



River Pointe

*by Del Webb**

FACILITY USE GUIDELINES

Revised: March 1, 2009

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**RIVER POINTE BY DEL WEBB
FACILITY USE GUIDELINES**

A. General:

1. Operational responsibility for the River Pointe activity program rooms rests with the Property Manager. Scheduling, use, and special events rest with the Lifestyle Director. Operating hours for all activities coincide with those of The Retreat, except as otherwise authorized.
2. All set-ups, take-down and moving of tables and chairs will generally be accomplished by the Maintenance staff, the Clubhouse Committee or the club or interest group holding the event.
3. Initial operating hours for River Pointe are:
Monday – Thursday – 5:00 am – 10:00 pm
Friday – Sunday (and holidays) 5:00 am – 11:00pm

B. Activity and Meeting Rooms Usage and Fees:

1. Activity and meeting rooms may be reserved through the Lifestyle Director or Property Manager during times not designated for association functions or charter club meetings. Rooms will generally be provided at no fee to association charter clubs and for resident activities sponsored through the association. As the population evolves, the board of trustees can be expected to set reasonable limits on the number of times facilities may be booked on a complimentary basis. Fees are charged for all reservations made for events not under the sponsorship of the association or through a charter club. Fees are charged in order to help defray the direct and indirect costs associated with room set-ups, takedown, cleaning, reservations and other costs. Room rental fees are established by the board of trustees and will be updated periodically.

The following rental fees area applicable for events held at all times.

	Resident, Non- Association <u>Sponsored</u>	Business <u>Sponsored</u>
<u>Meeting Room</u>		
Full ball room	\$ 200	\$400
½ ballroom	\$ 100	\$250
¼ ballroom	\$ 50	\$175

Other fees for other services may apply, such as staging kitchen usage, audio / visual equipment rental, etc.

2. Room rental fees do not apply to charter clubs as long as the use of the room is for legitimate charter club purposes.
3. Neighborhood representative meetings may be booked at no cost four (4) times per year per neighborhood. Thereafter, a \$25 per meeting fee is applicable.
4. The association's wellness partner (i.e. Clark Fitness) will be directed to provide various health, fitness and wellness related events. As long as these events are association sponsored, room rental fees do not apply.
5. The maximum rental period is four (4) hours for the established rates listed above. Events extending beyond a four (4) hour period will have additional charges of \$50 per hour. The rental period includes set-up and take down time.
6. A refundable security deposit equal to the room rental fee is required to hold a room reservation and also to cover any potential damage that may be incurred during an event. Additionally, all rental fees are due at the time a room reservation is made.
7. Operable walls provide added flexibility to configure rooms for small and large functions. Room capacities and various set-up arrangements can be obtained from community association management staff. Audio-visual equipment is available for full room or half room rentals.
8. Food and non-alcoholic beverages are permitted in the facility with approval from the Property Manager, Lifestyle Director and the Board. Items brought by catering firms must receive approval after advance notice to the Property Manager and Lifestyle Director. Caterers may not use the main entrance or lobby to deliver food. In all situations, alcohol consumption at **RIVER POINTE BY DEL WEBB** shall follow the board adopted alcohol permit / policy.

C. Room Reservations:

1. Activity and meeting rooms may be reserved through the Lifestyle Director or Property Manager. All room reservation requests must be submitted in writing using the Room Reservation Form. Tentative (hold) reservations will not be accepted. Please do not promote or advertise your event until your reservation is confirmed. The Association reserves the right to preempt, relocate or reschedule a reservation if the needs of the general community require it, or if the planned attendance level drops.
2. A master reservation book will be maintained by the Lifestyle Director and will also be accessible by the Property Manager. However, primary responsibility for reserving rooms rests with the Lifestyle Director.

