

NEW HAVEN AT ABACOA HOMEOWNERS ASSOCIATION

C/o Bristol Management Services, Inc.
1930 Commerce Lane, Suite #1, Jupiter, FL 33458
Phone: (561) 575-3551. Fax (561) 575-5423

COMMUNITY CENTER RESERVATION REQUEST FORM

Name: _____ Today's Date: _____

Address: _____

Telephone: Day: _____ Mobile: _____ Email: _____

I wish to reserve the New Haven at Abacoa Homeowners Association's 7B (South) Community Center for the following Day, Time, and Event.

Date: _____ Day of the Month: _____ Time Frame: _____

Description of Event: _____

Category I

Category II

Category III

Approximate Number of People Attending: _____

Please initial the following:

_____ By signing this Reservation Request Form, I understand that I will be responsible for making certain that the Community Center is left in the same condition that it was found.

_____ I will make arrangements to get the key on the day of the event or the Friday before the weekend of the event and will return the key the first business day following the event.

_____ I understand that there is a \$100.00 or a \$300.00 fee required which is NON- REFUNDABLE, plus a \$25.00 inspection and trash removal fee required which is NON-REFUNDABLE.

_____ I understand that there is a \$300.00 damage deposit, which is REFUNDABLE. In the event the Community Center is damaged or not cleaned to the satisfaction of the Association the \$300.00 deposit will be retained to cover this additional expense. If there are expenses above the damage deposit the undersigned Homeowner will be responsible. I understand the above stated paragraph.

- The Hours for the use of the Community Center for personal reasons will be 8:00 a.m.to10:00 p.m.

SIGNATURE: _____ TODAY'S DATE: _____

\$300.00 DEPOSIT RECEIVED _____ CHECK NUMBER _____

\$25.00 INSPECTION/TRASH FEE RECEIVED _____ CHECK NUMBER _____

\$100/300 PROCESSING FEE RECEIVED _____ CHECK NUMBER _____

MANAGER'S APPROVAL: _____ DATE: _____

INSPECTION RESULTS: _____

3: _____

DATE KEY OBTAINED: _____ DATE KEY RETURNED: _____

Revised 08 2009

NewHaven at Abacoa Homeowners Association, Inc.
Community Center Rules & Regulations

The following information is to acquaint each NewHaven resident with his/her obligations, while using either of the NewHaven Community Centers. The intent is to be fair to all residents and to provide a facility where people can go to enjoy themselves.

GENERAL USE: The NewHaven Community Centers are to be used only by the residents of NewHaven. The Association's community manager will be responsible for taking reservations for the use of the facilities. A deposit will be required for private parties and weddings/receptions. Residents using the Community Centers are responsible for leaving the facilities clean after use.

The Community Centers tables, chairs, or common equipment of any kind shall not be removed from the premises. No radios, CD players or tape decks are allowed in the Community Centers, unless they are used during a supervised recreation activity or private rental. No skateboards, in-line skates or roller-skates are allowed in the Community Centers. All bicycles are to be parked in the bike rack area.

HOURS: The Community Centers hours are from 8:00 a.m. - 10:00 p.m. Monday through Sunday. The minimum rental period is 4 hours. The maximum rental period is 8 hours. Residents of NewHaven can reserve the Community Centers on any Tuesday or Thursday, during the week; and on any Saturday or Sunday on the weekends, but not on both days of the weekend, except with specific Board approval.

ATTIRE: Shoes and shirts must be worn in the Community Centers. Bathing suits are not allowed in the Community Centers.

CHILDREN: Children under twelve(12) years of age **MUST** be accompanied by an adult while using the Community Centers and all amenities.

ALCOHOL: Alcoholic beverages are **NOT** allowed in the Community Centers, except during Association planned, permitted, and supervised recreational activities, or during private rentals.

SMOKING: Smoking is not allowed in the Community Centers.

CONDUCT: Abuse of the Community Centers amenities may constitute grounds for immediate restriction of the use of the facilities. Owners and tenants are liable for the cost of repair resulting from damage caused indirectly or

directly by themselves and/or their guests to any amenities at the Community Centers. The Board of Directors of the Association has the right to suspend the use privileges of any owner for any violation of these Rules and Regulations.

Facility Rental

The Community Centers may be used for organized community events, private parties, or weddings/receptions.

The Community Center(s) is not available for fundraisers or events of a political, religious, or promotional nature, except that candidates for public office may be invited to speak provided all candidates for the office are invited.

AVAILABILITY CRITERIA:

Reservations will be made through the Association's community manager, and will be made on a first-come, first-serve basis. Reservations are available to NewHaven residents only, and must be made not less than 30 days in advance. Residents will need to complete an application and pay applicable fees.

The Community Center(s) will NOT be available for private parties on the following days:

**New Year's Eve,
New Year's Day,
Easter,
Independence Day,
Labor Day,
Memorial Day,
Halloween,
Thanksgiving Day,
Hanukkah
Christmas Eve, or
Christmas Day.**

Applications for the exclusive use of a Community Center shall be classified into one of the following categories for the purpose of use, priority, and the application of rental charges, if any, for such use:

- CATEGORY I - Association sponsored recreational /community activities authorized by the Board of Directors or the Association manager.
- CATEGORY II - Any resident-sponsored group using the facilities for meetings, etc. In order to be defined under this category, the group must consist of at least fifty-one percent (51%) NewHaven residents.

CATEGORY III - Any resident sponsored private group, private organization or private meeting using the facilities for parties, dinners, or special functions. Wedding parties may only be scheduled for marriages or wedding receptions of bona fide residents of NewHaven or their children.

PARKING: Parking will be limited. Park only in designated areas. We recommend that you carpool.

RENTAL FEES: Category I - No charge.
Category II - \$100 (4 hours max.) plus \$25 inspection and cleaning fee
Category III- Rental charges below plus \$25 inspection and cleaning fee

Parties up to 4 hours \$100
Parties over 4 hours (8 hour max.) \$300

Category II/III Deposit \$300 (Refundable)

CATERERS: The Association must be provided with a copy of the caterer's license and insurance.

RENTAL APPLICATION: The resident desiring to rent any Community Center shall apply in writing utilizing the Association's Application Form. The request must be signed by a bona fide resident of NewHaven, and adequate evidence of residency status may be requested to support the request.

RESPONSIBILITY: Any resident who leases any Community Center is responsible for setting up and arranging the room for his/her function, which includes setting up tables and chairs and returning such property, facilities or equipment in the same condition as when rented or loaned to them.

DAMAGE: A \$300 refundable deposit is required for all rentals of any Community Center.

CANCELLATION: Cancellation of a application may be initiated by either the applicant, the Association's Board of Directors, or the Association's manager.

LIABILITY: No high risk activities, as determined by the Association or its manager, will be allowed to be conducted in any Community Center or on any common property or facilities. The liability for any personal injury and/or property damage resulting from improper or unauthorized use of any Community Center, or any property, facilities, or equipment by any resident or his/her guests is the responsibility of the resident applicant to whom the application is issued. The resident applicant is responsible for all guests complying with these Rules & Regulations.