

Sea Gate Condominium Community Room

Policy and Regulations & Reservation Form

Policy Statement

Sea Gate Condominium Association [Association] welcomes the use of its Community Room for activities of UNIT OWNERS “in Good Standing” and Unit Owners’ invited guests who agree to observe the rules and regulations and whose activities will not adversely affect other unit owners, their guests and renters from their enjoyment of the property.

The Community Room may be used for purely social purposes which include but are not limited to parties or entertainment. The Unit Owner making the reservation must be in attendance during the activity. The Community Room may not be used as the sole or primary location to conduct regular business operations. The Community Room may not be used primarily for bathroom purposes for a beach function.

Priority for use of the Community Room will be given in the following order:

- Sea Gate Condominium Association Board of Directors meetings, committee meetings and activities.
- Unit owners for approved activities on a 1st come, 1st served basis.

The Community Room may be reserved only by Unit Owners up to one year in advance of the activity date. Both a completed reservation form and a \$50 deposit is required to be submitted to the property manager prior to the activity date. The deposit should be payable to Sea Gate Condominium Association. The activity must be approved by the property manager prior to usage. The reservation deposit may be refunded if the Community Room is left undamaged & in a clean and orderly condition. Decision on a refund will be that of the property manager. If the activity is cancelled, the deposit may be returned.

In case of an emergency, the property manager or Board of Directors has the right to deny access to the Community Room.

Every effort will be made to guarantee a reservation. However, management reserves the right to change or cancel a reservation to accommodate an Association function.

Management has the right to cancel or deny future reservation requests and existing contracts for any Unit Owner who violates stated policy, rules, regulations, or procedures. Failure to comply with these regulations will result in the withdrawal of the privilege of further use of the Community Room by that Unit Owner.

The Community Room is not available for fund-raising programs, or for activities for which admission is charged.

Any publicity, brochures, social media such as but not limited to Facebook, Twitter, Radio or TV announcements must have the name of the Unit Owner sponsoring the activity. The Sea Gate

Condominium Association may not be identified or implied as a sponsor of the activity. The Association reserves the right to request and approve all promotional materials advertising the activity.

Nothing may be hung on the walls inside the Community Room.

Parking: No visitors using the Community Room as guests of an owner will be allowed to park on the parking lot from Memorial Day weekend through Labor Day.

The size of the group may not exceed the capacity of the Community Room as defined by fire regulations [40 persons].

The Community Room will not be available prior to the time reserved, so when making a reservation, please include time needed for set up and clean up. All attendees must leave the Community Room at the end of the reserved period.

Unit Owners must bring their own supplies including paper towels and toilet paper.

The Association is not liable for damage or theft of any equipment, supplies, materials, or personal belongings.

Community Room arrangement, set up, clean up and trash removal are the responsibilities of the Unit Owner. There is no janitorial service available for activities. Trash must be taken to the dumpsters at the north or south end of the parking lot. The Community Room must be returned to its original arrangement after the activity is concluded.

Food and beverages may be served, but the Unit Owner must provide their own dishes, utensils, etc. The use of crockpots, coffee makers, and electric food warmers are permissible. No open flames such as candles or Sterno are permitted.

No smoking is permitted anywhere on the Association property including in the Community Room or on the patio area or parking areas.

The Unit Owner is financially responsible for any injuries or damage incurred during use of the Community Room.

Completion and submission of the Sea Gate Community Room Reservation Form is made with the understanding that all policy statements and regulations have been read and agreed upon.

Sea Gate Community Room Reservation Form

UNIT OWNER INFORMATION	
Name of Unit Owner	Date:
Responsible Party:	
Unit #:	
Daytime Phone:	Evening Phone:
Cell Phone:	
Email 1:	E-Mail 2:

ACTIVITY INFORMATION	
Type of Activity:	
Date[s] of Activity:	Start Time / End Time:
Size of Group:	

It is understood that all policy statements and regulations have been read and agreed upon. Inquiries about the activity may be referred to the undersigned. The undersigned is responsible for all damages. All reservations and \$50 deposit must be received by the Mann Properties, Inc. 220 16th St. Ocean City MD 21842 not later than the activity date. Reservations will be cancelled if deposit is not received with the signed reservation form.

Signature of Unit Owner

Date

OFFICE USE ONLY		
Reservation Received Date:	Deposit Received Date:	
Approved Date:	Staff Initials:	
Disapproved Date:	Staff Initials:	
Cancellation Date:	Staff Initials:	
Cancelled By:		
Reason:		
Amount Refunded:	Date Refunded:	Staff Initials for Refund:

Signature of Association/Management Representative

Date