

Rules/Form for reserving the Great Room at the Latitude Cabana

1. **Reservations** for the Great Room are on a 1-come, 1 serve basis for small, personal gatherings of family, friends and/or neighbors. The deposit check, along with this completed 2-page form, must be received by the Great Room Reservations Manager for the reservation to be official and held. Following a phone call or email to latitudeosm@gmail.com, to verify board-approved availability of date for a reservation, reservations form and check must be dropped in the HOA box, or dropped off in person to either of the board members or the OSM of latitude. Forms are available via email latitudeosm@gmail.com.
2. Each reservation requires a new reservation form and deposit check. No forms or checks are held on file. **Refunded deposit checks will be shredded** when do Self Addressed Stamped Envelope (SASE, unsealed) is provided at the time the reservation is made.
3. **A minimum of 10-days advance notice is required for reservations. No exceptions.**
4. The Great Room may be available to be reserved from 10:00am till 10:00pm. **(Note: Cabana will be locked at 10:00pm. Event Must be complete and The Great Room cleaned by 10:00pm. Deposit may be forfeited if event is not over and room is not vacated and cleaned.)**
5. **Reservations must be made by unit owners who reside at Latitude, and owner must attend the gathering.** Owner must not have any outstanding monthly assessment balance, Latitude fine, water/sewer bill or unresolved recorded violations of the Latitude CC&Rs. For Liability purposes, Landlord unit owners may only reserve The Great Room for a renter if both unit owner and renter are in attendance at the gathering.
6. **Deposit:** A \$250.00 dollar refundable deposit is required for an event. A \$500.00 dollar refundable deposit is required for an event that includes alcohol. Washington State law prohibits the use of alcohol to persons under the age of 21. A \$50.00 penalty will be charged for a returned check.
7. Checks are too made out to **Latitude Homeowners' Association.**
8. **Reservation is limited *only* to the Great Room.** Events are not permitted to extend to the common areas (hallways, spa, sauna, tanning bed, workout rooms or swimming pool)
9. **Smoking is not** permitted in the Cabana nor on the outside balcony off the Great Room. Per state law you must by 25-feet away from the main entrance.
10. **Candles** are not permitted in the Great Room or Cabana areas.
11. **Parking:** owners are to inform guests on proper parking per the Great Room Reservations Overview and the Association Rules and Regulations.
12. **Security:** For security reasons, the cabana front door is never to be propped open. (Designate a door monitor or provide cell# to invitees.)

13. **Restrooms:** Owner should inspect restrooms to help prevent and remedy mischief or vandalism during the gathering. Please keep in mind that the restrooms are on the lower level. Guests with accessibility challenges will need to go around the cabana to the pool gate where someone will need to open the gate from the inside. During the pool off-season, the door exiting out to the pool is also locked from the outside and will need to be attended to by someone.

14. **Inspection:** The room is to be returned in the clean, well maintained condition as it was found in.

- Please bring your own vacuum cleaner and sweep the carpet and kitchen.
- Bring your own garbage bags. Leave no trash in the kitchen trash can.
- Property dispose of all garbage bags in the central trash bins within the community (not at the cabana)
- Bring cleaning supplies to clean up spills.
- Check carpet, upholstery and pillows for spills.
- Empty the fridge and freezer of anything (including ice) you may have stored during event.
- Wipe down fridge, freezer, stove top, oven, microwave, sink, dishwasher and counters.
- Rack balls on pool table. Inspect pool-table felt for tears and stains.
- Make sure windows and balcony door are locked and fireplace is turned off, if it was turned on.
- Close all blinds.
- Double check that the Great Room door was properly locked.
- Return key to the Key Box using the provided code.

I understand this agreement is contained on two pages. I agree to the above-mentioned rules and confirm information provided on page two is accurate. **I acknowledge that my deposit be forfeited and future use limited if any or all of the above-mentioned rules are broken or if the information provided on page two is false.** I also assume full responsibility for my guests, myself, and for the conditions and contents of the Great Room at the terminations of use.

**Signature of applicant, a Latitude owner

Unit #

Date

Rules/Form for reserving the Great Room at the Latitude Cabana

I hereby request use of The Great Room at the Cabana (Please print all clearly)

Name of owner submitting application _____

Unit Number: _____

Phone Number: Day _____ Evening/Weekend _____

Email Address _____

Date of proposed event: Day of week: _____ Date: _____

Time: _____ To _____ (No longer than 10am to 10pm)

Nature of even: _____

Number of guests expected: _____

I understand that: the room is for small gatherings of family, friends and/or neighbors and is not intended to be a venue for business or organization events that would otherwise be held at rented meeting venues, or for large personal events attracting more cars that can comfortably, legally park at Latitude (INITIALS _____)

Will alcohol be present: YES or NO (Circle one)

All my homeowners association dues and the water/sewer bills are current, and will remain current through the date of the event (INITIALS _____)

I have no outstanding Latitude fines (INITIALS _____)

I am aware of no unresolved recorded violations of the Latitude CC&Rs against me or my unit. (INITIALS _____)

I assume full responsibility for the conduct of my guests and for the condition and contents of the Great Room (INITIALS _____)

Accompanying the request is a cleaning, theft, damage and rules violation deposit of \$ _____ Check# _____ Dated _____

