

**VANTAGE POINT WEST AT LEISURE WORLD
A CONDOMINIUM UNIT OWNERS ASSOCIATION
MUTUAL 23
ACTIVITIES ROOM RESERVATION FORM**

This form must be received by the Association Office at least five (5) business days prior to the date the resident wishes to reserve the Activities Room, except for funeral receptions.

NAME _____ PHONE # _____

UNIT # _____ DATE & TIME DESIRED _____ FROM _____ AM/PM TO _____ AM/PM
(include set-up and clean-up time)

NUMBER OF GUESTS _____ ACTIVITY PLANNED _____

_____ I hereby request the use of the Activities Room. I have read and am familiar with the provisions regarding use of the Activities Room. I agree to abide by all rules and regulations of the Association and to ensure that my guests abide by such rules and regulations. I understand that kitchen facilities cannot be used overnight or prior to my reservation time. I am aware that the maximum occupancy of the Activities Room is limited to 99 persons by order of the Fire Department. Residents should make arrangements to have their function at Clubhouse I or II (301-598-1300) if the number of guests exceeds 99 persons.

_____ I hereby agree to indemnify, defend and forever hold harmless the Leisure World of Maryland Corporation, the Mutual and it's members, directors, officers, board and committee members, employees and agents, against any and all suits, other causes of action or claims for damages of any type, kind or nature, directly or indirectly, caused by or arising from the use of the Activities Room by myself and/or my guests. I hereby acknowledge my responsibility to indemnify and hold the Association harmless against any and all claims or damages resulting from the use of the Activities Room by myself and my guests. I accept responsibility for control of the room and the actions of my guests.

_____ I acknowledge and fully understand that all claims and damages resulting from my use of the Activities Room will be assessed against my unit pursuant to Article 9, Section 9 (a) of the Bylaws if not paid within thirty (30) days after receipt of a bill for the same.

_____ I acknowledge that I must be available for inspections prior to and after the party. A Building representative will be contacting me to set up inspection times. I agree to clean up after the event. Guests may enter the building by dialing 500 on the lobby call system or a person standing by the lobby entrance may let in guests for the private party. UNDER NO CONDITIONS IS THE BUILDING ENTRANCE DOOR TO BE PROPPED OPEN.

_____ I acknowledge that the \$100 deposit WILL NOT BE RETURNED if the Activities Room is found in unsatisfactory condition (damages to furniture or contents in the Activities Room or clean-up costs). If damages exceed \$100, additional charges will be billed as stated in *Policy Resolution No. 6, Use of Activities Room for Private Use.*

_____ I acknowledge that Reservations DO NOT allow for the use of the television, Blue Ray/DVD Player, and the sound system/microphones.

(PAGE 2 ON REVERSE SIDE)

**VANTAGE POINT WEST AT LEISURE WORLD
CONDOMINIUM UNIT OWNERS ASSOCIATION**

POLICY RESOLUTION NO. 6

REVISED NOVEMBER 28, 2011

USE OF ACTIVITIES ROOM FOR PRIVATE USE

WHEREAS, Article 3 of the Bylaws states that the Board of Directors of Vantage Point West at Leisure World Condominium shall, "provide for the operation, care, upkeep and maintenance of all the property and services of the Condominium; and,

WHEREAS, Article 3, Section 3.1 (f) of the Bylaws enables the Board to make and amend the rules and regulations;" and,

WHEREAS, the Association welcomes and encourages private use of the Activities Room and the Board deems it necessary and desirable to establish certain rules and regulations for the use of the Activities Room to enable maximum use of the facilities, as well as to protect the residents and the Association.

NOW, THEREFORE, BE IT RESOLVED THAT: the following rules and regulations for the use of the Activities Room be adopted.

I. RESERVATIONS

A. These rules and regulations concern the "Private Use" of the Activities Room by residents of the condominium. For purpose of this resolution the term "private use" shall be defined as use for any and all purposes other than by the Board of Directors, its established councils and committees, management, or clubs and activities recognized by the Board. (See H below).

B. The maximum allowable occupancy of the Activities Room is 99 persons as mandated by the Fire Marshall. If the number of attendees is uncertain and might exceed 99, as might be the case for post-funeral receptions, the use of larger facilities in Clubhouse I or II is strongly recommended. Parking is more readily available and the attendee notification requirements for Security are less stringent.