3. As it relates to charter clubs, neighborhood representative functions, or resident interest groups, only the club president, neighborhood representative chairperson or interest group chairperson (or a specific delegate) will coordinate all reservations in order to minimize confusion and opportunity for errors.
4. Rooms will be reserved on a first come, first serve basis, but will be prioritized according to the purposes for which rooms will be used. Events or activities that may involve the entire community resident base and organized groups that help deliver the lifestyle at River Pointe are viewed as the highest priority. The Lifestyle Director and Property Manager will have the ultimate discretion in applying the prioritization system:
 - Association sponsored / coordinated events
 - Charter clubs
 - Neighborhood representative functions
 - Wellness partner events
 - Resident, non-association events and interest groups
 - Business sponsored events
6. Reservations are not valid until receipt of the refundable security deposit is received (\$500) and the room reservation documentation is completed and signed by both the renting party and either the Lifestyle Director or Property Manager. Cancellation of an event must be made in writing and received by the Lifestyle Director no later than ten (10) business days prior to the event. Charges may apply and deposits may be retained for cancellations without ten (10) business days notice.
7. If the cost to repair damages to the ballroom, kitchen, bathrooms or other portions at River Pointe which are damaged during the rental and it exceeds the security deposit, the renter shall be responsible for the balance. The Association shall make arrangements to have the damaged areas restored to their pre-rental condition. The renter shall be notified of the costs associated with the repair and payment in full is required within ten (10) days. If payment is not made within the allotted time, the Association shall proceed to collect and the renter shall pay the Association's cost including attorney fees.
8. Association sponsored / coordinated events may be booked as far in advance as is necessary to properly plan and implement the events.
9. Charter clubs may reserve a regular room schedule for official club business up to twelve (12) months in advance of the event.
10. Neighborhood representative events, for official neighborhood business, may be scheduled up to twelve (12) months in advance of the event.

11. Resident, non-association events and interest groups may be scheduled up to six (6) months in advance of the event.
12. Association wellness partner events may be reserved up to six (6) months in advance of the event.
13. Business sponsored events may be reserved up to three (3) months in advance of the event.
14. The Room Reservation Form and association Alcohol Permit / Policy is attached to this document. Both forms are required to be completed and signed for each event.

D. Room Set Up and Audio / Visual Rental:

1. To insure that your room/outdoor facility will be properly set-up, the anticipated attendance must be noted on the Room Reservation Form. Standardized set up(s) apply to all rooms. Style selection may be made from lecture, conference, and table. Additional requests will not be accepted after ten (10) business days prior to the event.
2. The association provides tables and chairs for indoor rooms only. Additional tables and chairs, for indoor use, may be rented from an outside rental company. Rental of these items are is the responsibilities of the individual.
3. Audio-visual equipment is available. All A/V requests must be specified in writing on the Room Reservation Form no later that ten (10) business days prior to the event. Rental fees for A/V equipment apply, except for board approved charter clubs, board approved committees or neighborhood representative / business meetings.

Fees are as follows:

	<u>Available</u>	<u>Rental Fee</u>
Proxima projector & screen with DVD / VHS player	1	\$100
Hand held microphones	2	\$25
Microphone stands	2	N/C

4. A computer or projector is not provided for PowerPoint needs.
5. Electrical outlets in all rooms provide 110-amp service.

E. Decorations:

1. No tacks, staples or nails are to be used to affix any signs, banners or decorations. No adhesives may be applied to painted walls or surfaces. All cables and cords may not run across any walk paths or areas that may cause guests to trip. The use of glitter or confetti is not allowed. Ice sculptures or fountains are not allowed.
2. Candles and open flames are prohibited in all Association facilities. The only exception is use of "sterno" type heating cans by caterers and with the advance approval of the Property Manager or Lifestyle Director.
3. Installation/removal of decorations is restricted to 1 hour before/after the reserved four (4) hour time block. Access to the room will not be allowed before the reserved time. The Association does not provide storage for decorations of rented equipment. Responsibility for these items is that of the individual.
4. Electrical outlets in all rooms and outdoor facilities provide 110 amp service.
5. Installation and removal of decorations is restricted to the reserved four (4) hour block of time. No access to the room is allowed before the reserved time. Same day pick up of decorations and rental equipment is required. There will be no storage allowed at any facility.

