

**SANDBRIDGE DUNES CONDOMINIUMS UNIT OWNERS ASSOCIATION, INC.
COMMUNITY ROOM AGREEMENT**

UNIT OWNER NAME

ADDRESS

TELEPHONE (H) _____ (W) _____ (C) _____

Occupancy limited to 75 persons. Anticipated attendance: _____ people.

Will alcohol be served: Yes _____ No _____ Will T.V. be used: Yes _____ No _____

This form needs to be completed and returned to the Association Manager. You may drop this form by the office located in the community center at Sandbridge Dunes or mail it to: Sandbridge Dunes Condominiums Unit Owners Association, 204 Sandbridge Road, #100, Virginia Beach, VA 23456 along with the deposit check and rental fee payable to Sandbridge Dunes. Please mark the check for the rental fee, "Community Room Rental" in the memo section.

I am a member in good standing of the Sandbridge Dunes Condominium Association and agree to reserve the Sandbridge Dunes Community Room on the _____ day of _____, 2011 from _____ a.m./p.m. to _____ a.m./p.m. and agree to abide by the following rules:

1. The **\$100.00 rental fee** and **\$500.00 refundable deposit** is to be delivered or mailed along with this signed reservation agreement to the Association Manager at least ten (10) days prior to the event date.

2. The Association has contracted with a cleaning service to clean the facility. The Unit Owner renting the facility must complete the cleanup item instructions attached to this Agreement or there will be an additional cleaning charge. In order for the service to complete their duties, the Community Room is not available from midnight to 10:00 a.m.

3. The deposit, or a portion thereof, will not be refunded if there is damage or loss to the facilities or if the Association incurs additional costs for cleaning over and above the contracted charge. If such cleaning, damage, repair, or replacement exceeds the deposit, said user shall be responsible for any and all additional costs.

4. The office is not included in the rental of the Community Room. Breach or entry into this area will result in the entire security deposit being forfeited.

5. The Unit Owner signing this Agreement shall be present at all times during the period that the facility is reserved and agrees to end the event by MIDNIGHT on the rental date and have all guests off of the premises by 12:30 a.m. If the Unit Owner is found not to be on the property during the rental period, the entire security deposit will be forfeited.

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6. The Unit Owner reserving these facilities shall hold harmless the Association for any bodily injuries or property damage which may arise out of the Unit Owner's use of the facilities or neglect.
7. The Unit Owner reserving these facilities agrees that the facilities will not be used for any illegal purposes and that said use for these facilities shall be in full compliance with all laws, statutes, and ordinances of the City of Virginia Beach and the Commonwealth of Virginia.
8. The Unit Owner reserving these facilities agrees not to bring any pets into the community room except those animals accepted under the Americans with Disabilities Act (i.e., seeing/hearing/seizure assistant dogs).
9. In addition, the Unit Owner reserving these facilities will enforce the NO SMOKING POLICY.
10. If you need to cancel, please cancel within 48 hours of the booked date. **If you DO NOT cancel within the 48-hour period prior to the booked date, you forfeit your \$100.00 rental fee.**
11. When an owner rents the Community Room for a function, utilization of said room does not include use of the swimming pool, fitness center, or any other facilities than the community kitchen of Sandbridge Dunes. Wet bathing suits and wet towels are not permitted in the Community Room.

RENTAL FEE:	\$100.00	PAID - CHECK #
SECURITY DEPOSIT: (MUST BE FROM UNIT OWNER)	\$500.00	PAID - CHECK #

Agreed to this ____ day of _____, 2010 by

Unit Owner Signature

RECEIVED BY: _____

DATE:

PLEASE COMPLETE THIS FORM, ENCLOSE YOUR CHECK, AND RETURN TO:

SANDBRIDGE DUNES CONDOMINIUMS UNIT OWNERS ASSOCIATION
204 SANDBRIDGE ROAD, #100
VIRGINIA BEACH, VA 23456

**SANDBRIDGE DUNES CONDOMINIUMS UNIT OWNERS ASSOCIATION, INC.
COMMUNITY ROOM AGREEMENT**

ADDENDUM "A"

AFTER THE FUNCTION IS OVER:

Your function is to end by **12:00 MIDNIGHT** and all guests are to be off of the premises no later than **12:30 A.M.**

Ensure all trash is collected in plastic bags and placed in the trash dumpster outside. If there is no room in the dumpster, you must remove your trash from the premises.

Any remaining food, drink and other personal items left over from your function should be discarded or taken with you. **DO NOT LEAVE FOOD OR OTHER PERISHIBLES IN THE REFRIGERATOR.** Return furniture to its normal location. Remove any and all decorations you may have put out for the event. Ideally, no visible evidence should remain that your function took place.

AS YOU EXIT THE COMMUNITY ROOM:

Before leaving the building, please ensure that all doors and windows are locked. Ensure that the front door is locked upon your departure from the community room.

DON'T FORGET TO TURN OUT THE LIGHTS!

If you notice any maintenance problems or other issues with the community room, which may need attention, please notify the Association Manager at (757) 426-0520.

PARKING FOR GUESTS:

Please advise guests to use **only** unmarked parking spaces and/or on street parking can occur on Marlin. Please request that guests **do not** park in numbered spaces in the garage area.

ENTRANCE CODES:

Please do not give codes other than those required for elevator access to guests attending your affair. Codes are specific to owners, contractors, and weekly or mental guests. The codes for rental guests are changed monthly during the summer. Please do not create a security issue for the Association.

CIGARETTE SMOKING:

The Community Room is a NO SMOKING location as are the bathrooms, which are available to guests of the function. The pool, pool decking, and bathroom facilities off of the pool area are also NON-SMOKING AREAS. PLEASE ASSIST Sandbridge Dunes by requesting that guests dispose of cigarettes properly if the decking area in front of the Community Room or any adjacent walkways are used for that purpose.