C. A resident who wishes to use the facility may obtain a reservation form at the Association Office. The form must be completed and returned to the Association Office for approval at least five (5) working days before the date the resident wishes to use the Activities Room. Once it has been determined that the owner of the unit is current in condominium assessment payments, the facility is available for private use at the time requested, the use to which the facility is to be put is appropriate, and the fee has been paid, the request will be

approved and the reservation made. The five working days limitation does not apply when the use of the Activities Room is for a reception following a funeral.

D. The Activities Room may not be used for any type of gambling, fund raising or commercial purposes, except for Association sponsored activities.

E. Reservations usually cover the use of the Activities Room and its contents EXCEPT for the television, Blue Ray/DVD Player, and sound system. If additional tables and/or chairs are desired, the resident must inform the Association Office of this request when the reservation is made.

F. The terrace/patio area is included in the Activities Room rental.

G. Activities Room reservations must be accompanied by a non-refundable \$100.00 maintenance fee plus a \$100.00 deposit that will be refunded after the room is inspected and found in satisfactory condition and additional charges, if any, are satisfied.

H. A club or organization composed exclusively of residents may have use of the Activities Room without charge provided that it:

1. Is recognized by the Board of Directors as an organization whose purpose and activities will have a benefit on the quality of life of the residents in the Condominium.
2. Observes the rules for use of the Activities Room.
3. Cooperates with Management when higher priority activities necessitate changes in scheduling.

II. RULES AND REGULATIONS

A. Prior to the event, the resident reserving the facility must:

1. Advise the Association Office of names of expected guests if possible.
2. Monitor building entrance door during arrival of guests.
3. Obtain approval from the Management Office for any planned installation of decorations, and ensure that no tacks, nails, or tape are to be applied to walls or ceiling when any decorations are installed.
4. Participate in the inspection of the Activities Room, at a time agreed upon before usage, along with a representative of the Activities Room Inspection Sub-Committee, to verify that the Activities Room is clean and all equipment is in proper working order. For funeral receptions, the

resident may designate a resident representative to participate in this inspection.

B. During the event, the resident must:

1. Be present at all times ensuring that users of the Activities Room abide by all applicable laws and ordinances, the condominium instruments and the rules and regulations.
2. Assume responsibility for injury or damage to persons or property arising from use of the facility and all actions of their guests. The Association assumes no liability arising from private use of the Activities Room.
3. Ensure that sound levels are kept at a level that will not disturb other residents.
4. Make certain that guests confine their activities to the Activities Room and do not wander about the lobby and hallways.
5. Supervise the use of the kitchen facilities.
6. Ensure that the Activities Room is vacated by midnight (12:00 midnight).
7. Turn off lights and appliances before leaving. Please do not utilize the oven's self cleaning feature.
8. Ensure that there is no smoking in the Activities Room, on the terrace/patio or any other common area of the building.
9. Ensure that proper decorum is maintained on the terrace/patio, particularly as it relates to noise levels and control of children. The terrace/patio must be vacated by 10:00 PM.

C. After the event, the resident who reserved the Activities Room is responsible for:

1. Cleaning, including removal of trash and cleaning of appliances, if used. This must be completed prior to vacating the Activities Room. Trash and recyclables must be taken to the loading dock area for disposal.
2. Damages and clean-up costs, if any.
3. Assuring all decorations are removed.

4. As soon as possible after the Activities Room is cleaned, but no later than the next morning, the Activities Room will be inspected by the representative of the Activities Room Inspection Sub-Committee along with the resident or the same designated representative of the resident who did the prior-use inspection to ensure that the Activities Room has been cleaned and no damage to the facilities has resulted.

III. PRIORITIES FOR USE

The Activities Room shall be available for use according to the following priorities:

- A. Meetings of the Board of Directors.
- B. Committee Meetings recognized by the Board of Directors.
- C. Regularly scheduled meetings or activities of groups of residents which have been recommended by the Activities Committee or the Board of Directors.
- D. Private Parties.

NOW THEREFORE BE IT RESOLVED THAT this resolution does hereby supersede Policy Resolution No. 6, 5/21/07.

VPW Party Room



