

The Stonegate North Villages Community Center Facility Use Rules and Regulations

Prepared by the Stonegate North Villages Metropolitan District
Accepted by Board Vote on Sep. 6, 2023

The Basics on Availability

1. Programs and activities sponsored by Stonegate North Villages Metropolitan District (SNVMD) have priority of use in the Community Center. This includes board meetings and other district business.
2. Rentals are approved on a first-come, first served basis.
3. Standing reservations are considered on a case-by-case basis and can be submitted to the district's board of directors by emailing reservations@stonegatenorthvillages.com.
4. All reservations are subject to review and approval by the board of directors.
5. The use of the space is for residents of Stonegate North Villages Metropolitan District and, as outlined in a reciprocal agreement, Stonegate Village Metropolitan District.
6. The board and management team reserve the right to adjust and alter the rules and regulations for access to district amenities.

Pricing and Minimums

1. Residents will be charged \$50 an hour.
2. There is a two-hour minimum required for all reservations.
3. There is a \$50 cleaning fee applied to all events.

Areas and Hours Available to Rent

1. Rentals are for the entirety of the Community Center and adjacent courtyard. They do not include use of Stonegate North Villages pool facilities, the pavilion, cabanas, or the adult pool and spa.
2. The rental timeframe must include any time required to complete a walk-through, plus all set-up and clean-up.
3. The district requires a minimum two-hour window be retained between booked events.

Notes on Available Hours and Peaceful Operation

1. Rentals must end no later than 10 p.m. — including all clean-up of the space.
2. Renters must be respectful of the neighbors living near the Community Center. This includes not disturbing nearby home occupants with loud music and noise. Should any representative of the board or management company ask that the renters of the community center lower their music, or noise levels renters must comply with the verbal request. Termination of the event by the appearance of any board member, member of the management company, or the Douglas County Sheriff can occur should verbal warnings and enforcement requests fail.

Requirements to Rent

1. The individual reserving the Community Center is referred to as the Reserving Party.
2. The Reserving Party must be present at the entirety of the event as the main point of contact.
3. The Reserving Party must have applied for — and been issued — a VIZpin Mobile Access Pass (Smartkey) and not be in violation of any terms of use agreements for any facilities. This ensures the Reserving Party is a verified resident and in good standing to use the district's recreational facilities.
4. In addition to holding an active VIZpin Mobile Access Pass (Smartkey) the Reserving Party must be at least 18 years of age for any events without alcohol present. If alcohol is present, the Reserving Party must be at least 21 years of age.
5. The room rental reservation will be charged to the Reserving Party's credit card and this credit card must reflect the name of Reserving Party.

Paperwork and Outside Vendors

1. The Reserving Party is responsible for all vendors (DJ, band, table/chair rental company, catering company, etc.) that will be in the building during the rental.
2. The Reserving Party will receive a confirmation email. Requests for event dates and times are only considered confirmed after this confirmation email is sent. Please add the email address reservations@stonegatenorthvillages.com to your approved senders list or be certain to check email for confirmation messages.

3. Specific instructions on how to use VIZpin to open the facility will be sent to the Reserving Party 48-72 hours ahead of the event.
4. The doors will lock at the conclusion of the event, so all Reserving Parties should ensure their clean-up is complete and items removed at the event's listed end time. Reserving parties remaining on the premises after the conclusion of the reserved end time will be subject to additional penalties and fees.

Responsibilities of Reserving Party

1. By making this reservation the Reserving Party agrees to abide by the policies and procedures governing the district's recreational facilities, which can be found on the district's website at: <https://stonegatenorthvillages.org/documents/resolution-04-05-2022-amended-restated-policies-and-procedures/> or by using the following QR code:



**Resolution: 05-01-2021
Amended Restated
Policies...**
stonegatenorthvillages.org

2. The district has a limited supply of folding chairs and 8-foot banquet tables for use.
3. Any additional equipment must be furnished by the rental party at their own expense.
4. The Stonegate North Villages Metropolitan District will not be responsible for lost or stolen articles.
5. The Reserving Party is responsible for ensuring all activities at the event are legal activities.

