

**The Manor House at Shelton
Square Amenity Center Rules and
Regulations**

- The Amenity Center is available to reserve by residential members at Shelton Square for private parties up to two times per year, per address.
- Rentals are available:
 - Monday - Wednesday 8am-1pm and 5:30pm-11pm
 - Thursday & Friday 8am-11pm
 - Saturday & Sunday 8am-1pm and 5:30pm-11pm
 - Please note-set up cannot occur before hours posted above.
 - Rentals are subject to availability, with the exception of major holidays – Easter, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
- The Amenity Center is available for use by all Members on a first come, first served basis. No one may use the Amenity Center unless accompanied by an HOA Member. The hosting Member must be present at all times during the function and is responsible for the conduct and safety of guests and for any damage to Association property or equipment resulting from an event.
- Homeowners must be in good standing with the HOA, no dues or fines owed.
- The Amenity Center is a state-of-the-art facility that is monitored 24 hours a day by a combination of a security system and closed-circuit surveillance cameras.
- Age requirements – No one under the age of 21 is allowed to reserve the Amenity Center. Parents or guardians will be responsible for the conduct of their children at all times.
- In the event alcoholic beverages are being served you must have proof of insurance, the Association assumes no responsibility for any service to minors or incidents resulting from alcoholic service during rental. Alcohol is only permitted inside the amenity center.
- The maximum occupancy for the Amenity Center for a private function is 50 people.
- The swimming pool is not included with Amenity Center rental.
- You will be furnished a code to the amenity center the day of the event.
- **The request date will not be considered permanent until your signed reservation form and you have paid a \$300 deposit. If no damage has occurred to the Amenity Center or furniture then you will be refunded \$100. \$150 will go towards the cleaning costs, and \$50 towards a "wear and tear" fund for future replacements at the Manor House at Shelton Square. The renter bears full liability for any damages that would occur in excess of the \$300 deposit.**
- **Deposits can be made via the portal or by check made payable to Shelton Square HOA.**
- Dress code – Proper attire is to be worn at all times. Shirt and shoes must be worn at all times while in the Amenity Center.
- Members and guests using the facility are responsible cleaning after its use. Furniture and fixtures should be returned to their original locations. Please lift furniture if moving.
- The cost of replacing any property that is broken, damaged, or removed by a member or guest shall be charged to the member.
- Smoking is prohibited inside the Amenity Center.
- The Member will be responsible for removing all trash from the Amenity Center and common grounds. The pool trash receptacles are not disposal points. Trash and debris must be removed from the Manor House at Shelton Square.
- Association functions have priority over all other requests for reservations.
- The Amenity Center is to be used exclusively for social activities and functions. Commercial use is prohibited.
- No fires or firearms are permitted on Association property.
- No fireworks are permitted on Association Property.
- Pets are not permitted inside the Manor House at Shelton Square Amenity Center.
- Parking is permitted in the parking lot only.

Rental Agreement Waiver

Name & Address of Resident (Member): _____

Date & Time of Rental: _____

Proposed Event: _____

Office Use Only: Date Deposit Received: _____

I hereby agree that I have read the Manor House at Shelton Square Amenity Center Rules and Procedures and hereby agree to comply with the rules established by the Association while using the facilities owned and operated by the Association. By signing the below, you agree to all terms and conditions and assume responsibility of any damage or destruction during the time of rented facility use.

Signature: _____

Date: _____