

**CHERRY GROVE CONDOMINIUM ASSOCIATION  
COMMON ELEMENT AREA  
USAGE PROCEDURES - PRIVATE PARTIES**

A resident of the Association must make any reservation for a private party to be held in Cherry Grove Common Element Area; a resident who is in arrears with his/her association fee is not eligible to rent these premises. A resident who rents the Common Element Area is responsible not only for his/her guests' behavior, but for their proper parking and observance of posted parking areas. The resident must be present at all times during the party.

Reservations will be accepted for any day, during the week or weekend hours. An exception to this rule may be requested of the Board of Directors upon written request.

All reservations are subject to the following:

1. Attendance shall be limited to 100 people.
2. Absolutely no parties or functions are permitted for fund raising activities. Unless approved by the Board of Directors in writing.
3. Smoking (cigar or cigarettes) is not permitted.
4. Clean up, including baggage of all trash must be done before leaving the area after the function is complete.
5. Usage is not permitted during the following holidays:
  - A. Christmas Eve & Day
  - B. New Years Eve & Day
  - C. Thanksgiving Eve & Day
7. Set-up time of 3 hours is allowed. The night before may be utilized for set-up if there are no Common Element Area activities already planned.
8. A Usage Agreement, Release of Liability and Indemnification Agreement signed by the resident renting the Common Element Area facilities.

## **CHARGES**

1. Prior to the event, a check in the amount the deposit and application form is to be submitted to the Association's management company during normal business hours. (see paragraph below for details).

<u>No. Of Guests</u>	<u>Deposit</u>
Up to 50	\$100.00
Up to 100	\$200.00

No party is permitted to last beyond 10:30 p.m.

An additional charge will be levied for special clean-up or other contractor services. These additional charges will be deducted from the deposit and if the charges exceed the deposit, the respective co-owner will be invoiced and all charges will be charged to their account.

2. Full charges, including labor and materials will be assessed for the repair or replacement of damaged or missing items. If there are no damages, the deposit will be refunded within 14 days of the event.

### **To make reservations:**

Complete an application form, which may be obtained on the Association's website or by contacting the Association's management company. The form is to be returned to the Association's management company during normal business hours and shall include a check as outlined above payable to Cherry Grove Condominium Association along with the following information furnished if applicable:

- a. Name and address of host/hostess
- b. Date and hours for the proposed party, with the number of guests expected, along with a brief description of planned party.
- c. Acceptance of inspection reports both before and after a party.

**UNDER NO CIRCUMSTANCES ARE ASSOCIATION REPRESENTATIVES TO BE ASKED TO ACCEPT DELIVERIES OR TO ASSUME RESPONSIBILITY FOR ANYTHING BROUGHT INTO THE COMMON ELEMENT AREA PRIOR TO, DURING AND AFTER THE EVENT.**

**CHERRY GROVE CONDOMINIUM ASSOCIATION  
PROCEDURES AND GUIDELINES FOR CERTAIN ACTIVITIES**

**FUNERAL LUNCHEONS –Deposit Waived**

All residents may have the use of the Common Element Areas for a funeral reception on behalf of Cherry Grove residents only and only if the Common Element Area is available. A reasonable time limit is requested, however. Please follow the same rules and procedures as provided to use the Common Element Areas, however the deposit shall be waived.

If the Common Element Area is not cleaned up after any events, the Association representative will write a brief report and forward it to the Board of Directors for appropriate review and follow up.

**ASSOCIATION SPONSORED EVENTS –Deposit Waived**

All residents may have the use of the Common Element Area for an Association social function and/or meeting, if the Common Element Areas is available. The Resident(s) must either post or send a notice about such a social function encouraging all Residents to attend. A reasonable time limit is requested. Please follow the same rules and procedures as provided to use the Common Element Area, however the deposit shall be waived.