



Community Room Use Policy

Effective September 1, 2009

1. The Village at Sandhill Community Room is located at 499 Town Center Place. The room is 4,650 sq. ft. and consists of carpeted flooring, brightly painted walls, men's and women's restroom, kitchenette with sink and refrigerator, 20 tables, 85 chairs, two seating areas with couches, two executive tables and chairs. The room will accommodate approximately 300-350 people; 200 people in a classroom setting.
2. Viewings are by appointment only. Viewings will not be scheduled while an event is being held. Late arrivals (10 minutes past appointment time) will be required to reschedule the viewing appointment. Viewings will be scheduled from 9:00 a.m. to 3:00 p.m. Monday through Friday only.
3. Reservations may be made by first submitting a **Request Form** to the management office. Specific details of the event must be included on the request form. All dates requested are subject to approval and will be subject to availability on a first come, first serve basis. Reservations will be finalized when a signed, dated copy of the rental agreement, and full payment of the required fees are received by Village at Sandhill staff.
4. Upon the reserved date, if the actual event differs from what was submitted, Village at Sandhill has the right to cancel and close the room to the Reserving Party without issuing a refund.
5. Village at Sandhill requires all events hosted for individuals sixteen years or younger to be accompanied by one adult per ten minors. Events with one hundred (100) participants or more are required to pay and additional \$100.00 Public Safety Fee. See **Fee Schedule** for additional services.
6. The term of the Agreement shall commence on the date specified and terminate at midnight on the same date. Reservations cannot be made more than one hundred twenty (120) days in advance. The reserving party will have access to the room on the reserved date: 8:00 a.m. to 11:00 p.m.
7. The Reserving Party agrees to be solely responsible for all Village at Sandhill equipment/property, stock-in-trade, personal property, etc. utilized in connection with the agreement to use the Premises, and Reserving Party does hereby waive any right of recovery against the Shopping Center, its owners and management, each tenant of the Center and Village at Sandhill for loss, damage, theft of such equipment, stock-in-trade, personal property, etc.
8. The Reserving Party shall comply with all laws, orders and regulations of Federal, State, County or Municipal authorities and with any direction of public officer and/or officers, pursuant to law, which shall impose any duty upon the reserving party with respect to its use or occupancy of space at the Village at Sandhill, in regard to city permits for solicitations.
9. No signing is allowed unless approved by Village at Sandhill. Nails, tacks, tape, etc. may not be used to hang items on the walls. No activities are allowed on the sidewalk or other areas of Village at Sandhill. No solicitation is allowed.
10. Alcoholic beverages and smoking are strictly prohibited.

11. The Reserving Party shall remove all of its property therefrom and restore such space to the condition in which it was prior to use. An employee of Village at Sandhill will inspect the space upon completion. Failure to leave the room in a neat, clean and undamaged condition will result in the assessment of a \$100.00 cleanup fee and/or repair plus cost of materials. The person signing the rental agreement will be held responsible for any damages to Village at Sandhill property.
12. No cooking is allowed inside or outside of the room. Crock pots or warming plates are acceptable with prior approval. All catered food must be purchased from a Village at Sandhill restaurant, proof of receipt or contract is required.
13. The Community Room may not be reserved to promote political, religious, or what may be interpreted as controversial views. No political, religious or controversial images may be posted in the room.
14. The Reserving Party herein also agrees to assume full responsibility for any personal liability claims occurring as a direct result of its activities at Village at Sandhill for the period of time and at the location stated in this agreement.
15. The fee to reserve the Community Room is \$500.00 (payable by check to Village at Sandhill, LLC). **Full payment is due at the time of reservation, along with a valid driver's license or state issued photo ID.** Daily room rental fee is subject to change without notice. See **Fee Schedule** for additional services.
16. A \$100.00 cancellation fee will be assessed if notice is not given 10 days prior to the reserved date. Allow 30 days for refunds.
17. All events are subject to approval by Village at Sandhill management. Village at Sandhill reserves the right to cancel reservations within 15 days with notification.
18. The primary contact is the person who signs the agreement and must be over 21 years of age. The primary contact handles all communications and arrangements with Village at Sandhill staff, accepts responsibility for compliance with all rules set forth in this policy and attends the reserved function.

FEE SCHEDULE

Room Rental	\$500.00
Cancellation fee	\$100.00 (10 days notification required)
Set-up fee	\$100.00
Cleaning fee	\$100.00 (if assessed)
Furniture Removal	\$100.00
Dance Floor	\$100.00
Public Safety fee	\$100.00 (required for 100 people or more)
Podium	No Charge
20 Tables	No Charge
85 Chairs	No Charge
Alcohol & Tobacco Policy	Prohibited