

Monterrey Condominium Association Inc.

Amenity Facility Reservation Rules & Regulations

The Monterrey Amenity Room and Fitness Room are for the enjoyment of all registered owners, guests and renters. No commercial activities of any kind will be permitted. Owner hosted non-private and private activities will be accommodated in line with procedures listed below. Community Social Events will take top priority over all non-private and private events.

SOCIAL COMMITTEE RESERVATIONS

General use of the Amenity Facility (complete Social Room) will be reserved for Monterrey Social Committee events such as, but not limited to, Monday Night Social, Welcome Back, New Year's Eve, Super Bowl, Valentine's Day, and End of Season. There is no designated closing time for Monterrey Social Committee events. Blackout dates may be imposed during certain sporting events or as determined by the Board of Directors.

DAYTIME NON-PRIVATE RESERVATIONS -- (No fee required)

1. Daytime groups of 20 or fewer -- An owner may host a daytime non-private event in the Social Room between the hours of 9AM. and 5PM. provided the owner complies with the Rules & Regulations of the Amenity Facility and the following...
 - A) Reserves the event date and time through the Monterrey office. Maximum use of four hour time period per event.
 - B) Attends the event in its entirety.
 - C) Notifies the entrance gate the names of outside guests attending.
 - D) Cleans up after the function and restores the room back to original condition immediately following the event. All garbage placed in trash receptacles.
 - E) Tableware, food and drinks are the responsibility of the owner/host. No leftover food or drinks to be left in the refrigerator, kitchen or bar area.

EVENING NON-PRIVATE RESERVATIONS -- (\$100 deposit required)

1. Evening groups of 24 or fewer -- An owner may host an evening dinner/cocktail event in the Social Room between the hours of 5P.M. and 11P.M. provided the owner complies with the Rules & Regulations of the Amenity Facility and the following...
 - A) Reserves the event date and time through the Monterrey office.
 - B) Attends the event in its entirety.
 - C) Notifies the entrance gate the names of outside guests attending.
 - D) Cleans up after the function and restores the room back to original condition immediately following the event. All garbage placed in trash receptacles.
 - E) Tableware, food and drinks are the responsibility of the owner/host. No leftover food or drinks to be left in the refrigerator, kitchen or bar area.
 - F) A \$100 deposit will apply to ensure the Social Room is left clean.

Monterrey Condominium Association Inc.

Amenity Facility

Reservation Rules & Regulations

EXCLUSIVE PRIVATE RESERVATIONS -- (Use fee, deposit required)

1. An owner may host a private event by reserving the Social Room for exclusive use. There shall be no commercial activities, for-profit, not-for-profit or non-profit organizational use. An owner wishing to reserve the Social Room for private use is limited to three reservations annually with only one being during season (Christmas through Easter). Additional reservations may be approved by the Board President. The owner/host must comply with the Rules & Regulations of the Amenity Facility and the following...
 - A) Reserves the event date and time through the Monterrey office.
 - B) Attends the event in its entirety.
 - C) Notifies the entrance gate the names of outside guests attending.
 - D) Cleans up after the function and restores the room back to original condition immediately following the event. All garbage placed in trash receptacles.
 - E) Tableware, food and drinks are the responsibility of the owner/host. No leftover food or drinks to be left in the refrigerator, kitchen or bar area.
 - F) If applicable, dishwasher loaded and run. Owner/host empties dishwasher the same night or following morning.
 - G) Due to liability, absolutely no alcoholic beverages stored or left in the refrigerator, kitchen, bar or social area. Serving of minors is prohibited.
 - H) After event, owner/host makes sure all access doors are locked and secured.
 - I) For private reservations of 50 or fewer people, there is a \$200.00 non-refundable rental fee. For private reservations of 51 to 100 people, there is a \$250.00 non-refundable rental fee. There will be no private reservations for events with more than 100 people.
 - J) A \$100 clean-up/damage deposit will apply on all private reservation to ensure the Social Room is left clean and no property damage. If the clean-up or property damage is more extensive than the deposit, the owner/host is responsible for the cost of repairing/replacement as approved by the Decorating Committee or Board of Directors.

Monterrey Condominium Association Inc.

- K) A \$100 fee will apply for private reservations requiring additional furnishing set-up. The fee is for employee staff set-up and breakdown.
- L) A \$100 fee will apply for private reservations where the owner/host hires a catering service. The purpose of the fee is for additional use on the kitchen equipment. Important: To prevent damage to the carpet, it is the owner/host responsibility to see that the Caterers enter through the West garage door to bring in and remove all supplies and foods.
- M) Any special help (bartenders, servers, caterers) will be at the cost and responsibility of the owner/host.

