

**WELLINGTON TRACE
COMMUNITY CENTER
PRIVATE RENTAL RULES**

1. All private Community Center parties must be authorized in writing by Residential Realty Group no less than fifteen (15) days prior to the planned function. The center cannot be used for any group or organization meeting. The center is for "private" Owner use only. Resident/s may rent the clubhouse if and only if the Owner of the unit within the Wellington Trace Association signs off on the application and accepts full responsibility for their Residents financially and otherwise.
2. The fee for renting the Community Center is \$100.00. This will cover the cost of renting the Community Center only (pool is not available for rental) and the cost of a before and after function inspection. There is a limit of fifty (50) guests in the Community Center at a time.

A security deposit of \$150.00 must be submitted with the application and will be deposited with the rental fee upon receipt. The deposit will be returned in full if the Community Center is satisfactorily cleaned within two (2) hours of the end of the function and no interior or exterior damages are found during the final inspection. If the final inspection reveals that the Community Center has not been satisfactorily cleaned or was damaged in any way, the Association will hire a contractor to clean and/or make all necessary repairs. All costs associated with this will be deducted from the security deposit. Costs above the \$150 deposit will be added to the Owners account with the Wellington Trace Association and are enforceable in the same manner as the regular assessments. NSF fees may be deducted from security deposit or charged to the Owner for returned checks.
3. A checklist indicating what cleaning tasks are required will be provided.
4. All functions may begin at 12:00 noon. Functions held Sunday through Thursday must end no later than 10:00 p.m. Functions held on Friday or Saturday must end no later than 12:00 midnight. Access to the Community Center is permitted one (1) hour prior to the scheduled time of the function. A key will be provided during the initial walk-thru of the Community Center. A representative from the Association will contact you prior to the function to schedule. The key must be returned at or before the final inspection or there will be a \$50.00 charge deducted from the security deposit for replacement.
5. An adult over the age of 21 years old must be present at all times during the rental period.
6. **NO ALCOHOLIC BEVERAGES ARE PERMITTED TO BE SERVED OR CONSUMED ON THE PREMISES. YOUR DEPOSIT WILL BE FORFEITED IF ALCOHOL IS CONSUMED OR IF ANY EVIDENCE OF ALCOHOL IS FOUND ON THE PREMISES.**
7. **No** live music is permitted. A DJ or recorded music is allowed at a reasonable decibel level.
8. **No** decorations or temporary fixtures may be affixed to the building, walls, or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures. No confetti (thrown rice, birdseed, glitter, and all other types of confetti) are permitted inside the Community Center.
9. **No** animals of any nature are permitted in the building.
10. Please note that the fireplace is for looks only and is not functional. The television is only used for playing DVD's as it is not connected to cable.
11. Please contact Residential Realty Group at 410-654-444 with any questions and/or concerns prior to or during rental.