

**ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.**  
**MULTI-PURPOSE & GAME ROOM**  
**POLICY & PROCEDURE**

The Corresponding Secretary is responsible for scheduling activities in the Clubhouse Multi-Purpose Room (large hall/main room) and Game Room. Persons or groups desiring to use these rooms must contact the Corresponding Secretary for availability and must follow this procedure. The Game Room is available for gatherings of up to 30 people. The Multi-Purpose Room must be used for gatherings, events or functions larger than 30 people. The requirements of Attachment 1 (Conditions for Use of Multi-Purpose or Game Room), as appropriate, must be followed – **no exceptions. Smoking is NOT allowed anywhere in the Clubhouse.**

**Public use:** refers to use by residents, clubs, committees or activities that are open to all residents. There is no fee for rental/use of the Game Room or Multi-Purpose Room for public use.

1. Requests for public use of the Game Room or Multi-Purpose Room are made to the Corresponding Secretary. The request is approved if the date and time is available.
2. If the requested date/time is not available, alternative dates/times are identified, discussed and agreed on.

**Private use:** refers to use by residents, clubs, committees, activities or Government Agencies that are not open to all residents, such as birthdays, anniversaries, baby/wedding showers, wedding receptions, recognition ceremonies, etc.

Private use of the Game Room:

1. Private use of the Game Room is restricted to resident owners for small family or resident gatherings of up to 30 people.
  - a. There is no fee for private use of the Game Room, except for cleanup costs as described below.
  - b. Use of the Game Room is with the understanding that the pool tables in the room can be used by any resident during the time of the private party.
  - c. Guests of the resident using the Game Room are restricted to the designated area.
2. Cleanup of the facilities used is the responsibility of the resident owner. Any cleanup required, over normal maintenance, by the community cleaning personnel, will be charged to the resident owner at the then prevailing rate for whatever service is required.
3. Problems with cleanliness of the area or damage to the facility, furniture, etc. observed by the resident owner on the day of and prior to the start of the function must be reported to a Board member or the Facilities Chairperson so subsequent charges are not assessed against the resident owner.

Private use of the Multi-Purpose Room

1. Rental of the Multi-Purpose Room for private use must be approved by at least two members of the Board of Directors. Government Agency requests for use of the Multi-Purpose Room will be approved by majority vote of the Board.
2. There is a fee for rental of the Multi-Purpose Room for private use.
  - a. Resident owners will submit a deposit of two hundred dollars (\$200) with their reservation request. Fifty dollars (\$50) will be retained as an administration fee. One hundred fifty dollars (\$150) may be returned to the requestor provided there is no damage and cleanup is not required.
  - b. Government Agencies may be charged a fee of one hundred dollars (\$100) for rental of the Multi-Purpose Room.

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3. Rental of the Multi-Purpose Room includes access to the kitchen and restrooms and excludes access to the remainder of the Clubhouse area, inside and outside.
4. Rental requests for the Multi-Purpose Room must be submitted to the Corresponding Secretary on Reservation Request Form by the resident owner for uses of their immediate family.
5. An Edgewater Landing resident should normally be present in the building during approved use by Government Agencies.
6. Rental requests may be approved for groups associated with EL activities that include non-residents (e.g., Ceramics Guild) provided it is open to all/any resident.
7. Rental requests will not be approved when made by resident owners on behalf of, or through affiliation with any outside association, organization or group, whether religious, secular, formal or informal. The above is not necessarily inclusive, but is intended only to convey general categories.
8. The resident owners signature on the Reservation Request Form shall indemnify and hold the Association harmless from all losses, liability, damages and expenses (including attorney's fees) resulting from any injury or damage in any way associated with the use of the facility. In those instances where beer and/or liquor is served, the resident owner, or immediate family member holding a function for the resident owner, is obligated to comply with the Florida State age requirements.
9. Rental requests from resident owners, or by the immediate family (children or grandchildren) for the benefit of a resident owner, will be approved only when other community functions are not scheduled and the Reservation Request Form is submitted thirty (30) days in advance of the requested date. The Board will determine whether the entire room, or only half, is available for the rental. Exceptions to the thirty (30) day requirement may be approved by the Corresponding Secretary at their discretion.
10. Cleanup of the facilities used is the responsibility of the resident owner. Any cleanup required, over normal maintenance, by the community cleaning personnel, will be charged to the resident owner at the then prevailing rate for whatever service is required.
11. Problems with cleanliness of the area or damage to the facility, furniture, etc. observed by the resident owner on the day of and prior to the start of the function must be reported to a Board member or the Facilities Chairperson so subsequent charges are not assessed against the resident owner.

