

COMMON PROPERTY USAGE AGREEMENT

We are pleased to offer this common property facility for your temporary use and enjoyment. We take pride and satisfaction knowing all of the owners/residents of Cumberland Cove may utilize this facility for their personal activities.

Any modifications, occupancy levels, usage or other activity that contravenes local laws and/or codes, good safety practices or that go beyond the intended use for this facility is prohibited.

In order for all owners/residents to enjoy this privilege, it is expected that after every use, the facility and grounds will be restored to their prior good condition. We would expect that after each usage, the owner/resident signatory ensure that all trash is removed from the premises, floors cleaned or vacuumed as necessary and all contents cleaned and stowed in their respective areas.

A deposit of \$150.00 is required with the submission of this agreement form. This will be returned if everything is in order.

A usage fee will be charged based on the number of expected attendees. The fee is \$50.00 for 40 people or less, \$100.00 for over 40 people. **The usage fee must be paid at the time the keys are returned. In order for an owner/resident to rent any facility of Cumberland Cove, their yearly POA dues cannot be past due. In addition, a \$150.00 deposit check along with a completed agreement form must be submitted to reserve the facility.** The signatory of this document hereby agrees that any damage or excessive cleanup requiring expenditures in excess of the usage fee to correct will be reimbursed to the POA by the owner/resident signing this agreement.

We hope you enjoy the use of this facility and that it will be left in an orderly and acceptable condition for the next scheduled use. Noncompliance with these terms may result in the revocation of future use privileges for all common property facilities.

Requested facility, _____ requested use
date _____ and time, from _____ to _____.
Usage activity (briefly describe) _____

Will this activity include non-owner/resident attendees? Yes ___ No ___
If yes please explain who will be attending. _____

I have read and agree to the above terms of usage and further agree to unlock all doors while the facility is occupied, and to lock all doors and turn off all appliances and lights when exiting the facility. Assignment and responsibility for entry keys will be covered on the back of this agreement.

Also Note that: 1. The serving of alcoholic beverages at your function will require the advance submission of an insurance certificate naming the POA as an insured which provides for General Liability coverage in the amount of \$1.0 million. Other planned activities or functions involving exceptionally large groups of people may also require

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insurance coverage. For these latter cases, you will be notified if such a requirement applies.

2. Notification of problems requiring further action will be communicated to the signatory at the time assigned keys are returned to the Welcome Center Staff. Keys should be returned and cleanup completed by the morning of the next business day following usage.

3. The Welcome Center building occupancy level has been set at 110 people. Please do not exceed this building occupancy level without first notifying the Common Property Committee.

4. It is your responsibility to ensure that attendee parking is confined to paved parking areas only. Do not park on grass or in roadways which might impede emergency traffic. Either of these violations might result in vehicle towing and the related expense.

Yearly POA Dues Up to Date checked by: _____
Owner/Resident responsible
Please sign and date: _____ date _____
Please print name _____
Phone# _____ cell# _____

Usage Approved by _____ date _____

Deposit – Check # _____ for \$150.00

I understand that the front, back, and kitchen doors, including dead bolt locks, MUST be opened during ALL meetings and parties. I also understand that I am responsible for the building to be completely locked when I leave the Welcome Center.

Key Holders:

I acknowledge that I have the following keys: #1, #2 and #7

Name: _____ date _____ return date _____

****MUST BE PAID WHEN KEYS ARE RETURNED****

Usage Check # _____

Number of people attending: _____

Revised 10/14/08