

ASHBOROUGH EAST (AE) COMMUNITY BUILDING
RULES, REGULATIONS & RENTAL AGREEMENT

Rules and Regulations

1. Rentals. The community building (CB) is available for use on a reservation basis, for AE residents only.
2. Restricted Use. The building is for AE community functions or groups and members' private social functions. The CB requires reservations placed through the CB Chairperson and a rental fee. Commercial use of the CB is prohibited by Article VII of the Community Restrictions. Para-commercial uses such as investment clubs are permitted. Scout groups, tennis teams and bridge groups are examples of groups that may rent the CB as long as they are comprised of or hosted by groups that are made up primarily of AE residents.
3. Damages. Misuse or abuse of the CB will result in exclusion from using the CB and rescission of membership privileges and an assessment for repairs and/or cleanup costs. Cleaning costs at the rate of **\$50/hour** will be deducted from the deposit if the premises are not cleaned. Please report any and all damages to CB chairperson.
4. Member must be present. AE members must be present during CB use and are responsible for damages.
5. Furniture. CB furniture may not be removed from the building at any time.
6. Building Capacity. Maximum capacity of 70 persons.
7. Smoking is not allowed in the CB.
8. Alcohol may only be consumed by those ages 21 and over.
9. Security. Depending on the nature of use and number of guests, the AEHA Board of Directors reserves the right to require renter to provide adequate security personnel such as off-duty law enforcement.

Rental Procedures

1. Rental Rate. The rental fee of \$125.00 entitles the renter to six hours of building use, which must conclude by 11pm. A separate refundable cleaning deposit of \$125.00 is also required. Deposits will be returned via the original payment method, as long as cleaning inspection is passed. Checks are to be made payable to **AEHA**.
2. Reservations. The CB is available on a first-come, first-serve basis. Contact the CB Chairperson and check availability (Tiffany Pecoraro, tpecoraro1401@gmail.com). A \$125.00 refundable cleaning deposit is necessary to confirm and hold a reservation. The \$125.00 rental payment is due at least one week prior to the rental date.
3. Cancellation Fee. If the reservation is canceled with less than two weeks' notice, a \$50.00 cancellation fee will be deducted from the deposit.
4. Cleanup. Renters are required to follow cleanup procedures as posted in the CB. **All users must remove and dispose of trash** as there is no trash pickup at the CB. Remember to clean hand/fingerprints from the windows and reset the thermostat. Cleanings costs of **\$50/hour** will be deducted from the deposit if the premises are not cleaned properly. The cleaning deposit will be refunded after the building has passed an after-use inspection.
5. Emergency Contact/Injury. In case of injuries on the CB premises, please contact the CB Chairperson Tiffany Pecoraro (504-232-1401, tpecoraro1401@gmail.com), AEHA property management ROG Coastal (Lauren Hardy, 843-972-3865), or a member of the AE Board of Directors immediately.

Name (please print) _____ AE Address: _____

Signature: _____ Rental Date/Time: _____