

## **RULES FOR USE OF THE RIVERBEND PARTY ROOM**

(adopted from RB Policy Resolution #6, revised 2004)

### **I. PRIORITIES FOR USE OF THE PARTY ROOM**

The residents of Riverbend at Leisure World are encouraged to make free use of the party room and patio unless they have been reserved for one of the following uses, which are listed in priority order:

1. Meetings of the Board of Directors.
2. Committee meetings recognized by the Board of Directors.
3. Regular scheduled meetings or activities of groups of residents that have been approved by the Activities Committee or Board of Directors.
4. Reserved and scheduled "private uses." If the date requested is the night of a regularly scheduled activity, said group activity must receive 30 days notice and said group cannot be pre-empted more than three times in a calendar year.

### **II. NON-PRIVATE PARTY ROOM USE**

1. For the purpose of these Rules, the term "private use" shall be defined as use by residents for approved purposes, other than use by the Board of Directors, its established committees, management, or clubs and organizations of residents recognized by the Board.
2. These rules, where appropriate, concern use of the party room by anyone.
3. A club or organization composed exclusively of residents may use the party room without charge provided that the club or organization:
  - a) Is recognized by the Board of Directors as an organization whose purpose and activities will have a beneficial effect on the quality of life of residents.
  - b) Observes all Rules for Use of the Party Room.
  - c) Understands and accepts that scheduling changes occasionally become necessary to accommodate priority activities.

### **III. MAKING A RESERVATION FOR A PRIVATE PARTY**

1. A resident who wishes to reserve the party room for private use must obtain an Application for Use of the Party Room from the Management Office. If the private party conflicts with a regularly scheduled activity, the request must be made 30 days in advance. The completed form must be returned to the Management Office for approval at least 30 working days before the resident wished to use the Party Room.
2. A reservation may not be made more than 12 months in advance. Should a conflict occur (i.e. more than one resident wishes to rent the party room on the same date) the rule of first-come-first-served shall prevail. The one-day that the party room may not be rented is New Year's Eve—that date is "blacked out" for the Activities Committee.

3. Applications will be approved if:

- a) The application is submitted to the Management Office in the required time frame.
- b) The host resident is current on condominium assessment payments.
- c) The party room is available for the time requested.
- d) The planned use of the room is appropriate, and
- e) The total fees and deposit have been paid.

IV. FEES AND DEPOSITS (Fees were changed in 2014  
to Rental Fee=\$50 and Deposit=\$300)

1. Applications for use of the party room must be accompanied by a non-refundable rental fee of one hundred dollars (~~\$100.00~~) plus a security deposit of one hundred dollars (~~\$100.00~~). The rental fee allows the resident exclusive use of the party room (including the patio) for a maximum period of sixteen (16) hours; such time to include set-up and clean-up. The security deposit shall be refunded no later than twenty (20) working days after the date of the party room use *less* any amount determined by management which was required for additional cleanup or to cover any damages to the party room or its property. Management is authorized to invoice the resident should the security deposit be found to be insufficient to cover cleaning and/or damages.
2. Rental fees cover the use of the party room and its contents, except as provided hereinafter. Additional chairs and tables that are stored in the storage room may be used when needed. Additional chairs and tables should be requested through the Management Office ahead of time and accounted for upon their return following the event.

V. GENERAL RULES OF USE

1. The resident who reserves the party room is known as the "host resident." The host resident should be present when non-resident guests are in the party room. Should he/she need to be temporarily absent, the host resident is responsible for assuring that an adult is assigned the responsibility to oversee the activities of the guests.
2. The maximum allowable occupancy of the party room is ninety-nine (99) persons including, if appropriate, catering personnel. The patio is available to the host resident but, although physically separate, it shall be considered part of the party room area for purposes of the ninety-nine (99) person count.
3. The party room may not be used for any type of gambling, fundraising or commercial purposes, except for Association sponsored activities.
4. No smoking is permitted in the party room. Anyone who wishes to smoke must step out onto the patio; the lobby (a common area) is off-limits for smoking.
5. The use of tents is prohibited.

## VI. RESPONSIBILITIES OF HOST RESIDENT

### 1. PRIOR to the event, the host resident must:

- a) Supply a written list of non-resident guests to a Security Staff member at least 24 hours before the event.
- b) On the day of the event, inspect the party room with a member of the Security Staff or Management and sign the Party Room Inspection Report to ensure that the room is in proper order.
- c) On the day of the event, the host resident or his/her adult designee must monitor the lobby front door to facilitate entrance of non-resident guests.
- d) Install any decorations without using tacks, nails, tape, adhesives or other materials that will result in damage to any wall, ceiling, counter, flooring, furniture, or other surface in the party room.
- e) Have any caterer being used furnish a certificate of insurance to management at least 15 days before the event showing Riverbend as an additional insured.

### 2. DURING the event the host resident must:

- a) Monitor guest activities to ensure that users of the party room abide by all applicable laws and ordinances, rules and regulations of the Association and the Rules for Use of the Party Room.
- b) Be responsible for the conduct of guests while in Riverbend and while on Leisure World of Virginia property. Guests should not loiter in the common areas or in the parking lots. Children must be supervised at all times.
- c) Assume responsibility for injury or damages to persons or property arising from use of the facility and actions of guests. The Association assumes no liability arising from private use of the party room.
- d) Assure that levels of conversation, music, etc., both indoors and on the patio, will be kept at levels that will not disturb other residents. It is further expected that any time music is played in the party room the patio doors from the party room will remain closed after 9:30 p.m. Hosts should remain aware that sounds from the patio could be disturbing to residents in the vicinity of the patio.
- e) Request that guests confine their activities to the party room and patio and do not wander around Riverbend or Leisure World of Virginia grounds.
- f) Ensure that the party room activities end by 11: 00 p.m. and cleanup activities end by midnight

VIII. USE OF KITCHEN FACILITIES

1. The party room kitchen appliances are available for use by the host resident. The host resident or adult designees must supervise the use of the kitchen facilities. The Riverbend Association is not responsible for any food or items placed in the party room for the event. The host resident should ensure that, if the kitchen is used, it too is included in the cleanup of the facility. Cooking must be confined to the kitchen.
2. Cookware, dinnerware, silverware, utensils, and supplies stored in locked kitchen cabinets and drawers are the property of Riverbend committees and clubs and may not be used by the host resident or his/her guests.