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**CONDITIONS FOR PRIVATE OR ASSOCIATION USE OF THE MULTI-PURPOSE ROOM**

1. Notify the Information Personnel at Main Gate of the number of outside guests expected and expected arrival time.
2. Residents are responsible for the actions of their guests.
3. No child under 18 years of age is allowed in common areas without a responsible adult.
4. Setup may begin after all regularly scheduled activities are completed for the reserved day of use. If early setup is desired, check with the chairperson or leader of the scheduled activity for approval, however, the scheduled activity has priority.
5. Furniture in the Multi-Purpose Room will not be removed from its present location and will not be stacked.
6. In the storage room, located in the north-west corner of the Multi-Purpose Room, there are thirty-one (31) round tables that seat 6-8 people, twelve (12) oblong tables that seat 8-10 people and two hundred twenty-five (225) folding chairs for your use. In the kitchen, the renter may use the microwave, stove, and the refrigerator. Other items to support kitchen use may be available. Contact the Kitchen Committee Chairperson.
7. Card tables are available for game playing only.
8. DO NOT use fasteners, thumb tacks, nails, scotch tape, masking tape or any other product for hanging decorations unless approved by the Facilities Chairperson.
9. ELECTRIC OUTLETS: All kitchen wall outlets are marked with a two-digit number. When using heating appliances, plug into outlets with different numbers. All outlets in wall outside the kitchen serving window are on the SAME circuit. Only one heating appliance can be used for this group of outlets.
10. DO NOT place hot dishes directly on tables.
11. DO NOT sit on or put food, drinks, decorations or anything else on the pool tables. An extra 'serving' table may be placed in the hallway outside the Game Room, if needed.
12. Trash cans with liners for trash, recycle glass, plastic and aluminum cans are available in the trash can storage area outside the Multi-Purpose Room storage area. Be sure to recycle!
13. Removal of all decorations and clean-up of the Game Room, Multi-Purpose Room and kitchen must be completed by 11:00am the following day or before the next day's first scheduled activity.
14. Leave bagged trash in the cans, put lids on securely and return trash cans to the outside storage area.
15. Return all extra chairs and tables to their proper storage area. Return all furniture to its original place. A diagram for normal setup of the Multi-Purpose Room is located on the inside of the storage room door.
16. Brooms, vacuums and wet mop are available in the storage room.
17. DO NOT leave any food in the refrigerator more than 24 hours unless approved by the Kitchen Committee Chairperson.
18. The renter is responsible for any items missing, damaged or broken.
19. Renters are responsible for the actions of their guests.
20. Turn out all lights. Lock and secure all doors in the building.

# MULTI-PURPOSE ROOM RESERVATION REQUEST FORM

(Submit thirty days prior to requested reservation date.)

Date: \_\_\_\_\_  
Requestor Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

TO: Association of Edgewater Landing Owners, Inc.  
Attention: Corresponding Secretary  
601 Homeport Terrace  
Edgewater, FL 32141

Request you reserve the Multi-Purpose Room on (date) \_\_\_\_\_ from (time) \_\_\_\_\_  
to (time) \_\_\_\_\_ for (state purpose and approximate number of guests) \_\_\_\_\_

Enclosed is my deposit of two hundred dollars (\$200). I understand that fifty dollars (\$50) will be retained as an administration fee and one hundred fifty dollars (\$150) will be refunded unless there is damage or cleanup is required.

I have read and understand the conditions and policy for private use of the Multi-Purpose Room.

Resident Signature: \_\_\_\_\_

## Approval

To (requestor name): \_\_\_\_\_

The above request for use of the Multi-Purpose Room and restrooms has been approved and receipt of your two hundred dollar (\$200) deposit is acknowledged.

Member Board of Directors: \_\_\_\_\_

Member Board of Directors: \_\_\_\_\_

## Rejection

To (requestor name): \_\_\_\_\_

The above request for use of the Multi-Purpose Room has been rejected for the following reason(s): \_\_\_\_\_

Member Board of Directors: \_\_\_\_\_