

WESTCHASE COMMUNITY ASSOCIATION, INC
Swim & Tennis Center Activity Room Reservation Form
For Non-Paying Users

Responsible WCA Member Name: _____

Group Name: _____

Adult Conducting Activity: _____

Group Activity: _____

Date Requested: _____ Day: M Tu W Th F Sa Su

Times Requested: from _____ to _____

Number of Participants (may not exceed room limits): _____ WCA Members: _____ Non-Res: _____

WCA Address: _____

Telephone: Home _____ Work _____ Cell _____

I hereby acknowledge that I have received and read a copy of the activity room rules and regulations and will abide by the same.

Date Signature (Responsible WCA Member)

Date Signature (Adult Conducting Activity)

Hold Harmless and Indemnification:

We hereby release, hold harmless and indemnify the Westchase Community Association, Inc, its officers, directors, agents and employees of any and all liabilities, claims, suits, attorney's fees and actions resulting from the use of the Westchase Swim & Tennis Activity Room and all related facilities, equipment and property for the purposes stated above, including but not limited to, claims for injuries and damages incurred by participants, invitees, instructors, leaders or observers of the activity referenced above occurring anywhere within the Westchase Community. Further, we agree to be personally financially responsible for any and all damages caused by any participant, observer, invitee, leader or instructor of our program while using the Westchase Swim & Tennis Center and related facilities on properties during the period of our reservation and any additional charges that may be imposed pursuant to the rules governing the use of that facility. We acknowledge that we have received a copy of those and agree to abide by the same.

Date Signature (Responsible WCA Member)

Date Signature (Adult Conducting Activity)

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NOTE: Use of the Activity Center of the Westchase Community Association requires a Reservation Form to be completed and given to the Facilities Manager. No reservation may extend beyond the normal operating hours of 10AM – 8PM, except as authorized by the Board of Directors (fees apply for reservations extending beyond the operating hours). No activity shall be advertised until approved by the WCA Board of Directors.

FOR OFFICE USE ONLY:

Damage Deposit Received: \$ _____ Date of Payment: _____
(Refer to Item#10 in Rules & Regulations for Free Use of Activity Room-Deposit MUST be paid at time of reservation)

RULES AND REGULATIONS FOR FREE USE OF ACTIVITY ROOM:

1. Any company, non-profit group, Westchase Group or person requesting free use of the Swim & Tennis Center's Activity Room must first request permission from the WCA's Board of Directors, Westchase management or designee and be granted such permission.
2. Any non-profit group or Westchase Group requesting permission for free use must have 50% of its members be owners or residents within the Westchase Community Association. Such companies shall also provide proof of non-profit status.
3. Use of the activity room for commercial or profit making or solicitation motives is not allowed.
4. All functions must be contained within the confines of the activity room and adjacent covered deck areas. Use of the pool is not included.
5. Any company, non-profit group, Westchase Group or person granted permission to use the activity room is required to complete the Room Reservation Form For Non-Paying Users and submit to the Swim Facility Office at Countryway Blvd.
6. All reservations for use of the activity room can only be made within 60 days in advance of the requested date.
7. Only one reservation shall be granted within a 30-day period. Those non-profit organizations, such as Brownies/Girl Scouts/..... shall be granted permission for one-time per month usage per troop number.
8. Use of the activity room shall only be during the normal operating hours of the Swim & Tennis Facility. Normal operating hours are 10AM-8PM. All functions that extend beyond the operating hours, not to exceed 11PM, must be attended by two members of the Westchase Swim & Tennis staff at a cost of \$24 per hour. Such fee is to be paid directly to Westchase Community Association at time of the reservation. No reservation will be permitted outside of these hours or during the period the Activity Room is utilized for community association, regular or special Board of Directors Meetings, Members Meetings, or any other WCA business.
9. A maximum of 106 persons will be allowed to occupy the Activity Room at any one time.
10. **Any company, non-profit group, Westchase Group or person reserving the activity room may be required to submit a refundable damage deposit of \$150. Non-profit Groups with several troops, such as Brownies, Girl Scouts, etc., and those Westchase Groups granted free use shall submit a one-time damage deposit which will remain on account until such time the activity room is no longer required. Such deposit must be by check, money order or credit card and shall be payable to Westchase Community Association. Cash will NOT be accepted.**

