

Moreland Courts Condominium Association, Inc.

COMMON AREA/ELEMENT EVENT POLICY AND PROCEDURE

This policy and procedure was designed to establish criteria for the approval of resident requests to utilize the common areas/elements of MCCA's facilities for private, non-commercial meetings or receptions

ELIGIBILITY

Any resident may submit a request to conduct a meeting, party, or other event at Moreland Courts Condominium Association, Inc. (MCCA) common area/element provided the event is for private or non-commercial purposes only.

COMMON AREA/ELEMENT EVENT AGREEMENT

The resident submitting a request to reserve a common area/element space (reservation) must complete a Common Area/Element Event Agreement, copies of which are available in the Management Office.

RESERVATIONS

Reservations will be available on a "first come, first approved" basis. To avoid any confusion or misunderstanding, all requests must be submitted on a Common Area/ Element Event Agreement form.

APPROVAL

Advanced approval by the Management Office must be made before any reservation will be allowed. In addition to the provisions provided herein, the Board or Management may restrict the number of guests, require additional security measures at the resident's expense, or impose other conditions, as it deems necessary or appropriate at their sole discretion.

RESIDENT ATTENDANCE

The approved resident must attend the event.

RESPONSIBILITY AND PROTECTION OF MCCA PROPERTY

Every effort and reasonable precaution shall be made to protect MCCA property and facilities from damage as well as those of other residents. The approved resident shall always be responsible for the actions and behavior of their guests, contractors, or employees. The cost of cleaning, repairing, and/or replacing any damage to MCCA or other residents' property caused by a resident or a resident's guests, contractors, or employees will be charged to the resident directly or indirectly responsible.

MCCA LIABILITY

Under no circumstances will MCCA be liable for any injury, damage, or theft of a resident, guest, contractor, or employee's person or property.

CONSECUTIVE HOLIDAY RESTRICTIONS

No reservation may be made for the same major legal or religious holiday for two consecutive years or on two consecutive holidays unless no other resident has requested a reservation one (1) month prior to the requested reservation.

TIME RESTRICTIONS

The reservation may not start before 9:00 AM and must be concluded by 10:00 PM, so as not to disturb neighboring residents.

OTHER RESTRICTIONS

- **NO PETS**
Absolutely no pets may be brought onto MCCA property.
- **NO SMOKING**
Absolutely no smoking is allowed on MCCA property.
- **NO RED WINE**
No red wine may be served at any indoor event.
- **NO GRILLING**
No grilling is allowed, except in a MCCA approved grilling location.
- **NO DISTURBANCES**
No one shall be permitted to act in such a manner as to disturb other residents, to make unreasonable noise, loiter, run or play in any of the common areas/elements, including but not limited to elevators, the Gallery, hallways, common rooms, and the Reception Desk/Office area.

RESIDENT ACCESS

Nothing shall be done in any way or at any time to obstruct any resident from gaining access to his/her Building, Unit, Laundry Room, and/or Storage Locker.

VALET SERVICES

Under no circumstances may MCCA valet services be used by the guests, contractors, or employees of the approved resident hosting the event. If independent valet services are employed, they may not park vehicles in areas that are routinely used by MCCA residents. Arrangements must be made with the Management Office about where acceptable parking locations may be accessed.

CONTRACTORS AND EMPLOYEES

The approved resident must have his/her contractors and/or employees contact the Management Office directly regarding specific logistics and procedures before setting up, tearing down, or otherwise utilizing MCCA common area/element facilities.

LIST OF GUESTS

A list of individual guests, contractors, and/or employees must be provided to the Management Office at least two (2) business days prior to the event. This list will be used by MCCA staff to grant access to MCCA facilities. If someone is not on the list, the resident hosting the event must grant specific verbal approval to MCCA staff before the individual(s) will be granted entrance.

SECURITY DEPOSIT

A security deposit from the resident of Five Hundred Dollars (\$500) or such greater amount as the General Manager shall determine as security against possible damage to MCCA property shall be filed with the Management Office at least two (2) business days prior to the event, unless expressly waived by the General Manager. The Security Deposit must be in the form of a check, made payable to MCCA. It will be deposited and returned as described below.

RENTAL FEE

A Fifty Dollar (\$50) Rental Fee will be charged to the resident to cover MCCA's staff costs to move furniture and otherwise set up and tear down for the event. This bill will be deducted from the Security Deposit.

SECURITY

MCCA security staff shall be assigned to watch the building entrance at all times during the event. The adequate number of security officers will be determined by management, but will be no less than one (1) officer. Their time will be billed per officer at the hourly rate in effect at that time, or such greater amount as the General Manager determines appropriate. This bill will be deducted from the Security Deposit.

RETURN OF DEPOSIT

After the completion of the event and a MCCA staff inspection, the security deposit shall be returned less the Rental Fee, the time billed for MCCA security Officer (s), and any miscellaneous MCCA expense incurred because of the event, such as clean-up, repair, and/or damage to common areas/elements.

GALLERY USE

Use of the west end of the Gallery between the two sets of fire doors is strongly preferred whenever possible over the Gallery *Drawing Room*. Management, at its sole discretion, will determine if the Gallery *Drawing Room* is appropriate for an event due to its proximity to the main entrance and the only elevator in building #11.

BOARD ROOM AND COMMON PATIO USE

- MCCA Board or committee meetings will always take precedence over a reservation for use of the Board Room, even if the Board or committee use is not known prior to two (2) days before the scheduled reservation. Board or committee use is the original purpose for the Board Room, and use for their needs will always take priority.
- No rental fee or security deposit will be required for use of the Board Room or common patio space(s) **provided no food or beverages are being served and no other MCCA common area/element is used except for the Board Room or common patio(s) itself. If food or beverages are served, the security deposit and rental fee are required.**
- The Board Room and common patio(s) are exempt from the security officer requirement.
- The event may not exceed thirty (30) guests, including contractors and/or employees.
- All other provisions of this policy must still be observed, including providing a list of individual guests, contractors, and/or employees to the Management Office.