



CANDLEWOOD SHORES TAX DISTRICT

Community Room Rental Policy

As an additional public service to the residents of Candlewood Shores Tax District (CSTD), the Tax District makes available its Community Room for social, cultural, educational, civil service, and governmental meetings by residents provided a CSTD resident is a member.

CSTD residents are invited to use the Community Room subject to the following conditions:

1. The hours of use of the Room will not extend past **11:00 PM**.
2. **GUESTS ARE NOT ALLOWED TO BLOCK MAILBOXES OR BLOCK RESIDENT'S DRIVEWAYS. RESIDENTS SHOULD HAVE EASY ACCESS ENTERING OR EXITING THEIR DRIVEWAYS.**
3. **GUESTS ARE REQUIRED TO STAY IN THE COMMUNITY ROOM WITH THE DOOR CLOSED AND KEEP THE NOISE TO A MINIMUM.**
4. The maximum seating capacity of the Community Room is sixty-seven (67) persons.
5. Smoking is prohibited inside the building. This includes the Community Room, Office, Kitchen, Hallways, and Restrooms. Please be sure all cigarette butts are disposed of properly and **NOT** discarded on the ground.
6. Barbequing is not allowed on the premises at 55 Longview Drive.
7. All applications for use of the Community Room are subject to the approval of CSTD Management. Written application for use of the facilities (using the Application Form on page 5) should be filed with the office as far as possible in advance of the requested date. Should more than one resident request the same date, scheduling of the facilities will be handled in the order in which the applications were received. The programs and activities of CSTD take precedence over any resident's request for use of the Room.

Please Note: The Board and Property Management reserve the right to approve or reject any application for use of the Community Room.

8. As of 07/01/17 there is a charge of fifty dollars (\$50.00) for the use of the Community Room to help defray expenses. This fee is non-refundable.
9. In addition, a security deposit of two hundred dollars (\$200.00) will be required for use of the Room. All deposits must be paid when the application form is submitted. Receipt of the form along with the security deposit and use fee will constitute a firm reservation of the requested date (subject to Board approval, if necessary). The deposit will be refunded after the key and checklist (see attached on page 4) have been returned, and after the Room has been inspected for cleanliness and damage.



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10. It is the Sponsor's responsibility to contact the CSTD office a few days prior to using the Room to get the code for the key lockbox. If the key is not returned to the lockbox on the day the room is used, the deposit may be forfeited.
11. It is understood that the sponsor (a Candlewood Shores resident in good standing who is over the age of 21) will be present at all times during the function. **A resident in good standing is current on all taxes and fees.** If the function is sponsored on behalf of a group of minors, the Sponsor must be a parent of at least one of the minors in the group.
12. If children are in attendance, they must be supervised at all times.
13. **PARKING:** Please park in the parking lot of the Community Room or park responsibly on the side of the street. All cars are to be parked so that the normal flow of traffic is not impeded. Parking in the rear of the Community Room is prohibited as access for "CSTD" vehicles in rear lot **MUST** be kept clear at all times.
14. Groups will be expected to exercise care in the use of the facilities and equipment. It is understood that the Sponsor assumes full financial liability for any damage or loss to the building, equipment, or grounds.
15. Whenever meetings/activities take place outside of regular business hours, the key lockbox code for the Room must be requested beforehand by the Sponsor.
16. Folding chairs and tables are available without charge to groups using the Room. Any special items needed such as additional chairs, tables, dishes, coffee pots, etc. are the sole responsibility of the Sponsor. See additional instructions on the checklist (page 4).
Please Note: It is the responsibility of each group using the Room to take out, set up, take down, and **CLEAN** (as necessary), as well as provide and remove any other special equipment required for its own meeting/activity.
17. The Sponsor may be requested to supply all stationary needs, including bathroom tissue, paper towels, and cleaning supplies.
18. The Sponsor is responsible for the removal of all decorations and tape. Taping is prohibited on any artwork. CSTD prohibits the use of nails and thumb tacks. Only non-stick tape is permitted.
19. The Tax District is not responsible for equipment, materials, supplies, etc. owned by a group or individual and used in the Community Room or stored there before or after a meeting/activity. Groups meeting in the Room are requested to remove from the premises any items specially brought in for such meetings/activities before leaving the day of the meeting/activity.
20. The cleaning of the Room, especially the kitchen and restroom, is the responsibility of the Sponsor. All trash is to be collected, put in bags, and placed in the dumpster behind the office building. The floors are to be vacuumed and mopped. The kitchen counters, cabinet doors, sink, refrigerator, microwave, and oven are to be left clean. The Sponsor must have the Room cleaned before leaving the day of the meeting/activity.



