

CHANDLER CREEK HOMEOWNERS' ASSOCIATION

MEETING ROOM RULES/CONDITIONS OF USE

Use of the Meeting Room:

- The Chandler Creek Homeowners' Association (CCHOA) Meeting Room is available **only** for meetings, such as book club meetings, scout meetings, bible study/prayer group meetings, with a **maximum capacity of 15 participants**. Reservations for birthday or graduation parties, family gatherings, showers, or other similar events are available via the CCHOA Party Room.

Reservations/Time Restrictions:

- Only CCHOA members in good standing (assessments are current) can reserve the CCHOA Meeting Room. Tenants whose landlords are delinquent will be denied use of the room while a delinquent balance remains.
- Reservations for the CCHOA Meeting Room must be made via the CCHOA website at <https://www.chandlercreekhoa.org/> and should include the desired date, time, purpose of the meeting, and estimated number of attendees.
- Reservations can be made for Sunday through Saturday from 10:00 a.m. to 8:00 p.m. and must be made one (1) week prior to the date of the event, or the reservation may not be honored. Reservations are limited to one (1) meeting per day per registered homeowner or tenant with a minimum of 1 hour up to a maximum of 3 hours.
- The meeting room must be vacated no later than the end of the reservation period to allow for subsequent bookings. Extensions beyond the agreed-upon time may be subject to additional charges or penalties.
- Reservations are not considered final until a confirmation email is received from the CCHOA official email account. Booking a reservation via the CCHOA's website constitutes agreement of all the rules/conditions, herein including the cleanup requirements.
- CCHOA Board or Executive Committee activities or events may be given priority over a registered homeowner or tenant reservation. If a meeting conflict occurs, the CCHOA will provide prior notice and allow the resident to schedule another meeting time (at no additional charge) or refund the reservation fee.

Reservation Fee:

- **Registered homeowners and tenants** are required to pay a \$25 non-refundable reservation fee for use of the meeting room. The fee is to be paid via credit/debit card at the time the reservation is made.
- If inspection of the room or the property therein reveals damage or the room is not left in the condition it was found, a charge of \$100 will be added to the homeowner's CCHOA account in addition to any damage costs, and all costs will be due and payable to the CCHOA within 30 days of notice of such.
- **Tenants** may be required to show proof of residency (copy of 1st and last page of current lease).

Rules/Conditions of Use:

- The meeting room should be used for its intended purpose and should not interfere with the rights or enjoyment of other residents within the community.
- **The registered owner or tenant reserving the meeting room is allowed a maximum of 15 participants (no exceptions). Violations of this maximum attendee rule may result in use of the meeting room being revoked.**

- The registered owner or tenant must be present for the entire duration of the function for which the meeting room is reserved.
- Unattended children are not allowed in the meeting room at any time.
- The registered homeowner or tenant is responsible for the actions of all their guests. Respectful and appropriate behavior is expected from all individuals utilizing the meeting room. In the event of a disturbance or other unruly behavior, the Board and/or its security company may shut down the event and request everyone to depart the premises. All rulings are final and shall not be debated with HOA representatives (Board or security).
- **USE OF POOL OR PARTY ROOM IS NOT ALLOWED** with a reservation of the meeting room. No pool or party room furniture is allowed in the meeting room.
- No outside furniture (tables, chairs) is allowed in the meeting room without approval.
- The registered owner or tenant making the reservation is responsible for returning the room to the condition it was found before leaving. Please refer to the “CCHOA Meeting Room Cleanup Check List” (see below). Violations may result in suspension of ability to reserve the meeting room in the future.

Access and Security:

- Any access codes provided can only be shared with the registered homeowner’s or tenant’s guests for the purpose of entering the meeting room door or the amenity center front gate for access to the restrooms only .
- Any access code provided can only be used during the time of the reservation. IF IT IS FOUND THAT THIS CODE IS USED OUTSIDE THE APPROVED TIME PERIOD BY THE REGISTERED HOMEOWNER OR TENANT, INCLUDING MEMBERS OF THEIR HOUSEHOLD OR THEIR GUESTS, THE RIGHT TO FUTURE RESERVATIONS OR ACCESS TO THE MEETING ROOM MAY BE FORFEITED.
- The meeting room should be securely locked when not in use to prevent unauthorized entry or misuse.
- The meeting room is under 24-hour video surveillance and all activities within are recorded (no audio).

Compliance with CCHOA Policies:

- The meeting room and the entire amenity center is the property of the CCHOA. All residents using the meeting room must adhere to the CCHOA's governing documents, including but not limited to rules on conduct, parking, and common area usage.
- **Alcohol can not be served or consumed on any CCHOA premises** (including the parking lot). The entire CCHOA property is **SMOKE FREE**.
- Pets are not allowed anywhere in the entire amenity center at any time.
- Parking must be in the parking lot or other designated parking areas. No parking in the circle drive in front of the amenity center or on grass areas. Parking is for registered homeowners, tenants and guests and is available on a first come, first served basis.

Acknowledgement of Rules & Conditions:

- The rules and conditions acknowledgement form must be signed and returned prior to the reservation date, or the reservation may be cancelled. The registered homeowner or tenant will receive a copy of the form when the CCHOA sends the reservation confirmation.

Please note: The Board reserves the right to revise/amend these rules at any time without prior notice.

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MEETING ROOM CLEANUP CHECKLIST

- **All trash and debris must be removed from the meeting room and disposed of by the registered homeowner or tenant at their own home.** No trash is to be left behind. Waste basket-sized trash bags will be available for your use.
- If, applicable, turn off audio/visual equipment
- Wipe down meeting room table and counter (if used). Disinfectant spray is on the counter and paper towels are in wall dispenser.
- Return all chairs and tables to their original position.
- If applicable, return the thermostat setting to original setting.
- Replace any used water bottles with the provided water bottles (under the counter) into the fridge.
- Turn off ceiling fan and all lights.
- Make sure the door is locked and secure upon exiting the meeting room.
- All personal items left behind may be discarded if not claimed within 2 days.
- If you arrive at the meeting room and find its condition less than satisfactory, please notify us and send pictures (if applicable) immediately via email (contact@chandlercreekhoa.org AND help@psprop.net).

Any violations not expressly mentioned above may result in a charge to the homeowner's CCHOA account. The homeowner or tenant reserving the meeting room is responsible for all cleaning, as well as any damage, or vandalism that occurs as a result of the room being left unlocked/unsecured. Damage to any furniture, windows, walls (including audio/visual equipment) or other structures will be assessed and replaced/repared at the homeowner's expense. With respect to tenants, any damage or resulting costs of damage may be reported and/or assessed to the homeowner of the rental property.

Please note: The Board reserves the right to revise this checklist at any time without prior notice.