2. PROHIBITED USES OF ROOM

In order to promote the health, happiness and peace of mind of the unit owners and to protect its status as a private facility and not a public accommodation, the following uses of the Room are strictly prohibited.

- (A) Solicitation of the membership of the Association or general public by either one or more individuals or a for-profit or not-for-profit organization except as required by law.
- (B) Promotion or sale of any goods or services to the membership of the Association or the general public by either one or more individuals or a for-profit or not-for-profit organization except as required by law.
- (C) Meetings of any public or private organized group that contains members who are not owners or residents of Monterrey Condominium including, but not limited to, charitable community service groups, religious organizations, and private clubs. For the purpose of this paragraph, “organized group” means any group which meets at one or more locations, more often than once a year.

Monterrey Condominium Association Inc.

SOCIAL ROOM RESERVATION FORM FOR OWNER HOSTED EVENTS

NAME (OWNER/HOST): _____ UNIT # _____
(Print Name)

DATE OF FUNCTION: ___ / ___ / ___ START TIME: _____ FINISH TIME: _____

CHECK ONE: DAYTIME NON-PRIVATE USE EVENING NON-PRIVATE USE
(No deposit required) (\$100 Clean up deposit required)
 PRIVATE USE (Subject to nonrefundable use fees and clean up deposit)

NUMBER OF PEOPLE ATTENDING EVENT: _____

EXPLAIN TYPE OF EVENT: _____

TYPE OF FOOD REFRESHMENTS FOR EVENT: (Check all that apply)

- Coffee / Soft Drinks (Supplied by Owner/Host)
- Snacks or Hor D'oeuvres (Supplied by Owner/Host)
- Caterer Service
- Bartender or Server Service
- Other _____

CLEAN UP RESPONSIBILITY: **(Immediately after event)**

- By Host (All disposable items bagged, kitchen, bar area and tables cleaned, dishwashers loaded and dishes cleaned, carpet vacuumed, furniture straightened up and rubbish removed.).
- By cleaning service hired by Host (Management can recommend cleaning company).

SPECIAL FURNITURE SETUP: (Fees apply)

- Tables, type and quantity: Round _____ Banquet _____
- Chairs quantity _____
- Dance Floor (\$500 fee)

I, Owner/Host, have been furnished a complete copy of the Amenity Facility Rules & Regulations in which I have read and agree to the terms and conditions. I understand there may be nonrefundable fees and/or deposits charged as a result of my use of the Social Room.

(Signature of Owner/Host)

(Date)



Monterrey Condominium

Amenity Facility Rules & Regulations

The Monterrey Amenity Facility is for the enjoyment of all registered owners, guests and renters.

SOCIAL ROOM – GENERAL USE

1. **Hours** – 9AM. to 12AM. (No music after 10PM.). Monterrey social events exempt.
2. **Access** – Access is granted through the use of proximity fobs. Each fob is identified by a number which is electronically recorded, by unit, after each use.
3. **Cameras** – The Social Room is monitored by surveillance cameras. Inappropriate activity is recorded. The owner will be held accountable for actions of their family, guests or renters.
4. **Age Limit** -- Children under the age of 16 must be closely supervised by a responsible adult / guardian while in Social Room.
5. **Smoke Free Facility** – Absolutely no smoking permitted in Social Room.
6. **Pets** – Absolutely no pets permitted in Social Room.
7. **Dress Code** – Remove sand from shoes before entering. Proper attire is required. Swimming and/or beach attire are not permitted.
8. **Drinks / Food** – Residents may bring refreshments, snacks and/or Hors D'oeuvres into the Social Room while entertaining or watching a televised event. Residents are responsible to clean up after themselves after each use.
9. **Refreshments** – Due to liability, absolutely no alcoholic beverages can be stored or left in the refrigerator, kitchen, bar or social area. Serving of minors is prohibited.
10. **Kitchen** – The kitchen is used for warming and serving food. No cooking permitted. At no time shall there be any leftover refreshments, snacks or food placed, or stored in the kitchen cabinets or refrigerator.
11. **Tableware** – After use, glasses, dishes and utensils shall be rinsed and placed in the kitchen sink (not left on counters or in social area). This includes social events.
12. **Furnishings** – Furnishings are not to be moved around the room. Do not place any self designated accent pieces or other items in the Social Room or Fitness Center.
13. **Lighting** – Residents are to turn off ceiling lights after use. The social area lighting control is located on the wood column right of the kitchen entrance.
14. **Television** -- Residents are to turn off the televisions after use. The TV remote is not to be removed from the social room.
15. **Wireless Internet** -- Residents are able to access the internet anywhere in the room via their personal computer.
16. **Blinds** – Close window blinds after use.