



APPLICATION TO RENT CONFERENCE ROOM

Maximum number of Persons 35 (By Order of fire Marshal)

The room is under VIDEO SURVEILLANCE at all times.

Rental cost \$50 Damage Deposit \$300.00

KEY FOB # _____

Name _____ Building and Unit number _____

Phone Number _____ Email _____

Date of Use _____ Extra Day Required for Decorating **YES** or **NO**

Hours of Use _____ # of Guests _____

Purpose of Rental _____

CONDITIONS FOR RENTAL

Please read below and initial your acceptance of the rules:

- I understand that I am responsible for the care and cleanup of the room. I will return the room to the condition it was found in at the time of the rental. _____
- I understand two checks (we accept personal/ or cashiers checks – NO MONEY ORDERS) from the Resident made out to Seville RO Association are needed to secure the rental, the damage deposit will not be deposited if there are no damages. _____
- I understand that no decorations are allowed to be attached to the walls, ceiling, floor or beams. No glitter or confetti may be used on the tables or in any way during an event. This will be considered damages and your deposit check will be deposited and used to repair the damage. _____
- I agree to hold Seville RO Association Inc. and its members free of liability for any harm that may occur to any renter or guests during the rental. _____
- If you need time to set up before the day of the event, you must plan this with the Secretary. _____
- All rentals expire at 11:00 PM. Curfew is STRICTLY enforced by deactivation of key fobs. (DO NOT prop doors open to extend your time in the room). If the property is not abandoned by 11:00 PM your damage deposit will be forfeited. This can be monitored via video surveillance. _____
- Empty all liquids into the sink, making sure all bottles and cans are completely drained. Please use the drawstring trash bags provided. Double bag and close bags tightly and place them on the kitchen counter. (DO NOT PLACE OUTSIDE). _____
- Tables may be arranged as you want, but table must be put back as they were upon entering the room. TABLES ARE NOT ALLOWED ON THE DANCE FLOOR. _____
- Remember to turn off the lights and reset the A/C to 80 degrees. _____
- If there is a spill on the carpet of any kind please fill out a damage report and drop it in the slot in the Main Office door. _____
- The POOL is not included in any rental.

I have read and acknowledge the above rental conditions and agree to abide by them. I have been given a written copy of the Guidelines and Rules and Regulations for RO Rooms. I HAVE READ AND ACCEPT THE TERMS OF THE CANCELLATION POLICY.

Print Name _____

Signature _____

Date _____

Drivers' license (copy) _____

Rental Check # _____

Damage Deposit Check # _____

Damage deposit check to be returned by: MAIL / PICK UP / DESTROY **Initials** _____

Received by: _____

Rev. 7/25

Seville Condo homeowners of record may reserve - at no cost - any available room for the following:

1. An event open to all residents of Seville.
2. An event planned/coordinated by any Seville Condo Boards intended for all the condominium residents.
3. An event planned/coordinated by the RO Board or any other duly recognized Seville community group or committee.
4. See "Prescheduling" mentioned above.

Seville Condo homeowners of record may rent RO rooms for the following:

1. An event that includes non-residents ONLY if the reservation is made by resident who is a member of such group – will attend the event – and accept responsibility for the actions of the group, such as, but not limited to, excessive noise, damage to RO property or equipment, actions that warrant law enforcement on the scene.
2. A speech/lecture/presentation by a public official or candidate ONLY if invited and coordinated in advance by a current resident.

GUIDELINES FOR USE OF THE RO ROOMS

Seville Condo homeowners of record may reserve - at no cost - any available room for the following:

1. An event open to all residents of Seville.
2. An event planned/coordinated by any Seville Condo Boards intended for all the condominium residents.
3. An event planned/coordinated by the RO Board or any other duly recognized Seville community group or committee.
4. See "Prescheduling" mentioned above.
3. A wedding/wedding reception/birthday party/dinner/other event for a resident or member of their immediate family, except for events specifically intended for children under eighteen.

Unplanned or Impromptu Use of RO Rooms:

1. Residents who spontaneously need the Grand Hall without the required 14-day notice must contact the RO office first. The executive officers will approve or deny such impromptu requests at their discretion and without prejudice.
2. Non-resident requests for using an RO room are managed through the RO office.
3. RO executive officers' decisions regarding room usage and/or rentals are final. No resident or non-resident may disregard said decision and attempt to gain entry to a room if such entry has been denied.

RULES & REGULATIONS FOR RO ROOMS

1. An RO rep, typically the secretary, will inform any group or individual of existing fire regulations and supply access keys when necessary.
2. Room reserving person(s) must sign an agreement accepting responsibility for damages, repairs, or other incidentals incurred during their rental.
3. Room-reserving person(s) are responsible for removing trash and debris immediately upon the conclusion of their event and before departing the premises.
4. Cleanup, removal of decorations, etc., must be completed by 11 p.m., the event conclusion time. A Seville RO rep will inspect the area before returning any deposits.

5. An executive officer will extract financial restitution from the deposit to cover the cost of repairs or cleaning before it is returned.
6. The RO office maintains a calendar of events to prevent double booking of rooms. A copy of the schedule is also posted on the bulletin board. Reservations are made with the RO secretary.
7. Rental agreements for regular weekly/monthly activities or events will be required at the discretion of the RO executive officers. This also applies to but is not limited to, Seville community groups and pertains to ANY RO room.
8. Seville RO executive officers, as previously stated, may decline any reservation at their sole discretion. Any event that is rejected may not seek recourse or alternative reservation methods. The decision made is final.

FEES, DEPOSITS & ROOM KEYS

1. Most events require a deposit at the discretion of the executive officers. A pre printed schedule of deposit requirements and a menu of rental fees shall be available upon request in the RO office. They may be read/photographed by any resident or potential room reservationist.
2. For events requiring a deposit, the deposit shall be rendered to the RO office and is due upon completion of the rental agreement. Funds shall be in the form of a money order, cashier's check, or cash, without exception.
3. Rental fees for the same events shall also be rendered simultaneously.
4. Failure to comply with Items 2 or 3 above will invalidate the reservation, and keys will not be provided.
5. The same officer shall provide such person(s) with a copy of these rules.
6. The same officer shall secure a signed agreement from the person(s) reserving a room. The contract shall outline the acknowledged guidelines for room usage and bind the signor to their accepted responsibility for abiding by these guidelines, cleaning up, and addressing any monetary deposits/penalties/refunds.
7. The same officer shall log out any keys for using or renting an RO room. Person(s) logging out keys and subsequently failing to return them will incur a monetary penalty, as outlined in the agreement referenced in item 6 above.

CANCELLATION POLICY:

1. Cancellations made at least 14 days before the planned event shall receive a full refund.
2. Cancellations made less than 14 days but at least three days before the event will receive a full refund of the deposit and a 75% refund of the rental fee.
3. Cancellations made within 72 hours of the event will receive a full refund of the deposit and a 50% refund of the rental fee.
4. If a room is reserved within 72 hours of the date of use and cancelled within that same 72 hour period the total deposit is NON-REFUNDABLE