

RULES AND REGULATIONS GOVERNING RESIDENTS USE OF THE COMMUNITY CENTER

COVID RULES: THE ASSOCIATION FOLLOWS CDC GUIDELINES AND MASSACHUSETTS PUBLIC HEALTH ADVISORIES FOR COVID. PLEASE REFER TO THEM FOR YOUR PERSONAL GUIDANCE. THE ASSOCIATION RESERVES THE RIGHT TO CLOSE THE COMMUNITY CENTER AT ANY TIME IN COMPLIANCE WITH THOSE GUIDELINES.

1. THE COMMUNITY CENTER IS OPEN TO ALL RESIDENTS AT ALL TIMES EXCEPT WHEN BOOKED FOR "PRIVATE" USE.
2. HIERARCHY OF USE SHALL BE AS FOLLOWS: REGULAR MONTHLY BOARD OF GOVERNORS MEETINGS; MONTHLY FUNCTION COMMITTEE USE THAT IS BOOKED; REGULAR COMMUNITY ACTIVITIES THAT ARE BOOKED, SUCH AS MAH JONGG, BOOK CLUB, YOGA, POKER, CRAFTS; PRIVATE USE.
3. ALL EVENTS AND USES WILL BE NOTED ON A CALENDAR, A COPY OF WHICH WILL BE POSTED IN THE COMMUNITY CENTER, BOOKINGS ARE ONLY VALID WHEN MADE BY A FUNCTION COORDINATOR.
4. ONLY OWNER RESIDENTS MAY BOOK A PRIVATE PARTY.
5. PRIVATE USE IS SUBJECT TO: AVAILABILITY, A FEE, AND A SIGNED CONTRACT, WHICH MAY CONTAIN ADDITIONAL CONDITIONS.
6. ALL PERSONS USING THE FACILITY SHALL LEAVE SAME IN A CLEAN, UNDAMAGED CONDITION. ANY LOSS OR DAMAGE SHALL BE REPORTED TO THE FUNCTION COORDINATOR.
7. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.
8. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS, FLOORS OR OTHER STRUCTURAL AREAS OF THE BUILDING.
9. DECORATIONS SUCH AS BALLOONS, BANNERS, FLOWERS, ETC. SHALL BE REMOVED FOLLOWING USE
10. ALL FURNITURE MUST BE RETURNED TO ITS ORIGINAL LOCATION AND SHALL NOT BE DRAGGED ON THE CARPETING.
11. ALCOHOLIC BEVERAGES MAY BE SERVED BUT NOT SOLD.
12. THE COMMUNITY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF PROPERTY.

RULES AND REGULATIONS GOVERNING RESIDENTS "PRIVATE" USE OF THE COMMUNITY CENTER

1. APPLICANT WILL BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE FACILITY, FURNISHINGS AND/OR EQUIPMENT. THE APPLICANT (OR ANOTHER RESIDENT OWNER) MUST BE PRESENT DURING THE EVENT.
2. ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY PROVISION OF THESE REGULATIONS WILL BE THE RESPONSIBILITY OF THE APPLICANT.
3. APPLICANT AGREES TO LEAVE THE FACILITY IN AN ORDERLY CONDITION AND THE KITCHEN AREA AS THEY FOUND IT.
4. ALL TRASH IS TO BE SECURELY BUNDLED IN PLASTIC BAGS AND PLACED IN THE WASTE RECEPTACLE.
5. A WALK-THROUGH WILL BE CONDUCTED WITH THE APPLICANT AND A FUNCTION COORDINATOR PRIOR TO USE AND ANY DAMAGE OBSERVED WILL BE NOTED ON THE APPLICATION.
6. A WALK-THROUGH WILL BE CONDUCTED WITH THE APPLICANT AND A FUNCTION COORDINATOR FOLLOWING THE USE AND ANY DAMAGE FOUND WHICH WAS NOT NOTED ON THE APPLICATION WILL BE REPAIRED, REPLACED OR COMPENSATED FOR BY THE APPLICANT.
7. THE COMMUNITY ASSUMES NO RESPONSIBILITY FOR PERSONAL INJURY, OR DAMAGE OR LOSS OF PROPERTY, IN OR ABOUT THE FACILITY, PARKING LOT OR GROUNDS.
8. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.
9. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS, FLOORS OR OTHER STRUCTURAL AREAS OF THE BUILDING.
10. DECORATIONS SUCH AS BALLOONS, FLOWERS MUST BE REMOVED FOLLOWING USE.
11. SET UP AND BREAK DOWN OF FACILITY TABLES AND CHAIRS SHALL BE THE RESPONSIBILITY OF THE APPLICANT.
12. FURNITURE IS NOT TO BE DRAGGED ON CARPETING AND MUST BE RETURNED TO ITS ORIGINAL LOCATION.
13. ALCOHOLIC BEVERAGES MAY BE SERVED BUT NOT SOLD.
14. THE CAPACITY FOR THE CENTER IS 100 PEOPLE.
15. EVENT DATE WILL NOT BE GUARANTEED UNTIL A NONREFUNDABLE CONTRIBUTION OF \$200.00 IS RECEIVED ALONG WITH THE APPLICATION. *Exception: Contribution is waived for residents to use the Community Center for an immediate family-only bereavement function. Unanimous Board vote 7/19/2022.

