

## PARTY ROOM GUIDELINES

1. Use of Party Room must be reserved through the Barclay office or concierge.
2. The stipulations for Party Room events, specified on page 4 of the Barclay Guidelines and Procedures, will apply.
3. The pool may not be used/reserved in conjunction with the Party Room.
4. The Party Room is a COMMON area, and it is essential that individuals respect the rights of anyone using the space. If the room is reserved for an event, other residents should not enter the space for any reason during that time period.
5. As in all common areas, when the Party Room is not reserved and other residents are present, please respect noise levels. For example, if someone is reading, please keep the TV sound to a respectful level. When the Party Room is reserved, the concierge will notify occupants of any noise level complaints. If more than one noise level complaint is received, non-compliance by occupants will terminate the Party Room reservation and the Party Room will be locked.
6. The Barclay is a smoke-free building, and therefore, residents and guests may not smoke in any common area, including the pool and outside the Party Room.
7. Residents/guests are not to move furniture in the Party Room. If your event requires the moving of furniture, the maintenance staff can assist, but there will be a non-refundable fee of \$25.
8. The TV remote control will need to be checked out from and returned to the Front Desk. You must leave your driver's license at the Front Desk until the remote is returned. A \$50 fee will be charged for damage or non-return.
9. No food or beverages are to be stored/left in the kitchen cabinets or refrigerator.
10. All non-Barclay utensils and serving pieces are to be removed by the homeowner after special event use.
11. There is NO charge for use of the Party Room for general purpose activities such as card games, meditation, tai chi, etc. However, notice of these activities must be given to the office so that they may be entered in the calendar. The following guidelines apply for reservation and use of the room for a Special Event:
  - Reservations are made through the Barclay office or concierge.
  - Only one Special Event may occur at a time.
  - A Party Room Reservation Form must be submitted along with a \$100 deposit. This deposit is to cover any damage or necessary clean up. Should the damage or clean up exceed \$100, the homeowner will be billed.

- The Party Room will be inspected by the Front Desk after each event.
- Deposits will be returned within 72 hours after the event if no damage costs or clean-up fees are assessed.
- Reservations can only be made by homeowners who are current on fees and assessments.
- Renters must pay a \$75 non-refundable rental fee in addition to the \$100 refundable deposit and provide a written statement from the owner of the rented unit stating that the owner is responsible for any damages in the Party Room during the renter's use or any assessed clean-up fees.

**Party Room Hours:**

The Party Room will be unlocked from 9:00 a.m. to 11:00 p.m. If you need the room to be unlocked before or after these hours, please check with the Front Desk.

**Cancellation Policy:**

The Barclay office or concierge must be notified 48 hours prior to the reservation time. Should a homeowner reserve the Party Room and fail to use it without cancellation notice, \$25 will be deducted from the deposit.

**A fine of \$250 will be assessed for violation of the following policies:**

- The lawful occupancy of the Party Room is limited to 67 people when food/drinks are provided.
- Resident must provide a parking attendant to park cars on the southside of the building for any Party Room function with more than 30 guests who do not reside at The Barclay.
- Parties involving children under 12 years of age must be limited to 25 children and have an equal number of adults in attendance.
- The Party Room may not be used for any political, civic, religious or sales meeting where the public is invited. The room is strictly for the social and private parties of residents.
- The Exercise Rooms are off limits to Party Room guests.