F. Caterers:

1. Any Caterer(s) used at RIVER POINTE BY DEL WEBB must provide the proper documentation to the Association proving the fulfillment of the following requirements:
 - River Pointe Homeowners Association named as Certificate Holder and endorsed as Additionally Insured;
 - General Liability Limits: Commercial General Liability made at Each Occurrence:

Products-Comp. / Op Agg \$2,000,000

Liquor Liability (if applicable) \$2,000,000

Personal & Adv. Injury \$2,000,000

Each Occurrence \$2,000,000

Fire Damage (Any one fire) \$1,000,000

Medical Exp. (Any one person) \$5,000

Automobile Liability: COMBINED SINGLE LIMIT OF \$1,000,000

Workers Compensation and Employer's Liability Statutory limits:

Each Accident \$500,000

Disease - Policy Limit \$500,000

Disease - Each Employee \$500,000

2. The Association may provide a list of Caterers. These independent contractors have supplied the association with all the necessary documentation needed to provide services at **River Pointe by Del Webb**. However, the Association does not recommend, endorse, or support these businesses in any way.
3. Any appointments with outside vendors (entertainers, caterers, etc.) to view rooms, must have prior approval from the Association and may not disrupt other functions taking place at either facility.
4. Installation and removal of equipment is restricted to the reserved four (4) hour block of time and an hour before/after for set up/break down. No access to the room is allowed before the reserved time. Same day pick up of equipment is required. There will be no storage allowed at any facility.

G. Entertainers:

1. Entertainment groups may be contracted by the Association, or by a sponsoring group. Due to sound system and electrical requirements, close coordination is required with the Association Maintenance Manager and Lifestyle Director. If professional film, script, production, or sound-type entertainment is provided, close coordination is required with Management and/or Board to ensure that proper licensing and/or royalty fees have been accommodated, or waived.
2. Any appointments with outside vendors (entertainers, caterers, etc.) to view rooms, must have prior approval from the Association and may not disrupt other functions taking place at either facility.
3. Installation and removal of equipment is restricted to the reserved four (4) hour block of time and an hour before/after for set up/break down. No access to the room is allowed before the reserved time. Same day pick up of equipment is required. There will be no storage allowed at any facility.

H. Staging Kitchen Usage:

1. The kitchen has been provided as an added convenience and features an area appropriate for small-catered functions. Please leave the kitchen as you found it reporting any damage immediately to the Lifestyle Director. Please note that all costs for excessive cleaning, trash removal or damage, occurring during or in relationship to the function will be the responsibility of the individual making the reservation and will be charged accordingly.

2. River Pointe is a staging kitchen only. No frying or grilling is allowed.
3. Renters are responsible for providing all service items for the event, including but not limited to, paper plates, cups, napkins, utensils and any other utensils, supplies, additional heavy-duty garbage bags and/or cleaning items.
4. Urns can be made available for a small fee. Fees are as follows:
 - Single Carafe (serving for 12) \$25
 - 55 cup urn \$55
5. All food must be brought in and removed within the four (4) hour block of time and an hour before/after for set up/break down. We are unable to store food and/or equipment before or after your reservation.
6. Installation and removal of decorations and/or equipment is restricted to the reserved four (4) hour block of time and an hour before/after for set up/break down. No access to the room is allowed before the reserved time. Same day pick up of rental equipment is required. There will be no storage allowed at any facility.
7. Bag all garbage including food, recycling, waste paper, and decorations. Cartons and boxes must be broken down and also placed near the garbage receptacles outside. Be sure the bags are sealed to avoid leakage. Garbage bags are limited to the bags provided in the garbage receptacles. Additional heavy-duty garbage bags are the responsibility of the individual making the reservation. All garbage and recycling must be taken to the dumpsters.
8. A broom, dustpan, vacuum, and mop [with bucket] will be provided for your use. All counter tops wiped must be wiped clean. All food debris removed from microwaves, range tops and ovens and should be cleaned and grease free. Spills or splatters cleaned from cabinetry, walls and floors. Sinks must be rinsed clean and draining properly. The refrigerator must be emptied of all food items and spills wiped cleaned.

I. User Clean Up Fees:

1. Renters will also be required to pay additional fees for the services of a designated contracted custodian for the entire time of the contracted event:
 - a. Custodial staff – at a cost of \$29.00 per hour per custodial staff.
 - Responsibilities During and After the event:**
 - Clean off and wash all ballroom tables.
 - Bag all garbage and remove to a designated area outside.
 - Remove and ball all decorations
 - Remove any debris from ballroom floor
 - Clean off and wash all kitchen counter tops.

