

**STANDARD OPERATING PROCEDURES**  
**GOVERNING THE RENTAL OF**  
**CAROLINA SEASONS POA COMMUNITY CENTER**

As a member of the Carolina Seasons Property Owners Association (CSPOA), I understand that the use of the CSPOA community center is a privilege afforded to me by virtue of a “status of a member in good standing” as defined by Article II, Section 1, sub para. B of the Amended Declaration of Covenants. Payment of the CSPOA dues for the year shall be paid and in good standing for the purpose community center and other recreational areas. The community center user fee for off season (January 2<sup>nd</sup> to December 30<sup>th</sup> excluding the pool season) is **\$100** or peak season (pool season and holidays, i.e. Thanksgiving, Christmas Eve, Christmas Day, News Years Eve and New Years Day) is **\$200** for an **eight-hour** period. The fees may be paid by check, cash, or money order; a **\$100** security deposit is also due at the time of reservation to be used in case the community center is not returned in suitable condition: **CASH IS ALLOWED**. The security deposit and rental fee will be **DEPOSITED WITHIN 24 HOURS OF RESERVATION** by the facility manager; the deposit will be returned to the household once the community center is returned in suitable condition passing exiting inspection. As the property owner/user, I must comply with the below directives to receive a full refund of the said security deposit and the future use of the CSPOA community center. The fees and deposit will be paid in one check, and upon meeting below requirements and inspections the deposit will be returned to the member/renter.

**Alcohol Policy-** Consumption of alcohol by any person(s) under the age of 21 is illegal, please ensure all person(s) consuming alcohol are of age and drink responsibly. Any damages that are witnessed or observed during final inspection of the community center, CSPOA holds the right to keep the deposit, holds the right to deny future use of the community center and seek further compensation depending on severity of damages. Rental of the community center includes cleanliness of the playground area, parking lot, and the lot in which the community center lays and its entirety. **NO GLASS CONTAINERS**. The member of CSPOA must understand, this is not all inclusive. Other situations not covered in this; he/she is ultimately responsible.

**Building Disfiguration-** No holes may be drilled, cored, or punched anywhere in the building. Painting is prohibited on premises. Renter is responsible for the repair of any damage or disfiguration to the facility.

**Inspections-** An inspection of the community center, and surrounding areas will be done by the Community Center Reservations Manager, a committee member, and the member renting

the community center (before and after). The inspection will be done the day before the rental day (or as close to the date as possible) to verify the condition of the community center. Keys to the community center will be issued after initial inspection.

**Cancellation and Reservation-** The reservation is not confirmed until the appropriate deposit is received when requested. **Cancellation within five days of the event will forfeit deposit. Cancellation within 24-hours of event will forfeit all fees.** Clients having history of cancelled events could be subject to increased deposits at discretion of Community Center Reservations Manager. There are **NO** tentative holds for the community center, and is a First Come-First Serve basis, upon receipt of deposit and fees. The fees are for the reservation of the date requested, additional fees will be required if member/renter needs the community center on days prior to the event or after the event.

**Cleaning-** Member/renter shall leave the facility in the same clean condition in which it took possession. All trash shall be placed in the trash cans immediately after the event is over. Any extraordinary cleaning that must be performed to the community center will be billed to the member/renter. If trash does not fit in the trash cans with the lid completely closed, it is the member/renter's responsibility to ensure trash leaves the premises. Due to safety of members/renters who may rent the community center in the future, it is required that all chairs and tables used during the event are thoroughly cleaned. The community center thermostat could be changed at the renter's discretion so long as it is set back to its original setting after the usage of the community center. The kitchen, hall, and bathroom areas will be cleaned. Cleanliness includes the refrigerator, stove, oven, microwave, countertops, sinks and toilets. The hardwood floors will be swept, cleaned with Bona solution and Bona Floor Machine (provided by CSPOA). This is not all-inclusive, and member/renter is responsible for overall cleanliness of the community center.

