

# The Island at Abacoa Homeowners Association, Inc.

## Community Center Reservation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ Day phone: \_\_\_\_\_ Night phone: \_\_\_\_\_

I wish to reserve The Island at Abacoa Community Center as follows:

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Approximate No. of attendees: \_\_\_\_\_

Description of event: \_\_\_\_\_

I certify that I have read and understand the terms and conditions governing my use of The Island at Abacoa Community Center, as detailed herein: \_\_\_\_\_ (signed)

I am responsible for ensuring by 8:00 AM of the day following its use that the Community Center and all of its related equipment are left in the same condition in which I found them and ready for final cleaning. I understand that my \$100 damage deposit will be returned to me within 7 business days, unless the facility is found to be damaged or not cleaned to the satisfaction of The Association, in which case my deposit will be retained to cover corresponding expenses. Should these exceed \$100, I agree to reimburse The Association as necessary.

I understand that there is a non-refundable \$25 trash removal and professional detail cleaning charge.

I agree to make arrangements to obtain the key to the Community Center from Bristol Management, Inc. on the day of the event or on the Friday prior to a weekend event and to return the key to them on the first business day following the event. I agree under no circumstances to make or allow to be made any copies of the key, and to reimburse the Association in the amount of \$50 in the event of my failure to return it as agreed.

I understand that I am responsible for making my guests aware of and enforcing the regulation which prohibits anyone, except those collecting their mail, from parking in front of the Community Center.

Prior to leaving the facility, I agree to re-set the thermostat to a nominal 78°F and to activate the alarm in accordance with instructions provided to me by the Property Manager or his nominee and return the Clubhouse Check List completed along with the key.

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

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

\$100. Deposit Received. Check Number: \_\_\_\_\_

\$25. Trash Removal Fee Received. Check Number \_\_\_\_\_

Facility Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  Deposit Returned  
 Key returned

# RULES & REGULATIONS

I understand that the Community Center is intended to be used exclusively by the residents of The Island and their personal guests for private or community-sponsored, non-commercial, non-sectarian, non-political functions, except that candidates for public office may participate in related forums provided that all candidates for office are invited. Reservations are accepted by the Association Manager on a first-come, first-served basis, only from residents of The Island at least thirty (30) days in advance. The Center is usually available on any day except Monday, but normally not on two succeeding days. The period of rental is 8:00 am to 10:00 pm. Any variance from these and all other rules listed herein may only be granted in writing by the Board of Directors.

Private parties may be scheduled on the following days only with the written permission of the Property Manager or the Board of Directors:

New Year's Eve  
Christmas Day  
Labor Day  
Halloween

New Year's Day  
Easter  
Memorial Day

Christmas Eve  
Independence Day  
Thanksgiving

I understand that applications for the exclusive use of the Community Center shall be classified into one of the following categories of availability for the purpose of establishing priority:

## 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 non-income-generating activities. In order to be defined under this category, the group must consist of at least fifty-one percent (51%) residents of The Island.

## CATEGORY III -

Any resident sponsored private group or organization using the facilities for parties, dinners or similar special functions. Wedding parties or receptions may only be scheduled where the principals are bona fide residents of The Island or their children.

## **PROHIBITIONS**

I agree that the Community Center tables, chairs, or common equipment of any kind will not be removed from the premises.

I understand that no skateboards, in-line skates or roller-skates are allowed in the Community Center and that all bicycles are to be parked in the bike rack area.

I understand that an adult must accompany children under the age of twelve (12) years while using the Community Center and all of its amenities.

I understand that smoking is not permitted within the Community Center and its environs.

### **CONDUCT**

I understand that abuse of the Community Center and/or its amenities may constitute grounds for immediate restriction of the use of the facilities. I further agree that renters are liable for the cost of repair resulting from damage caused directly or indirectly to the Community Center or any of its amenities by themselves and/or their guests, the collection of which will be considered as a past due assessment. The Board of Directors of the Association retains the right to suspend the privileges of any owner or resident for any violation of these Rules and Regulations.

### **CATERERS**

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

### **RESPONSIBILITY**

I understand that a resident who rents the Community Center is responsible for setting up and arranging the facility for his/her function, which may include re-positioning existing tables and chairs and use of diverse community-owned equipment and for returning the facility and all attendant equipment to their original condition. I acknowledge my responsibility for emptying the refrigerator of all foods and leaving it in perfectly clean condition and for wiping all counters, tables and chairs. I further acknowledge that staples, pins, nails and similar fasteners may not be used on any wall or doorway in the facility. I understand that my failure to remove all tape and similar residue from walls, windows and other fixtures will result in my being charged a supplementary housekeeping fee.

### **LIABILITY**

No high-risk activities, as determined by the Association or its manager, will be permitted in the Community Center or on any common property or facilities of The Island. I acknowledge that the liability for any personal injury and/or property damage resulting from improper or unauthorized use of the Community Center or any related property, facilities or equipment by any resident or his/her guests is the responsibility of the resident applicant. I accept responsibility for the restriction of any consumption of alcohol in or about the Community Center to persons of legal age. I agree to hold The Island At Abacoa harmless of any consequences of the consumption of alcohol in or around the facility while it is in my care. I agree that the resident applicant is responsible for ensuring the compliance with these Rules & Regulations by all participants and guests.

### **CANCELLATION**

The Association's Board of Directors or the Association's Manager may initiate cancellation of an application or of an already accepted reservation when and if they judge such action to be in the best interests of the community.

# *The Island At Abacoa*

## **CLUBHOUSE CHECK LIST**

**PLEASE MAKE SURE YOU COMPLETE THE FOLLOWING  
BEFORE LEAVING THE BUILDING.**

COMPLETE

\_\_\_\_\_

**Close tables and stack chairs**

\_\_\_\_\_

**Bag all trash and leave in kitchen for removal**

\_\_\_\_\_

**Turn AC thermostat to 78 degrees**

\_\_\_\_\_

**Turn off lights – Kitchen, Bathrooms & Great Room**

\_\_\_\_\_

**Clean coffee pots**

\_\_\_\_\_

**Activate Alarm (2112)**

\_\_\_\_\_

**Lock Doors**

**I certify that we have completed all of the above and agree that if  
lights or air conditioning is left on I will be responsible for a \$25  
utility charge in addition to the \$25 clean up fee.**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE CLUBHOUSE WAS USED \_\_\_\_\_