- Bag and remove all garbage to a designated area outside.
 - Remove any debris from kitchen floor.
 - During and after the event ensure the cleanliness of bathrooms, and restock all paper goods.
 - It's the renter's responsibility to ensure that the ballroom, kitchen, and bathrooms are left clean and orderly.
2. A mandatory pre and post walk through inspection of the ballroom, kitchen and bathrooms will be conducted by the renter and a representative of the Association. The appropriate pre and post inspection forms will be utilized to document any pre-existing damage /defects and post event damage/defects.

J. Other Regulations and Courtesies:

1. Amplification of sound is allowed within reason. Be mindful and respectful of other functions within the building, in neighboring rooms, or in the surrounding area.
2. River Pointe is a "smoke free" facility.
3. Use of tablecloths is required.

RIVER POINTE BY DEL WEBB- ROOM RESERVATION FORM

Please complete and return this form to the Lifestyle Director

Date of Event: _____ Purpose: _____ Type of Event _____
Contact Person _____ Phone _____
Address: _____
Alternate Contact Person: _____
Phone: _____

Organization/Group: Please check one of the following:

Charter Club Neighborhood Group Residential Private Business Other

Starting Time: _____ Ending Time: _____ Attendance Expected: _____ Caterer: yes no

Set-up Selection: Table Conference Lecture Other

Room Request: Full Ballroom ½ Ballroom ¼ Ballroom

Additional Requests: Warming kitchen Head table w/ 4 chairs Check-in/Brochure table
Microphone Proxima Projector DVD / VHS

- I/we understand that cancellations must be received no later than 10 business days prior to the event date or charges may apply and no refunds will be issued.
- I/we hereby affirm that I/we have read and understood the Facility Use Guidelines.
- I/we agree to inspect the site upon our arrival and make immediate written notification to CAM staff of any condition, which could be chargeable to our group.
- I/we understand that I/we are responsible for all costs of excessive cleaning or damage occurring during or in relationship to our event.

In consideration of being granted the right to use the facilities, the undersigned shall hereby indemnify, release and hold harmless the RIVER POINTE HOMEOWNERS ASSOCIATION, Wentworth Property Management, Pulte Homes of NJ, Limited Partnership and their respective directors, officers, partners, member, managers, employees, volunteers and agents from any and all responsibilities, liabilities, claims demands, damages, or rights of action relating to such use of the facilities.

Signature of Applicant: _____ Date: _____

PLEASE NOTE: As a courtesy to others please notify the Lifestyle Director of any changes or cancellations. Rooms reserved and not utilized may be subject to a charge!

Internal Use Only:

Date of Event: _____ Rm. Assignment: _____

Staff Initials: _____ Date Approved: _____

Security Deposit: _____ Check Number: _____

Rental Fee Paid: _____ Check Number: _____

**RIVER POINTE HOMEOWNER ASSOCIATION
ALCOHOL PERMIT/POLICY**

Alcohol may not be consumed on land, or in facilities, owned by River Pointe Homeowners Association ("Association") except as defined below. All functions with alcohol must be pre-approved by the Association or the Association Management Company, and this alcohol policy/permit must be signed at the time of room reservation.

I. Recreation Center Ballroom.

Alcohol may only be served in these areas by a Caterer who meets the following requirements. The Caterer must hold a valid New Jersey Liquor License, as well as any required local license, and provide Association staff with proof of licensing. A certificate of insurance endorsing the Association, Del Webb / Pulte and their respective directors, officers, partners, members, managers, employees, volunteers and agents as additional insured must be provided from the Caterer's insurance provider at the time the room reservation is made. **A minimum of two (2) million dollars in general liability and liquor liability coverage is required.** A caterer may not pay a club a cut of the alcohol sales, nor may alcohol be given or raffled as a door prize.

II. No alcohol may be served or consumed at any time in all other common areas owned by the Association including, but not limited to, Bocce Courts, Tennis Courts, Indoor Swimming Pool, Outdoor Swimming Pool, Pool-side Patio(s), Spa / Jacuzzi, Locker Rooms and the Fitness Center.

I, the undersigned, acknowledge that I have read, fully understand, and hereby agree to abide by the aforementioned River Pointe Homeowners Association Alcohol Policy.

Group/Organization Event Host: _____

Representative Signature: _____ Date: _____

Association Signature: _____ Date: _____

Applicable date(s): _____