

## **17.0 Community Room Reservations and Use**

17.1 Events may begin any time after 9 a.m., and must end by 10:00 p.m. After 10:00 p.m. there will be no more than four (4) people permitted to remain on-site for clean up. Clean up and trash removal is the responsibility of the resident making the reservation. Clean up must be completed immediately after the event. Clean up includes the restroom and any trash in and around the building and common areas. An Association representative will inspect the condition after the event. Residents should inspect the premises before the event since the area is open to all residents. Although every effort is made to maintain all facilities in clean condition, the Association cannot guarantee facility cleanliness. Restrooms should be checked prior to the beginning of an event for ample supplies.

17.2 Music and party noise must be kept to a volume that will not unreasonably annoy residents or create a nuisance. Amplified music is not permitted. Live music may be permitted under reasonable circumstances. Minors must be supervised by an adult at all times. If reserved for a wedding or reception, please do not allow guests to throw rice, confetti or other similar items. Any damage to the carpets will be at owner's expense. All vendors or contractors must be licensed in the State of California (if necessary) and, at least three (3) days before the event, must provide evidence of Workmen's Compensation Insurance, General Liability and Property Damage Insurance, in amounts determined by the Board, as well as Certificates of Insurance naming the Association as an additional insured.

17.3 The Owner or resident is solely responsible for all guests and anyone in attendance at the party and will be held liable for any damages they may cause. The Owner or resident is solely responsible for all equipment brought to the Community Room. The Association is not responsible for theft or damage incurred as a result of a Community Room event.

17.4 Guests must park off site or in the deeded parking spaces of their hosts.

17.5 The swimming pool/spa area is NOT included in the reservations and is to remain available to residents at all times.

17.6 For events of twenty-four (24) or more guests, additional security guards and valet parking may be required at the Owner's expense. The Board reserves the right to require security guards and/or valet parking for parties with fewer than twenty-four 24 guests.

17.7 Doors, gates or elevators may not be propped open or left ajar.

17.8 A check for a refundable deposit, made payable to The Renaissance Owners Association, in the amount of \$500.00 must accompany the reservation form.

17.9 The deposit will be returned within seven (7) days following the event, less any charges for damage, cleaning and/or vandalism and any costs associated to quiet the party. The Board and/or management representatives will have the final determination of the condition and return of the deposit. If the deposit is insufficient to cover cleaning or damage of the common areas resulting from a party or event, the Board reserves the right to seek recovery from the Owner for such additional costs by way of a reimbursement assessment.

17.10 The Association reserves the right, in its sole discretion, to refuse the use of the Community Room for any party or gathering.

Pursuant to the policy adopted by the Board of Directors on November 13, 2013 the furniture in the sitting area of the community room (sofas, table, rug and planters) cannot be relocated or moved. The round table and the four chairs accompanying the table may be relocated to allow additional space for an event (Renaissance staff will relocate this table at your request).

**RENAISSANCE OWNERS ASSOCIATION  
COMMUNITY ROOM RESERVATION**

Date Requested: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Owner's Name \_\_\_\_\_ Unit#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant's Name (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Music: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Time: From: \_\_\_\_\_ to: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Deposit (\$500.00) Received: \_\_\_\_\_ Caterers: Yes: \_\_\_\_\_ No: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE ASSOCIATION RULES AND AGREE TO ABIDE BY THEM AND TO PAY FOR ANY DAMAGE, MISSING ITEMS, AND ANY FEES OR FINES RESULTING FROM USE OF THE COMMUNITY ROOM. I UNDERSTAND I AM RESPONSIBLE FOR LEAVING THE COMMUNITY ROOM IN GOOD CONDITION AND FOR ASSURING THOSE ATTENDING THE EVENT CONFORM TO THE USAGE RULES. FAILURE TO DO SO WILL RESULT IN FORFEITURE OF ALL OR A PORTION OF THE DAMAGE/CLEAN-UP DEPOSIT AND THE APPLICABLE FEES ABOVE WILL APPLY.

PURSUANT TO THE POLICY ADOPTED BY THE BOARD OF DIRECTORS ON NOVEMBER 13, 2013 THE FURNITURE IN THE SITTING AREA OF THE COMMUNITY ROOM (SOFAS, TABLE, RUG AND PLANTERS) CANNOT BE RELOCATED OR MOVED. THE ROUND TABLE AND THE FOUR CHAIRS ACCOMPANYING THE TABLE MAY BE RELOCATED TO ALLOW ADDITIONAL SPACE FOR AN EVENT (RENAISSANCE STAFF WILL RELOCATE THIS TABLE AT YOUR REQUEST).

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

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**COMMUNITY ROOM INSPECTION  
(OFFICE USE ONLY)**

Attendant Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Damage Consists of: \_\_\_\_\_

Total Deposit: \_\_\_\_\_ Amount Deducted: \_\_\_\_\_ Total Due: \_\_\_\_\_