

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 of the community center and other recreational areas. The community center user fee for off season (January 2nd to December 30th 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 a **twelve-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: The security deposit and rental fee will be **DEPOSITED WITHIN 24 HOURS OF RESERVATION** by the treasurer; 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 the requirements and inspections the deposit will be returned to the member/renter.

- Renter shall leave the facility in the same clean condition in which it took possession.
- Wash all dishes and silverware that are used.
- Clean appliances that are used.
- Clean countertops, tables and chairs.
- Sweep and mop all floors with Bona Floor Machine
- Remove **all food** from refrigerator and freezer that is not used (DO NOT leave leftovers or unused food in the kitchen).
- 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. **NO GLASS CONTAINERS**
- 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.
- All trash shall be placed in the dumpsters immediately after the event is over.
- 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 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.
- **NO OPEN FIRES ARE ALLOWED INSIDE OR OUTSIDE 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).
- Motorized vehicles or equipment (such as scooters, hoverboards, etc.) or equipment will not be permitted inside of building.
- **NO SMOKING, VAPING**, or any use of tobacco inside of the community center.
- **Helium Tanks** must be taken and disposed of by renter or CSPOA has the right to keep half of the deposit

Failure to comply with Rules, Regulations and State/Federal Laws and Statutes governing the facility could result in loss of 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.

Cancellation and Reservation- The reservation is not confirmed until the appropriate deposit and rental fee is received. **Cancellation within 72 hours of the event will receive a full refund. Cancellation within 24 hours of event will forfeit deposit.** Clients having a history of cancelled events could be subject to increased deposits at the discretion of the Board of Directors.

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

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 _____