16. THE CAPACITY FOR PARKING CARS IS 20 SPACES IN FRONT OF THE COMMUNITY CENTER AND 12 SPACES IN THE TWO VISITOR PARKING AREAS ON DEERFIELD RUN. ON STREET PARKING IS NOT ALLOWED PER ORDER OF THE FIRE DEPARTMENT.

17. APPLICANT AGREES TO BE RESPONSIBLE FOR ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THESE REGULATIONS

18. THE APPLICANT SHALL DEFEND, INDEMNIFY AND HOLD THE ASSOCIATION AND ITS BOARD OF GOVERNORS HARMLESS, FROM ALL CLAIMS, ACTIONS, DAMAGES, COSTS, AND REASONABLE ATTORNEYS' FEES INCURRED, ARISING OUT OF APPLICANT'S USE OF THE COMMUNITY CENTER.

I HAVE READ AND AGREE TO COMPLY WITH THESE RULES, REGULATIONS AND CONDITIONS.

Applicant _____ Date _____

Function Coordinator _____ Date _____

*In the event you have to cancel, your application contribution will be refunded provided there was no other applicant interested in the same date reserved for you.

Executed agreement to be retained by Applicant

APPLICATION FOR PRIVATE USE OF COMMUNITY CENTER

COVID RULES: THE ASSOCIATION FOLLOWS CDC GUIDELINES AND MASSACHUSETTS PUBLIC HEALTH ADVISORIES FOR COVID. PLEASE REFER TO THEM FOR YOUR PERSONAL GUIDANCE. THE ASSOCIATION RESERVES THE RIGHT TO CLOSE THE COMMUNITY CENTER AT ANY TIME IN COMPLIANCE WITH THOSE GUIDELINES.

Event date will not be guaranteed until a contribution of \$200.00* is received along with this application. Please include event date on check and make check payable to: THE VILLAGES AT CRANE MEADOW.

Type of Event: _____ Date of Event: _____

Applicant Name: _____ Arrival time: _____

Applicant Address: _____ Departure time: _____

Phone Number: _____ # of Guests Expected _____

Name of Caterer: _____ Phone # _____ (if applicable)

Description of Decorations to be used: _____

I have read and agree to the regulations governing the use of the Community Center.

Signature of Applicant: _____ Date: _____

Signature of Function Coordinator: _____ Date: _____

*In the event you have to cancel, your application contribution will be refunded provided there was no another applicant interested in the same date reserved by you.

Executed agreement to be retained by Function Coordinator

INSPECTION

FUNCTION DATE _____

APPLICANT _____

WALK THROUGH PRIOR TO FUNCTION COMMENTS:

APPLICANT _____ DATE _____

FUNCTION COORDINATOR _____

COMMENTS: _____

WALK THROUGH FOLLOWING THE FUNCTION

COMMENTS: _____

APPLICANT _____ DATE _____

FUNCTION COORDINATOR _____

Initialed walk through to be retained by function coordinator.