

**TURTLE ROCK COMMUNITY ASSOCIATION, INC.
RULES AND PROCEDURES FOR THE USE OF
THE COMMUNITY CENTER**

The Community Center is to be used by residents of the community in good standing who desire to have a social function at the Community Center and by the Board of Governors and Clubs of TRCA, Inc. Areas available for use inside the building include the main open area, the reception area, the kitchen and restrooms. The four office areas are not available for scheduled resident functions. The outside patio is also available for your use.

HOURS OF OPERATION: Sunday- Thursday 10:00 A.M. to 10:00 P.M., Friday and Saturday 10:00 A.M. to 11:00 P.M. When in use, the owner/resident using the facility must be present on premises the entire time of usage.

WHO MAY REQUEST TO USE THE FACILITY: Only Turtle Rock Owners/Residents in good standing and over the age of 21 may reserve the Center. Residents may reserve the Center for functions they are hosting; they may not reserve the Center for individuals or groups outside Turtle Rock.

SMOKING: There is **no smoking** inside the Community Center.

USE FEE: To reserve the Community Center for the exclusive use of a function, a Use Fee of \$30.00/hour will be charged, with check made out to Turtle Rock Community Association, Inc. There shall be no charge for use of the Center for Turtle Rock Board of Governors and Turtle Rock Club Functions or for similar Board and Committee functions of Savannah at Turtle Rock Association, Inc. and Somerset at Turtle Rock, Inc. There shall also be no charge for social functions open exclusively to all Turtle Rock residents.

SECURITY DEPOSIT FEE: In addition to the Use Fee, a flat rate SECURITY DEPOSIT FEE of \$300.00 is to be submitted to Turtle Rock Community Association to cover damages and cleanup if necessary. **Cleanup is the responsibility of the scheduling resident and must be completed by the next scheduled event or by 8:00 A.M. the following day, whichever is earlier.** After the function, an inspection of the premises will be scheduled with the resident using the Center and the management company to determine if the Center is clean and that no damages were incurred. In the event there are charges for cleanup or damages incurred, said amounts should be itemized and deducted from the security deposit check. After this inspection and not before, the security deposit may be returned in full.

OCCUPANCY LEVEL: The Fire Marshall has set maximum occupancy for safety in the Community Center at "100" persons.

YOUTH FUNCTIONS: Residents reserving the Center for children's activities must provide **one adult resident** chaperone (21 years of age or older) **per every 10 children**; chaperones are to be present during the entire length of the activity.

MUSIC REQUIREMENTS: The Community Center is presently equipped with a PA System connected to local radio stations. If desired by users, outside sources of music can be provided at their expense, such as a sound system or live music. Noise levels shall be kept within the county ordinance requirements for residential areas.

MISCELLANEOUS: The Community Center will remain locked when there is not a Turtle Rock Board or Committee function or a resident function or a representative of the management company present. **Please provide an alphabetic listing of guests expected from outside of Turtle Rock (first and last names) to both guardhouses.** The resident scheduling the function is responsible for securing the building after the function if the building is otherwise occupied.

LIABILITY: The party signing the Community Center Use Request is responsible for any damage to the Community Center, to the premises, improvements, or any personal property. Additionally, the Association has the right, but not the obligation, to require proof of Homeowners Insurance in an amount deemed necessary by the Board to ensure protection of the Association.