



SUMMIT CREEK COMMUNITY CENTER **RENTAL RULES AND REGULATIONS**

- 1.** Only Owners who are **current with their Association Dues and Special Assessments** and have **no outstanding violations** of the Summit Creek Association or **Occupants** who have a **lease agreement on file** at the Summit Creek Associations Office **authorizing them the use of the amenities** are allowed to rent the facility.
- 2.** A resident **may not** reserve the Community Center on behalf of a **non-resident** or **resident** not in accordance with paragraph 1. Resident renting the facility must provide a cell phone number so that they may be reached and have that cell phone present during the function in case of an emergency situation. (a phone is not available in the Community Center after office hours.)
- 3.** Hours of availability are: Sunday - Thursday 7:00am to 11:00pm and Friday – Saturday 7:00am to 12:00am.
- 4.** A **Community Center Rental Agreement** is required for rental of any level of the Community Center. Reservations can be made a **maximum of six (6) months** and a **minimum of ten (10) days** prior to the event date requesting. The On-Site Manager will **Approve or Disapprove** the reservation. Each level of the Community Center will be reserved only once per day.
- 5.** A security deposit of two hundred eighty five dollars **(\$285.00) per level** and a **non-refundable** fee of fifty dollars **(\$50.00)** are required to rent and **are due in order for the reservation to be made.** The Security Deposit and Fee will be made payable in the form of **two (2)** separate Money Orders or Cashier's Checks made payable to the **Summit Creek Community Association.** These payments **will not** be accepted if combined into one payment.

6. The Security Deposit will be refunded within **thirty (30)** working days following the event date less any costs incurred for cleaning or damages sustained (**see charge sheet for reference**) to the Community Center or other areas of the Summit Creek Community Association as a result of the reserved use.
7. The Upper Level cost for the rental is **\$40.00** per hour and the Lower Level cost for the rental is **\$50.00** per hour. **No special rates exist for the rental of both levels of the Community Center.** Payment is due in full for the rental of the Community Center no less than **ten (10) days** prior to the scheduled event and will be payable in the form of a **Money Order** or **Cashier's Check** made payable to the **Summit Creek Community Association**. **Non - payment within this time frame may result in the cancellation of the reservation.**
8. A **Reservation may be Cancelled** without penalty a minimum of **thirty (30) days** prior to the scheduled event. A fee of \$125.00 will be charged for any cancellation **less than thirty (30) days** prior to the scheduled event **up to seven (7) days** prior to the event. **No refund will be issued after seven (7) days prior to the event.**
9. **THE CONSUMPTION AND/OR SALE OF ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING IS STICKLY PROHIBITED.**
10. Tables and Chairs as well as other equipment are provided as available and **do not** affect the rental cost of the facility. Furniture may be brought to the facility to support the function. The Summit Creek Community Association is **not responsible or liable for any damages** to items brought in to the facility.
11. Cleaning Materials such as trash bags, mops, buckets, brooms and vacuums will be provided for each level.
12. **No nails, tacks, adhesive tape, candles or substances which cause permanent damage, shall be placed on the walls or window surfaces.** Please refer to the discrepancy list attached on possible charges for damages.
13. The renter is responsible for leaving the Community Center in a clean and orderly state with all of the Associations items provided neatly arranged in their original location. All lights and stoves shall be turned off at the end of the reserved use. **All trash will be placed in the dumpster located in the Community Center parking lot following your event. All exterior doors shall be locked.**

14. The Summit Creek Community Association assumes **no responsibility** for the **personal property** of anyone using or attending an event at the Community Center. The renter of the Community Center is responsible for adherence of the Summit Creek Associations By-Laws, including all amendments.

15. The **renter** of the Community Center shall do a **pre- inspection** and a **post-inspection** of the Community Center with the Associations Representative. The pre-inspection will be done normally the day of the event and the post-inspection will be done after the event (usually the following day, depending on the time the event ends).

16. Upon review of the Community Center Rental Agreement, the **Board of Directors and/or the On-Site Manager reserves the right to require Security** for an event. It is the renters responsibility to pay for and provide security if requested and **must** show a written **security contract** for the event.

(Security information may be obtained at the Summit Creek Community Association's Office, Monday – Friday from 8:00am until 5:00pm by calling (301) 868-7880 or by walk in)