

Place One Condominium

Policy Statement

Date: April 1, 2023
Policy Statement: 23-24 (Replaces 17-24)
Subject: Bailey Community Room Use

I. Introduction

This policy establishes rules for the use of the Bailey Community Room, named after Place One's first Manager. The facility is available for three types of use listed in order of precedence, a) reserved use for community events, b) reserved use for private events and c) unreserved use by residents.

II. General Rules

The following rules apply regardless of usage type.

- A. Hours of Availability.** The Bailey Room is available from 8:00 am Monday through Friday and 10:00 am on Saturday and Sunday. The Room closes at 11:00 pm, Sunday through Thursday and 1:00 am Friday and Saturday. Events, including setup and cleanup, must occur within these hours.
- B. Room Access.** Needed key(s) can be checked out from the Front Desk.
- C. Smoking.** Not permitted in the Bailey Room, its entrance hallway, lobby and other indoor and outdoor front and rear lobby common areas.
- D. City and State Laws.** The Bailey Room may not be used for unlawful purposes. Events must comply with applicable City and State laws including those regarding room occupancy limits and alcohol consumption.
- E. Publicity.** Advertisements for events must be in accordance with *Policy Statement XX-22 Advertisement and Notices*.
- F. Decorations.** Care must be taken in applying and removing decorations so as not to damage walls, ceiling or other surfaces. All decorations including tape ("painter's tape" is preferred) must be removed at the end of the event.
- G. Pool Table.** Balls are available for checkout from the Front Desk. Please ensure the table is covered and balls are returned at the end of play.
- H. Audio Visual and Public Address Systems.** Televisions are always

available for use (please return the remote to the holder). Use of the Public Address System is reserved for official Place One Events.

- I. **Music and Noise Level.** Music and noise may not disturb other residents. Individuals attending Bailey Room private events may not congregate in the Bailey Room entrance hallway or lobby areas.
- J. **Cleanup.** Cleanup occurs at the end of an event. The room must be left in as good a condition as found. Furniture is to be returned to its original positions. Trash should be in the appropriate bins. Overflow trash should be bagged and taken to the loading dock bins. Appliances, countertops, sink and bathroom must be left clean after use. Items left in cabinets, refrigerator, stove and dishwasher may be discarded by Place One.
- K. **Liability.** Users of the Bailey Room, including owners, residents and guests, hold Place One harmless from injuries, damage and other adverse activities.
 - 1. **Damage.** In the event an owner, resident or guest causes damage, costs incurred will be invoiced to the relevant unit owner.
 - 2. **Personal effects.** Personal and other items left in the Bailey Room are usually taken to the Front Desk Lost and Found but may be discarded without recourse against Place One.
- L. **Guest Parking.** Advise guests in advance that visitor parking is limited, and subject to registration procedures consistent with *Policy Statement XX-04 Parking and Vehicle Management*, and when not followed are at risk of unannounced towing at the vehicle owner's expense.
- M. **Closing Events.** Front Desk Staff, Management, or a Member of the Board of Directors acting in the absence of Management, have the right, in their sole discretion, to close the Bailey Room during an event and/or require some or all participants to vacate the facility and/or premises as follows:
 - 1. **Emergencies.** When in an emergency or when there is other actual or potential danger to Place One, its residents or guests.
 - 2. **Non-Compliance with Rules.** When there is a violation of one or more General Rules which continues after a warning has been issued.
 - 3. **Absence of Hosts.** When no Community Sponsor or Resident Host is available throughout the event including preparation and cleanup.

III. Reserved Use for Community Events

The Bailey Room is available for reserved Community Events open to all residents and commercial unit occupants. A Community Events Sponsor Representative must be present at all times. The Representative may be a Board or Committee representative, resident, commercial unit occupant, the General Manager or a staff designee responsible for ensuring

applicable rules in Section II are followed.