If alcoholic beverages are to be served, the damage deposit to be paid shall be \$250. Additionally, please see the requirements if serving alcoholic beverages as noted at the bottom of this document.
11. Any company, non-profit group, Westchase Group or person granted permission to use the activity room is required to set-up and tear down/clean up after each social or event. At no time shall facility staff be used for setting up tables or chairs or be required to put away or clean up after the social or event. An inspection of the premises will be performed following each social or event. Fees for any additional cleaning deemed necessary shall be determined by the Management Staff and will be deducted from the damage deposit on file. A letter of explanation concerning the withholding of any monies shall be forwarded to the person submitting the reservation form within 7 days of the event.
12. If any person attending a party/function at the activity room creates a disturbance or displays behavior that is considered to be a nuisance and requires immediate attention by staff members or management, such as removal from the property, future rentals of the activity room may be suspended. If any person attending a party/function creates a disturbance or displays behavior that is considered to be harmful to the person or others attending and requires the Sheriff's Department to be notified, the entire damage deposit will be forfeited and future rentals suspended.
13. No person may use the Activity Room in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within Westchase by other residents. Specifically, no person may use the Swim & Tennis Centers in such a manner that creates excessive noise, profanity, boisterous actions, etc.
14. Any equipment (i.e. stereos, speakers, etc.) which the person making the reservation wishes to

bring into the Activity Room must remain within the confines of the building during normal operating hours.

15. Exterior doors must be closed at all times.
16. Wet swim suits are not allowed inside the Activity Room.
17. No pets shall be allowed at any time in the Swim & Tennis Center, except for registered certified assistance animals identified by proper certification attire.
18. Any company, non-profit group, Westchase Group or person granted permission to use the activity room for free must comply with those requirements set forth below if providing alcoholic beverages:

INSURANCE REQUIREMENTS

- IF ALCOHOLIC BEVERAGES ARE SERVED (Privately or via Third-Party vendors)

1. Kegs of beer are to be encased in a waterproof covering and PLACED OUTSIDE THE ACTIVITY ROOM. YOU ARE RESPONSIBLE FOR ANY FLOOR DAMAGE.
2. Alcoholic beverages may be served **as long as no money is collected as an entrance fee, cover charge or donation/voluntary contribution in exchange** for the liquor, food, admission or any other aspect of the event. You are responsible for ensuring compliance with any applicable laws. If money is collected, **only nonprofit organizations may lawfully sell alcohol at an event** so long as a temporary permit is obtained prior to the event (DBPR ABT-6003 Application). Prior to filing of the license application, the organization shall be required to obtain written consent from the Association as a condition of its right to use the Association property. After written permission is granted, proof of permit and insurance as described below must be submitted to the Association at minimum two business days in advance of the event.
3. If alcoholic beverages are served, the Association requires the company, Westchase Group or person reserving the room to provide a complete copy of their property and liability insurance policy along with a certificate of insurance naming Westchase Community Association as an additional insured prior to the event. Such policy should include limit of liability in the amount of **\$ 3 million**. If the company, group or person does not have property and liability insurance, they shall be required to obtain Short-Term Host Liquor Liability Insurance naming the WCA as an additional insured with policy limit of liability in the amount of **\$ 3 million**.
1. If the company, group or person is using a third-party vendor to serve alcoholic beverages, the Association requires that all such vendors provide a copy of their liability insurance policy with an endorsement naming Westchase Community Association as an additional insured. Such policy **must** include liquor liability coverage. Such policy should include limit of liability in the amount of **\$ 3 million**.

- IF THIRD-PARTY VENDORS FOR ONLY FOOD, ENTERTAINMENT, OR SECURITY ARE USED (alcohol free event)

If a resident is using a third-party vendor to provide food service, entertainment, or security, the Association requires that all such vendors provide a copy of their liability insurance policy with an endorsement naming Westchase Community Association as an additional insured. Such policy should include limit of liability in the amount of **\$ 1 Million**.

Approved by The Board of Directors 05-12-2011