

## **Guidelines for Use of Common Facilities and Areas**

Revised and Approved by the Board and at the Business Meeting, August 2009

**Sponsorship:** An activity shall be sponsored by an owner, who shall be responsible for all aspects of the use of common facilities and areas, including parking. The Common House, including its contents and the grounds shall be returned to standard clean conditions immediately after the activity is ended. In general, this means that the sponsor or a designated clean-up person shall clean the bathrooms, sweep and mop the dining room floor, and vacuum the Parlor, if used. The sponsor shall agree to be assessed a contribution, and any costs of cleanup and/or repairs which have not been taken care of as soon as possible.

**Non-conflicting Use:** The activity shall not conflict with the regular functioning, routine activities, nor well-being of the Commons.

**Application:** A completed application form, signed by the sponsor, shall be submitted for approval to the person designated by the Executive Committee to review requests. The request may be approved by the designated reviewer or by the Executive Committee. Requests which do not conform to the guidelines shall require approval of the Executive Committee. The Executive Committee and/or the Homeowner's Association may review the activity at any time and may cancel approval. The application form is available in the wall rack in the Common House hallway.

**Approval Limits:** A maximum of four dates shall be approved for any one person or group at any time. A maximum of four dates shall be approved in any 28 day period for any one person or group.

**Advertisement and Invitation:** No public advertisement shall be made for an activity. (This is necessary for the Commons to maintain our non-commercial tax status.) Activities shall be open to all Commons residents. The approved application will be posted on a bulletin board in the Common House hallway by the reviewer as an invitation to Commons Residents. A verbal invitation at Common dinners and meetings is also appropriate.

**Number of Participants:** An activity shall be limited to 80 participants.

**Parking:** If your participants will need more parking spaces than are available in the main visitor lot, please encourage participants to carpool and use nearby on-street parking (for example, on Camino Vista Encantada across West Alameda). It is not safe to park on Camino Carlos Rael. It is helpful to have someone direct parking for the activity, if the group is large.

**Noise:** No activity shall generate disturbing noise after 10pm.

**Dogs:** No dogs, other than assistance animals, shall be brought on the premises.

**Common House Regulations:** The following are not allowed in the Common House: smoking, running, pets, toxic or environmentally unsafe substances, perfumes or other scented body products.

**Contributions:** Voluntary contributions for the use of the Common House are encouraged, especially if the sponsor collects a fee from the participants. We do not currently have specific guidelines or requirements for the amount of contributions. Use your generous judgment.

Statement about contributions on the Request for Use: While there are no required fees, we request a contribution towards maintenance and upkeep. Common facilities are the heart of our community. They are a resource we all share and care for. General contribution guidelines are \$0.50 per person per hour (two hour minimum), plus \$10 to \$25 for use of the kitchen, plus \$10 for business activities or activities that have a charge. We appreciate as much as you feel you can give.