 20 watts and must not disturb any owner or resident. (Reference: Noise Abatement Ordinance, City of Alexandria.) Failure of the sponsor to keep noise under control shall be grounds for Management or the Security Guard to terminate the event and to request police presence if necessary.
14. No decorations of any type are permitted on the walls, ceilings or any painted areas within the room. Hanging any objects from the ceiling sprinkler heads is also prohibited.
15. Community Room activities are prohibited beyond the hour of 6:00 p.m.
16. The sponsor is responsible for clean-up of the Community Room. If clean-up is not completed by the deadline for vacating the room, it may be resumed at 9:00 a.m. the following day but must be done quietly. Clean-up must be completed by 10:00 a.m. the day following the event. All furniture must be returned to original position following the function. All equipment not belonging to the Sentinel must be removed. The carpet must be vacuumed. All trash must be taken to the main trash room.
17. All or part of the security deposit may be forfeited in the event of damage to the room, incomplete clean-up, noise violations, or any other infractions of these rules.
18. Violations of the Community Room rules may result in a one (1) year suspension of room privileges. In the event of such suspension, an owner or resident may petition the Board of Directors for review of the suspension.

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COMMUNITY ROOM RESERVATION SHEET

I have read the Community Room Rules and Regulations and agree to abide with them as well as the House Rules. I also acknowledge receiving a copy of the rules specific to the Community Room. I understand fully that *any* violation of the Community Room rules or failure to properly clean the Community Room after the event will result in forfeiting my security deposit.

RESIDENT
SIGNATURE: _____ UNIT #: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

DATE RESERVED: _____

DEPOSIT \$300.00 USER FEE \$100.00

DATE RECEIVED: _____ CHECK #: _____

(Money order, personal check or certified check made payable to the Association.)

Security deposits are subject to return after a full inspection of the room, review of guard reports, answering service reports and authorization by the Property Manager.

DO NOT SIGN BELOW UNTIL DEPOSIT IS RETURNED

Acknowledgement of deposit return: \$ _____ CK# _____

Resident Signature: _____ Date: _____

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COMMUNITY ROOM WRITTEN REQUEST REQUIREMENTS

Who? How many persons? What are the ages of participants?

What? What is the event for? Will alcohol be served? Will music be played? How?

When? Date requested with starting and ending times.

Where? Will other amenities/common areas be used? Will the pool be used? How many will use? Will gazebo be used? For what purpose?

Additional Provisions:

Unit owners/renters understand and agree to adhere to all the rules for use of the community room, especially those regarding noise, music, use of amenities and common areas.

If alcohol is served, unit owners/renters agree to be responsible for ensuring adult supervision of those underage at all times; agree to ensure that no one under age will consume alcohol; and agree to ensure that no one will be drinking and driving.

If the pool is to be used, unit owners/renters agree that it will be used only during allocated times, under the direction of the lifeguard, and in compliance with all associated rules and regulations.

As the unit owner/renter requesting use of the community room, I hereby absolve the Sentinel Association of liability should any mishap or misuse occur.

I understand the consequences for non-compliance.

I understand and agree to the above provisions and the attached community room agreement.

Owner/Renter Name: _____
(Please Print)

Unit: _____

Signature: _____ Date: _____

Management Signature: _____ Date: _____