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21. If the room is not cleaned, the Sponsor will forfeit their deposit. CSTD Management shall inspect the premises and determine if cleaning services are required. If so, the Sponsor will be billed for these services.
22. All removable items (i.e., kitchen utensils, paper products, cleaning solutions, etc.) should be left as found. Inventory will be taken after each rental and the renter's deposit will be reduced to cover any missing items.
23. Noise is to be kept to a minimum. If a verified police report is received for excessive noise, the Sponsor shall forfeit their deposit.
24. The Sponsor will be required to complete and sign a "Community Room Closing Procedure Checklist" (copy attached page 4) following each use of the Room. The completion of this check list is required of all groups, including those meeting during office hours. Residents found to be in violation of this checklist will be subject to possible cancellation of future Community Room privileges and loss of their deposit. The Sponsor should return the completed and signed Closing Procedure Checklist to the CSTD office.
25. **PLEASE TAKE NOTE: DO NOT STAND ON TABLES AND CHAIRS, THERE IS A STEP LADDER IN THE CLOSET AVAILABLE FOR USE "AT YOUR OWN RISK."**

The CSTD Board and/or Management reserve the right to suspend or cancel Community Room privileges for any resident failing to comply with the above conditions. It is understood clearly that granting permission for a resident to use the Community Room and related facilities does not in any way constitute an endorsement by CSTD of that group's beliefs or policies.



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Closing Procedure Checklist Policy

In an effort to reduce overhead expenses and to provide neat, clean meeting facilities for every resident, the Candlewood Shores Tax District requires that the Sponsor complete and sign this Closing Procedures Checklist following his or her use of the Room. The completion of this checklist is required of all groups, including those which meet during office hours. Residents found to be in violation of this checklist will be subject to forfeiture of their deposit and/or cancellation of future Community Room privileges. Check each procedure as completed. Mark non-applicable items "N/A"

1. **Community Room**

- Folding chairs wiped clean and stored back on the rack
- Tables wiped cleaned, folded, and placed against the wall
- Turn off ceiling fans
- Floor Vacuumed/Swept (including Hallway) and mopped
- Heat and/or Air Conditioner turned off (if left on, deposit will be forfeited)
- Exterior door locked
- All windows are closed and locked

2. **Kitchen**

- Refrigerator emptied and wiped clean (of items brought in only please)
- Countertops and sink cleaned
- Microwave and oven are cleaned
- Floor swept and mopped

3. **Bathroom**

- Toilets cleaned and flushed
- Faucets off
- Countertop and faucets cleaned off
- Floors swept and mopped
- Trash cans emptied

4. **Lights Out**

- In Community Room
- In Kitchen
- In Restrooms
- In Hallway
- Outside

5. **Trash**

- Trash bagged and placed IN (NOT ON TOP) of dumpster behind office building
- Trash bags put in garbage cans

6. **Key & Checklist**

- Place key back into lockbox on door and scramble lockbox code
- Drop completed checklist through mail slot on office door

Date Used: _____

Sponsor's Name: _____

Sponsor's Phone Number & Email Address: _____



CANDLEWOOD SHORES TAX DISTRICT

Community Room Application Form

Application Date: _____

Sponsor's Name: _____

Address: _____

Phone Number (home): _____ (cell): _____

Email Address: _____

Name of Organization: _____

Nature of Activity: _____

Date Requested: _____ Hours of Use: _____

Estimated Attendance: _____ 67 Maximum Occupancy _____ Initial

I have read and understand the rules and regulations, which are made a part of this application form, and agree to abide by them. I assume full responsibility for any fees incurred or damages sustained.

By Signing below, the Sponsor will be responsible and strictly liable for, and hereby releases and holds harmless against, and will indemnify and defend the District and its officers, directors, managers, and agents against all property damage, legal violations, personal injury, death, and any other loss of any kind caused by or to the District and/or any person, which occurs at or relates to the event, its attendees, the service of alcohol, and all other acts and omissions concerning it, including but not limited to damages, judgments, settlements, fines, attorney's fees, consequential damages, costs, expenses, and otherwise.

PLEASE TAKE NOTE: DO NOT STAND ON TABLES AND CHAIRS, THERE IS A STEP LADDER IN THE BATHROOM AVAILABLE FOR USE "AT YOUR OWN RISK"

Signature of Sponsor

Date

Signature of CSTD Personnel

Date

\$50 fee received by: _____ Check #: _____

\$200 security deposit received by: _____ Check #: _____

Deposit refunded: _____ via _____