**Swimming Pool and Common Areas-** The CSPOA swimming pool and other common areas may be used with the understanding that it is **NOT** for exclusive use of the event. No activity that could be considered disruptive to others at the pool or common areas will be permitted. Misuse of pool tables, chairs and other equipment is not allowed. The member/renter assumes all legal responsibilities for personal accidents or injuries. The member/renter assumes all responsibilities for damage to the community center, pool, and other common areas (and equipment) caused by his/her guests during the event and agrees to pay to correct said damages to and above the amount of the security deposit. Noncompliance may result in a lien being placed against the member's property. **NO OPEN FIRES ARE ALLOWED INSIDE OR OUTSIDE THE COMMUNITY CENTER.**

**Contact Person-** Person signing the application to use the community center must be the same person conducting pre/post-inspections as well as the person responsible for the overall

use/conduct of the event at the community center. Only one person should work with the Community Center Reservations Manager for the event as this will eliminate any miscommunications with reservations/maintenance/cancellations and other issues which may arise.

**Kitchen Use-** It is the responsibility of the member/renter to follow rules for kitchen use. The member/renter is responsible for loss or damage to dishes, glassware, silverware, appliances, etc.

### **Rules for Kitchen Use**

- Wash all dishes and silverware that are used and place on clean surface for inspection by the Community Center Reservation Manager (if silverware/glassware within the community center is used). DO NOT RETURN to cabinets after use.
- Clean appliances that are used.
- Clean countertops that are used.
- Sweep and mop all floors.
- Remove all food from refrigerator that is not used (DO NOT leave leftovers or unused food in the kitchen).
- Propane NOT ALLOWED inside of the community center. Personal grills brought to the community center shall remain 50 feet away from the building. (Best practice is to place your grill in the parking lot in the event of a fire).
- Member/renter will be billed if kitchen is not clean to standard.
- All trash will be placed in trash cans outside of community center (ensure trash cans close completely, any trash which does not fit in trash cans, member/renter is responsible for disposal).

**Motorized Vehicles-** Motorized vehicles or equipment (such as scooters, hoverboards, etc.) or equipment will not be permitted inside of building unless prior authorization has been given by Community Center Reservation Manager or if needed for medical reasons.

**Rental Times-** All rates are based on an eight **consecutive** hours period. Member/renter will be charged for any additional time outside of those eight hours. All events must be scheduled between 8:00AM and 12:00AM (midnight). All events must end by midnight and may not start prior to 2:00PM on Sunday's without expressed approval of Community Center Reservation Manager.

**Security Deposit-** A security Deposit is a warranty against cancellations, protection for damages and used as a fee adjustment if necessary. The deposit will be \$100. Deposits are due at time of booking and are refunded upon event completion, inspection completion and

cleanup/damages are taken care of. Failure to pay deposit at booking will result in cancellation of tentative hold. There will be a \$30 fee for any checks which result in insufficient funds (bounced checks). In the event of a check with insufficient funds, the Community Center Reservation Manager will fill out a form in which the renter acknowledges and complies with the added fees.

**Soliciting-** Outside solicitors are not permitted during events.

**Smoking-** NO SMOKING, VAPING, or any use of tobacco inside of the community center.

**Failure to Comply-** Failure to comply with Rules, Regulations and State/Federal Laws and Statutes governing the facility could result in loss or part or all of deposit, immediate closure of the community center, bill of additional damages and/or barring from the community center.

**ZERO TOLERANCE- NO DRUGS/WEAPONS/LOITERING/ANIMALS allowed in the community center.**

By signing below, member/renter understands the entire Standard Operating Procedures and agrees to comply with all rules, regulations, State/Federal Laws, Codes and Statutes.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address/Lot # \_\_\_\_\_

CCRM Print Name \_\_\_\_\_

CCRM Signature \_\_\_\_\_

Date \_\_\_\_\_

Check Number \_\_\_\_\_ (If Needed)

Pre-Inspection Date/Time \_\_\_\_\_

Post-Inspection Date/Time \_\_\_\_\_