- A. Conditions.** Community Events facilitate the business, educational, and social well-being of residents, commercial unit occupants and non-resident owners. Community events are sponsored by the Board of Directors, Standing Committees or Ad Hoc Committees. Individual residents and commercial unit occupants may sponsor a Community Event with the approval of the Board of Directors.
- B. Reservations.** Approved Community Event reservations are made by the event Sponsor directly with the Front Desk, specifying the date, time, and if needed, expected number of attendees and set-up requirements (e.g., furniture arrangement, etc.).

IV. Reserved Use for Private Events

The Bailey Room is available for reserved Private Events. A Resident Host, 21 years or older, must be present at all times.

- A. Guest Limits.** No more than 40 people including children and the host.
- B. Conditions.** Private Events require payment of rental and deposit fees determined by the Board of Directors and are subject to other terms of use. Guests must adhere to relevant provisions in Section II of this policy.
- C. Reservations.** At least 14 days prior to the event, the Resident Host must submit the *Bailey Community Room Rental Application and Terms of Use* form to Management. The form is found under Forms on the website or is available upon request to Management. Management may make exceptions to application timeframes for extenuating circumstances. Applications are considered in the order received. Approval is discretionary.
- D. Event Hours.** Events, including setup and cleanup, must occur within the Hours of Availability found in Section II A. Additionally, Private Events last four hours or less, plus no more than one hour for setup and one hour for cleanup. To ensure time for cleanup, Private Events must conclude one-hour prior to room closure.
- E. Event Fees.** A Rental Fee and Security Deposit are required for Reserved Use. Fees are listed in the *Bailey Community Room Rental Application and Terms of Use* form. Separate checks made to Place One Condominium for the Rental Fee and Security Deposit must be submitted with the application. The Security Deposit is returned in full if the facility is left in as good or better condition than when rented. Alternatively, costs for Place One cleanup, repairs, damages or losses will be deducted. Costs in excess of the deposit are assessed against the Resident Host's unit. Place One determines the Security Deposit's disposition and other potential damages at its sole discretion.
- F. Storage Room Access.** The Storage Room adjacent to the Restroom must be locked throughout the event. Requests and arrangements for extra

chairs, tables and ice service, when available, must be made at application.

G. Resident Host Responsibilities. In addition to items above, the Resident Host is responsible for the following:

- a. **Facility Condition.** Evaluating the inventory of furnishings and equipment found in the *Bailey Community Room Rental Application and Terms of Use* form prior to the event. The inventory assumes all items are in good order unless the Resident Host notifies Management and/or the Front Desk of an exception prior to the beginning of the event.
- b. **Guest Attendance.** Ensuring attendance is limited to 40 or less, including children and hosts. To facilitate entry at the Front Desk, a guest list must be provided no later than an hour prior to the event.
- c. **Guest Communications.** Informing their guests of relevant Place One policies in Section II, ideally in advance and/or at the beginning of the event, with a focus on guest parking limits and registration requirements.
- d. **Order and Decorum.** Ensuring the policies in Section II are observed. Additionally, to prevent noise in the common areas, the two single doors to the commercial corridor must remain closed during the event and the double doors to the lobby are not to be used except in emergencies.

V. Unreserved Use by Residents

When not reserved for Community or Private use, the Bailey Room is available for general use by residents 21 years or older.

- A. Guest Limits.** Unreserved Groups are limited to 20 people including children. Groups larger than 20 automatically become Private Events subject to the rules in Section IV, including room rental fees retroactively.
- B. Conditions.** Unreserved users must maintain the Room in the same good order as if reserved. The applicable General Rules found in Section II apply. Unreserved use is not exclusive and must accommodate multiple groups of people and/or individuals at the same time.
- C. Reservations.** Advance notice is not required for unreserved use.

VI. Forms

Management is authorized to create administrative forms with additional terms of use to supplement this policy.



Valerie Spiegler, President
Board of Directors