



The Stonegate North Villages Community Center: Facility Use Rules and Regulations

Prepared by the Stonegate North Villages Metropolitan District and 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 serve 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.org.
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 at any time.

Pricing and Minimums

1. Residents will be charged \$75 an hour.
2. There is a two-hour minimum required for all reservations.

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 pre-event walkthrough, as well as all time required to clear the building of all guests, complete clean-up and tear-down, and conduct a post-event walkthrough with the district's Community Center Liaison.
3. The district requires a minimum two-hour window be retained between booked events.
4. The community center does have Internet, but the district assumes no liability for situations that may arise causing the Internet to be down.

5. The district operates the facility in good faith but is not responsible for extreme weather events or acts deemed to be acts of God.

Notes on Available Hours and Peaceful Operation

1. Rentals must end no later than 10 p.m. — including the clearing of the building from all guests, all clean-up and tear-down.
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 district, its 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 Community Center Liaison, any board member, member of the management company, or the Douglas County Sheriff can occur should verbal warnings and enforcement requests fail.

Reserving Party Requirements to Rent

The individual reserving the Community Center is referred to as the Reserving Party. The Reserving Party must:

1. Be present at the entirety of the event as the main point of contact.
2. Have an active VIZpin Mobile Access Pass (Smartkey) and not be in violation of any terms of use agreements for any facilities.
3. Be at least 18 years of age for any events. Note: If alcohol is present, the Reserving Party must be at least 21 years of age.
4. Have a credit card reflecting their name that will be charged at the time of approval, held on file and may be charged for any overage or damage fees.

The Process

1. Visit the Community Center Page of the Website: The Reserving Party will visit the district's Community Center page of the website to locate the online reservation system link, taking them to Skedda.
2. Request a Booking in Skedda: The Reserving Party will enter the details of their requested event in Skedda. The Reserving Party will provide a credit card. Note: the event time must include the time needed for set-up, clean-up and tear-down.
3. Automated Notification Arrives; Confirms Details of Requested Event: The Reserving Party will receive an automated email confirming the details of the booking request. The notification will say this is a booking, but this message is only from the online scheduling system. **This email is not a confirmation that the event is approved by the district.**
4. District Review: Within 2 business days the Reserving Party will receive a notification from reservations@stonegatenorthvillages.org:

- a. **Approval and Confirmation:** If approved, the Reserving Party's credit card will be charged the full rental amount. They will also receive an email with next steps.
Note: Once the Reserving Party's credit card has been charged there will be a non-refundable \$25 administrative fee plus credit card processing fees incurred for any changes or cancellations.
 - b. **Denial:** If denied, the reason will be noted, and the Reserving Party's credit card will not be charged.
5. **Welcome Package:** If the booking request is approved and confirmed, the district will supply a Welcome Package with the information needed to plan and manage an event at the facility in accordance with all district rules and regulations.
 6. **Pre-event Walkthrough:** A Community Center Liaison will meet the Reserving Party at the reservation start time to gain access to the facility and do an orientation of the space. The Reserving Party must present the credit card and I.D. used during the initial reservation request.

The Reserving Party must be present at the listed start time of the reservation for this mandatory pre-event walkthrough. No event can begin without this pre-event meeting occurring and should the Reserving Party fail to meet the Community Center Liaison at the listed start time, access to the facility may be forfeited with no refund provided. Additionally, the district reserves the right to charge the Reserving Party overage fees, equal to \$50 per increments of ten minutes, should Reserving Party be late to the scheduled pre-event walkthrough.

7. **Post-event Walkthrough:** A Community Center Liaison will meet the Reserving Party at the listed end time of the event, to ensure the Reserving Party has cleared the building of all guests, completed clean-up and tear-down. The Community Center Liaison is not responsible for clean-up of the event, only the post-event walkthrough. The Community Center Liaison will conduct a walkthrough and lock the building.

The Reserving Party must be present at the listed end time and up to 15 minutes after the listed end time to meet the Community Center Liaison for this mandatory post-event walkthrough. The district will charge the Reserving Party overage fees, equal to \$50 per increments of ten minutes, should Reserving Party have failed to clear the building of all guests, finish clean-up and tear-down, or otherwise be late to the scheduled post-event walkthrough.

Additional 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 the following link: [05-01-2021 Amended Restated Policies and Procedures Governing The Recreation Amenities](#) or by using the following QR code:



2. The Reserving Party is responsible for all outside all vendors (DJ, band, table/chair rental company, catering company, etc.) that will be in the building during the rental.
3. The Reserving Party is responsible for ensuring all activities at the event are legal activities.

Furniture and Materials Available with Rental

1. The courtyard has outdoor seating. Any use of this seating requires the Reserving Party to remove weather protectors and return them at the conclusion of the event.
2. The district has a supply of 50 folding chairs, 6 eight-foot-long banquet tables, and several easels.
3. Any additional equipment must be furnished by the Reserving Party at their own expense.

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. Glitter, helium balloons, open flames, or products producing wax are not allowed. Violations of the above will result in additional cleaning fees and/or potential fines.
2. All set-up, clean-up and tear-down are 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.
3. The Reserving Party should also ensure the exterior grounds of the facility, including the courtyard and front of the building, are free of all trash and/or debris following the rental.
4. Additional garbage bags are on site and a large dumpster is in the southwest corner of the parking lot for the Reserving Party during clean-up.

Damages and Lost/Stolen Items

1. The Stonegate North Villages Metropolitan District will not be responsible for lost or stolen items.
2. 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 all district facilities for misuse and/or until damages are settled. Revocation of use can include both Stonegate North Villages and Stonegate Village owing to a reciprocity agreement.

Not Allowed

1. Animals, except for documented service animals specifically trained to assist individuals with tasks as designated by law.

2. Smoking or use of illegal drugs on district property.
3. Glitter, helium balloons, open flames, or products producing wax.
4. Gym and athletic activities, including but not limited to yoga, aerobics, Pilates, weight training, etc.
5. Note: The district strongly discourages the use of red drinks that contain red dyes which may damage or stain fabric and carpet.

Commercial Activity and Non-profit Use

1. The Community Center is for the non-commercial use of residents.
2. Commercial activities are not allowed (e.g., any activity intended to support the sale of goods or services to gain profit).
3. Examples of disallowed commercial activities include but are not limited to the teaching of yoga or Pilates, selling of Tupperware, jewelry, essential oils, or holding any classes where there is an associated fee/profit.
4. Residents who have a question on whether their event would be allowed may email reservations@stonegatenorthvillages.org ahead of making a reservation request.
5. 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. 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. The Reserving Party is responsible for ensuring guests do not utilize the parking lots at either adjacent school including Chaparral and Mammoth Heights.
5. 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 and Change Policies and Fees

1. Cancelations and changes are subject to a non-refundable \$25 administrative fee plus credit card processing fees.

2. Cancellations and changes must be made by sending an email to: reservations@stonegatenorthvillages.org.
3. Reservations must be canceled or changed one week prior to event to receive a partial refund. The refund will include the facility rental fee minus a non-refundable \$25 fee and credit card processing fees. Note: The district will not accept cancellations or changes within one week of the event start date.
4. The original form of payment, the Reserving Party's credit card, will be partially refunded. Refunds can take up to 10 working days to reach the Reserving Party's bank account.

Signatures and Agreements

1. The individual submitting the booking request shall be considered the Reserving Party and agrees to remain on-site as point of contact during the event.
2. The Reserving Party 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.
3. The Reserving Party acknowledges that their access to district facilities, and that of their guests, can be revoked for non-compliance.