IX. CLEANING RESPONSIBILITIES AFTER EVENT

1. The host resident is responsible for all costs for damages and cleanup including removal of any stains from the party room facility including carpet and furniture, which have occurred during the event. After the event, the host resident is responsible for cleaning the party room. This includes wiping down tables and counters, removing all items from the refrigerator, cleaning interiors of appliances as necessary, picking up all food particles from the floor, vacuuming all party room carpet and floors and placing all trash in plastic bags for removal by the janitorial staff.
2. Because the host resident does not have exclusive use of the bathrooms during the period of his/her private party, the host resident is not responsible for bathroom cleaning. However, the host resident should check the bathrooms and if he/she believes they have been unduly "soiled" because of his/her event, the host resident should include them with other cleanup responsibilities.
3. If the patio is used during the period that the party room is reserved, cleanup of the patio is also the responsibility of the host resident.

X. ENDING EVENT AND INSPECTION

1. AFTER the event, the host resident is responsible for:
  - a) Monitoring the departure of guests.
  - b) Ensuring that all decorations are removed.
  - c) Returning all tables, chairs, and other furniture to their original locations.
  - d) Turning off all lights and appliances and locking both patio doors.

2. A member of the Security Force or Management will conduct an inspection of the party room at the close of the event and the host resident and a Party Room Inspection Report will be completed and signed. In those cases where a host resident believes his/her event (including cleanup) will not end before 10:45 p.m. (allowing time for the Security Force room inspection before the shift change at 11:00 p.m.), the host resident is responsible for arranging for inspection by:

- a) arranging for and paying a Security Force person to inspect the party room after the shift change, or
- b) arranging for and paying an Activities Committee member to inspect the party room after event cleanup, or
- c) arranging for and paying a Riverbend resident to inspect the party room after event cleanup, or
- d) making such other suitable arrangements for the inspection which are acceptable to Management.

Whatever arrangements are made should be reported to Management at least 24-hours prior to the event. Regardless of how the closeout inspection is done, Management is responsible for inspecting the Party Room the first business day after private use to compare the inspection report and the condition of the room and associated equipment.

#### XI MISCELLANEOUS—EFFORTS TO ACCOMMODATE SPECIAL CIRCUMSTANCES

1. Should a resident's spouse or member of a resident's family request to use the Party Room for a reception after a funeral of a resident, management will make every effort to accommodate the request including asking groups previously scheduled to use the room at that time to move their meeting to another location (including the Clubhouse facility) or reschedule their activity to another time. If the family can be accommodated for such a purpose, there will be no rental fee, but a security deposit of \$100.00 is required. Management should consult with the President of the Board of Directors if it believes the chair/leader of the group being requested to change is unreasonable. By adoption of this rule, the Board of Directors empowers the President to enforce a change should he/she agree with management. This rule is not intended to apply to "bumping" a private party.

#### XII. USAGE OF PARTY ROOM TELEVISION

1. Party room rules are to be observed at all times.
2. Residents use of the television is on a first come, first served basis with the following exceptions:
  - a. Scheduled party room activities have priority over any use of the TV.
  - b. Residents may use the TV during scheduled activities only by consent of the aforesaid groups.
3. Guests are permitted to use the TV only if a host resident is present.
4. Only residents may operate the TV equipment.
5. TV operational information is to be located on or near the television.
6. The TV volume is to be kept at a reasonable and considerate level.

REVISED JUNE 26, 2002

REVISED 10/27/04

REVISED MAY 24, 2006

# Riverbend

At Leisure World Condominium

## APPLICATION FOR USE OF PARTY ROOM

Party room reservations must be accompanied by a non-refundable one hundred-dollar (\$100.00) rental fee plus a one hundred-dollar (\$100.00) deposit that will be refunded after the room is inspected by Management/ Security and found in satisfactory condition.

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Requests permission to use the Party room on \_\_\_\_\_

between the hours of \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM

for the purpose of \_\_\_\_\_.

Number of people expected to attend: \_\_\_\_\_.

Is this a catered event? Yes\* \_\_\_\_\_ No \_\_\_\_\_

\* Copy of current certificate of insurance of the caterer made out to "Riverbend Condominium Association" must be filed with Management 15 days prior to the event.

- In consideration of this application, the applicant agrees to comply with the rules and regulations attached governing the use of the said premises. Additionally: **ITEMS IN KITCHEN CABINETS AND DRAWERS ARE FOR ASSOCIATION USE ONLY, AND NOT FOR GUESTS. MICROWAVE AND OVEN CAN BE USED FOR HEATING ONLY, AND NOT FOR COOKING**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

\*\$300

~~\$100.00~~ Deposit collected: Check # \_\_\_\_\_

Date: \_\_\_\_\_

\*\$50

~~\$100.00~~ Rent collected: Check # \_\_\_\_\_

Date: \_\_\_\_\_

Pre-inspection done by: \_\_\_\_\_

Date: \_\_\_\_\_

Final inspection done by: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit returned to: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of recipient/applicant

Notes: \_\_\_\_\_

\*Fees were changed in 2014 to Rental Fee=\$50 and Deposit=\$300.