Cleaning and Maintenance Responsibilities

1. To keep maintenance costs at a minimum, do not tack, tape, nail, or staple anything to the walls, ceilings, columns, doors or other parts of the Community Center and surrounding structures. As a reminder, no helium balloons or glitter are allowed.

Violations of the above will result in additional cleaning fees and/or potential fines.

2. The area to be used should be photographed by the Reserving Party at the start and at the conclusion of the event as a record of its condition before and after the event's clean-up — and then emailed to reservations@stonegatenorthvillages.com. If there is a problem at the start of your event, please email us immediately to reservations@stonegatenorthvillages.com.
3. All set-up, take-down and clean-up is the responsibility of the Reserving Party. The facility should be left in the same condition it was found. A cleaning checklist is supplied in the facility.
4. The Reserving Party should also ensure the exterior grounds of the facility is free of all trash and/or debris following the rental.
5. All event decor and signage must be taken down immediately following the rental and all equipment removed from the facility.
6. Additional garbage bags are on site and a large dumpster is in the southwest corner of the parking lot for resident use.

Walkthroughs and Damages

1. The Reserving Party is responsible for, and agrees to assume liability for, all damages that occur to the facility and surrounding property by Reserving Party and/or guests. If damages should occur to the district property by the Reserving Party and/or guests, notice will be made by the district and the Reserving Party's credit card will be billed for the amount necessary to repair the damage. The district reserves the right to revoke use of district facilities for misuse and/or until damages are settled.
2. The Reserving Party is responsible for reporting any existing damage noticed prior to the start of an event. A photo of any existing damage should be sent immediately to reservations@stonegatenorthvillages.com registrations along with your pre-event photo. This provides the district with a timestamp. Failure to report damage will result in the Reserving Party accepting responsibility for all existing damage.

Disallowed Use and Other Rules

1. No animals, except for documented service animals specifically trained to assist individuals with tasks as designated by law, are allowed in the facilities.

2. Smoking or use of illegal drugs is not allowed and shall not be permitted on or around the Community Center or any of the district's recreation amenities.
3. There are no helium balloons or glitter allowed in any of the areas of the Community Center.
4. Gym and athletic activities, including but not limited to yoga, aerobics, pilates, weight training, etc. are not allowable uses for the Community Center.

Commercial Activity and Non-profit Use

1. The Community Center has been built for the non-commercial use of residents.
2. Commercial activities, while not explicitly banned, must be submitted for review and approval by the district board of directors and its staff and may be assessed additional fees.
3. Non-profit uses of the Community Center will be considered on a case-by-case basis by the district board of directors and its staff.

Limited Parking

1. The facility has an approximately 50-space parking lot that is shared with other significant community facilities, including the family pool, the adult pool and spa, and the basketball and tennis courts. There are also a few provided handicapped spaces.
2. As such, the Reserving Party and their guests must acknowledge there is limited parking, and it is available on a first come, first serve basis only.
3. The Reserving Party is responsible for ensuring that guests to any event do not block, at any time, areas needed by fire personnel in case of emergency, including the entrance road to the facility and any areas supporting fire hydrants.
4. Additional district parking is available at the lot located at the SE corner of Aventura and Keystone and guests to events are welcome to use that lot and carpool back to the Community Center.

Cancelation Policy

1. Cancelations must be made through the online reservation system.
2. Any reservation must be canceled one week prior to event to receive a refund of the facility fee. The online reservation system will not accept cancelations within one week of the reserved start date.

3. For cancelations made with at least one week of notice, a full refund will be scheduled within ten days. The original form of payment, the Reserving Party's credit card, is where the funds will be directed.

Signature of Reserving Party

The signer of the application shall be considered the Reserving Party who will remain on-site as point of contact during the event. This person is the legally responsible party for compliance with all rules and regulations for the use of the facility, including those outlined here, as well as in the Policies and Procedures Governing the District's Recreational Facilities on the district's website.

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