



## **Rules Governing Use of Sandpiper Bay Property Owners Association Residents' Center**

### **Use of Residents' Center:**

1. The Sandpiper Bay Property Owners Association shall have priority in reserving the Residents' Center for events.
2. Only the Sandpiper Bay Board of Directors or Community Activities Committee is authorized to designate an event as a community-wide event. All other events shall be designated as private rentals and will be charged a fee as noted in #7 below.
3. Private rental of the Residents' Center facilities is restricted to Property Owners and authorized renters only. An authorized renter is one who has been granted privileges by the property owner. The individual renting the Residents' Center must be present for the duration of any function for which he/she is renting the facility. No private event shall be held in the Residents' Center without the prior approval of the Sandpiper Bay Board of Directors.
4. A rental agreement must be signed by the Property Owner or Authorized Renter. A copy of this agreement is available at [sandpiperbayhoa.com](http://sandpiperbayhoa.com) or from any member of the Sandpiper Bay Board of Directors.
  - All requests to reserve the Residents' Center shall be submitted to the Sandpiper Bay Board of Directors.
  - Property Owners/Authorized Renters must submit the Sandpiper Bay Residents' Center Reservation Form to the Board of Directors for approval in advance of the event but no more than three (3) months prior to the date requested.
  - The Board of Directors shall have the right to limit the number of reserved events at the Residents' Center. No event shall be held in the Residents' Center without the approval of the Board of Directors.
5. Rental of the Residents' Center shall not restrict the use of the restrooms by residents and their guests utilizing the pool and/or Fitness Center.

6. Clean-up of the facility must be completed by the morning immediately following the event. An inspection of the facility will be made by a member of the Sandpiper Bay Board of Directors and the individual who rents the facility to determine that the facility is returned to its original condition.
7. FEE: A non-refundable rental fee of \$150 is required to reserve the facility for non-residents and a refundable fee of \$100 for residents. Non-refundable fees made payable to the Sandpiper Bay POA will be used to offset wear and tear on the furniture; the costs of electricity, heating, air conditioning, insurance; and if needed, a complete and thorough cleaning of the facility after private rentals.
8. Damage repair fees will be charged to the property owner or authorized renter that submits the Reservation Form. Failure to voluntarily reimburse the POA for said damage shall result in a lien placed on the property of said owner according to the procedures and regulations of the Sandpiper Bay Property Owners Association. Property Owners/Authorized Renters may reserve the Residents' Center under the following circumstances:
  - Private Party – a private party is defined as an event that is closed to the community-as-a-whole. All guests are invited specifically by the individual renting the facility. The “facility” is defined as the Residents' Center only. The pool, restrooms, Fitness Center, and Library are not included and are always open to all residents. The Residents' Center will be closed to all others during the designated hours of the private party. The fees of \$150 or \$100 for a Private Party must be paid by check.
9. A catering kitchen is available for holding and serving hot and cold food. Renting of the facility does not include use of utensils, dishes, linens, flatware, glasses, etc. that are on the premises.
10. All food must be consumed within the Residents' Center or on the terrace.
11. Parental supervision of children under the age of 16 is required at all facilities.
12. The individual renting the facility is welcome to rearrange the furniture within the Residents' Center but is responsible for returning all items to their original locations.

13. Individuals who rent the facility are expected to remove all trash; clean the kitchen area and furniture, sweep the floor, and return the Residents' Center to its original condition.
14. Individuals who rent the facility must provide trash liners, coffee filters, cleaning materials, towels, soap, etc.
15. Individuals who rent the facility may use the tables and chairs provided. If additional furnishings are brought into the Residents' Center; they must be removed by the next morning.
16. Appropriate attire is required on the premises.

Adopted May 2006, revised March 2011 and August 10, 2019.