RECREATION FACILITY RULES

RESERVATIONS- Residents (or tenants) may reserve the Recreation room for their personal use. The sponsoring resident must be present during the entirety of the event. The following guidelines apply:

1. The sponsoring resident shall complete and submit a Reservation/Usage agreement to the property manager a minimum of ninety-six (96) hours prior to the event.

2. Reservation of the facility does not include the exclusive use of other recreational or designated facilities.

3. Tenants who wish to reserve the facility must have their lease agreement on file with the property manager.

4. A deposit of $500.00 must be paid to the property manager at the time the reservation is made, to hold the reservation.

5. Residents in good standing may make reservations not more than one-hundred-and-twenty (120) days in advance of the event. Reservations will be made on a first-paid, first-served basis.

6. The board and committee chairs have the right to reserve the facility for association events and are exempt from deposits.

7. Association functions and events have priority over residents for reserving the facility.

8. For all non-sponsored activities, the resident must provide a copy of a rider on the homeowner's liability insurance in the amount of $100,000.00, naming Danbury Place Owners Association as an additional insured to Community Management Services. Exceptions must be approved by the board in advance.

USAGE GUIDELINES

1. Classes (such as book review, needlework) may be offered in the facility provided:

2. The class is open to all Residents.

3. The class is attended only by Residents, and their guests.

4. Resident is responsible for the reservation and the clean-up.

5. In accordance with California State Law, no one under the age of twenty-one (21) years shall be served an alcoholic beverage while on the premises.

6. If alcoholic beverages are served at the event and minors are present, parental supervision is required.

7. The resident shall arrange for pick-ups and deliveries to be made the day of the event.

8. The resident shall be completely responsible for all set-up and clean-up. All trash must be removed and taken by the homeowner for disposal. Association containers are not to be used. Refrigerator must be cleaned.

9. The reserved function shall end no later than 10:00 PM.

10. Resident is responsible for ensuring all their guests are parked in approved areas. Vehicles parked in fire lanes are subject to immediate towing.

11. Danbury Place is not responsible for personal items that may be lost or stolen.

12. The currently planned maximum capacity of the Facility is 37 total persons.

13. Smoking is not permitted within the Facility.

14. All music must be turned off no later than 10:00 PM.

15. Decorations shall be installed with easily removable tape to prevent damage to the facility. The use of nails, thumbtacks, etc. is not permitted.

DEPOSIT REFUND

All deposits are fully refundable three (3) weeks after the event if the following criteria are met:

1. There is no damage to the facility or surrounding landscaped areas.

2. There is no additional association time or expense required to clean or repair the facility as a result of the event.

3. The hours of use do not extend beyond 10:00 PM.

4. Police or Association staff intervention was not required as a result of the event.

5. Facility key(s) have been returned to the designated person no later than forty-eight (48) hours following the event.

6. Furniture was not moved from the interior of the facility. Furniture may be moved within the facility; however, the renter will incur a $50.00 service charge if the furniture is not returned to its original position at the close of the event.

7. All decorations have been removed and there is no damage to the facility.

DANBURY PLACE

Recreation Facility Usage Agreement

C/O Community Management Services, Inc.
1935 Dry Creek Rd., Suite 203
Campbell, CA 95008
Phone (408) 559-1977 Fax (408) 559-1970

Resident/Tenant Name: _____ Day Phone: _____

Address: _____ Evening Phone: _____

Date of Event: Start Time: _____ End Time: _____

Organization (if applicable):

Description of Event: Number of Attendees: (MAX 37)

Is alcohol going to be served? ❑Yes ❑ No Will decorations be installed? ❑ Yes ❑ No

Will the landscaping areas be used? ❑Yes ❑ No Will food be prepared? ❑ Yes ❑ No

USAGE GUIDELINES:

- Resident must provide one day event insurance in the amount of $100,000.00 naming "Danbury Place Owners Association, C/O Community Management Services, Inc." as additionally insured with Club House address "587 Saco Terrace, Sunnyvale CA 94089" and the date of your event listed.
- Exceptions must be approved by the board in advance.
- In accordance with California State Law, no one under the age of twenty-one (21) years shall be served an alcoholic beverage while on the premises.
- If alcoholic beverages are served at the event and minors are present, parental supervision is required.
- The resident shall arrange for pick-ups and deliveries to be made the day of the event.
- The resident shall be completely responsible for all set-up and clean-up. **All tape and decorations must be removed from the walls.**
- The reserved function shall end no later than 10:00 PM.
- Danbury Place is not responsible for personal items that may be lost or stolen.
- Smoking is not permitted within the Facility.
- Play equipment (e.g., bouncers) and/or animals (e.g., pony rides) are not permitted on community property unless pre-approved by the Board of Directors. Their use is also subject to waivers required to be signed by the Board of Directors.
- Littering is prohibited. Trash containers must be used at all times. Cigarette refuse must be placed in trash containers.
- Glass of any type is prohibited. This includes, but is not limited to: Drinking glasses, bowls, beer/soda bottles, pitchers, etc.
- All sound systems must be turned off no later than 10:00 p.m.
- Resident is responsible for ensuring all their guests are parked in approved areas. Vehicles parked in fire lanes are subject to immediate towing.
- Keys will be sent to member from Community Management Services or a volunteer of the association will provide the key.
- Clubhouse equipped with 4 tables and 26 chairs.

I, as an official representative of the organization and/or event identified in this application, and whose name appears on this application as the contact for said event, by signing below verify that the information contained in this application is true and accurate to the best of my knowledge, and that I have read and understand the rules. I acknowledge that I will be present during the entire event. I further acknowledge that any violations of the terms of this agreement or the rules shall subject me to disciplinary actions as provided by the CC&Rs. I assume complete liability for all of my guests and their actions and release the association for any and all liability.

Signature of Owner: _____ Date:

For Use by CMS; Do Not Write Below This Line

❑ Does not conflict with HOA scheduled events ❑
❑ Falls within 120 day reservation time window ❑
❑ $500 Deposit received
❑ Insurance rider received
❑ Keys sent to member, date:
❑ Irrigation scheduled for shutdown (if applicable)

Post Event cleanup checklist returned
Post Event inspection completed by
❑ Key received, date:
❑ Deposit returned