I agree that this deposit is refundable only to the extent that it exceeds the actual cost of cleaning, theft and damage. If the actual cost of cleaning, theft and damage exceeds the amount of deposit, I agree to personally pay any and all excess costs. (INITIALS _____)

I agree to hold the Latitude Owners Association Board and its agents harmless against any and all liability as a result of use of the Great Room. (INITIALS _____)

I acknowledge the right of the Latitude Owners Association Board, its agents, and any owners to make any and all judgements regarding lewdness, excessive noise, and/or disturbances emitting from my gathering. (INITIALS _____)

I acknowledge the right of the Latitude Owners Association Board and its agents to actively enforce the rules stipulated in this agreement during my event. (INITIALS _____)

Reservations are made directly with Latitude Board or OSM. The Key Code to The Great Room Key Box will be provided to you on or before the Thursday immediately prior to your event date. The key code will be activated by 10:00am of the day of your event. A member of the Board or a Board-authorized Volunteer will inspect the room for damage and cleanliness prior and following your event, and will determine if the deposit may be returned in full. Unit owners must use their unit's valid operating keycard to enter The Cabana.

Overview: RESERVING THE GREAT ROOM AT THE LATITUDE CABANA

A residing Latitude condo owner may reserve The Great Room at the Latitude Cabana for small, personal gatherings of family, friends and/or neighbors. (The Great Room is not intended to be an event venue for business or organization functions that would otherwise be held at rented meeting venues, or large personal events that attract more cars that can comfortably and/or legally park at Latitude.)

The Great Room Features wall-to-wall carpeting and a gas fire place. It is fully furnished with a pool table, two upholstered couches, a number cushioned chairs, foot rests, two café tables with chairs, some side tables and lamps. The Great Room kitchenette includes a sink, dishwasher, side-by-side refrigerator/ freezer, a microwave, a full-size range with four burners and an oven. (Condo owners making the reservations supply their own cookware, dishes, towels, cleaning equipment and supplies including paper towels, trash bags and a vacuum cleaner.)

In advance of reserving The Great Room, condo owners are requested to carefully consider if their event is appropriate for The Great Room, knowing its rules, self-maintenance policy and parking limitations. Condo owners who reserve The Great Room agree in writing, backed by a deposit check, to abide by the rules for reserving The Great Room, including returning the room in the same clean, well-maintained condition as it was found in.

The Booking of reservations for The Great Room is managed by Latitude's BOA and the OSM that works on site throughout the week. They could assist with providing proper documents and forms in able to reserve for The Great Room. They could be contacted by via email, call, submitting forms (Where they're located inside of the entrance on your right of the Cabana building) or in person during appropriate office hours. They would assure: the key code to The Great Room key box is updated prior to each reservation, that the key is available and returned in a timely manner, and that all guidelines of the reservations are upheld. The room is primarily maintained by those booking reservations, and the BOARD-designed volunteer who inspects the room between reservations to approve the return of the deposit, and helps assure appropriate conditions for the next reservation.

Compliance with guidelines helps Latitude owners continue to reserve The Great Room at no additional cost. (If additional work is required to maintain the reservation program, fees will be introduced to cover costs.)

Prior to booking an event for The Great Room at The Cabana, please be mindful of the limitations of Latitude and Cabana parking. Obviously, Latitude is not set up to handle lots of extra cars. (Parking is at a premium at Latitude and a significant number of Cabana parking spaces are routinely already filled by guests of Latitude residents.) Whenever notifying guests of events at the Cabana, please alert them to the parking guidelines:

-Please be sure to parking the clearly designated parking places at Latitude, to comply with fire and emergency safety guidelines of the city and community. Parking is only permitted in officially-marked spaces throughout the community. (Latitude allows no double parking and no parking alongside curbs that have no marked spaces. Parking rules are enforced during events.) While parking within the community often requires additional walking for guests attending private events at The Great Room, this is an inconvenience and trade-off that is fully understood when a condo owner takes advantage of the opportunity to reserve The Great Room at The Latitude Cabana.

-As a courtesy to all Latitude condo owners who pay for the up keep of the Cabana, please always keep 3 parking spaces in front of the mail kiosk open for residents, seven days a week.

On behalf of the Latitude Home Owners Association Board (your neighbors and volunteers), "Thank you for making sure the room is returned in the same clean condition as you received it, so community volunteers do not have to take on any additional logistical responsibilities to prepare the room for the next reservation. And sincere thanks for continuing to treat The Great Room at The Latitude Cabana with the respect that will assure our community can greatly enjoy this well-preserved amenity for years to come."

Availability: Availability of The Great Room for reservations may be limited by the availability of on-site Latitude volunteers or the Latitude on-site manager to help manage the reservation, inspection and proper maintenance process. The board approves the dates The Great Room is available for reservations. Limitations may be especially varied on holidays. Contact the Latitude OSM for available dates at latitudeosm@gmail.com. The ability to reserve The Great Room is a courtesy to Latitude owners, not a right of ownership.

Obtaining key to The Great Room: A unit owner can expect an email on or before the Thursday immediately prior to the scheduled event (To those who have provided an email address) with the Key Code to The Great Room Key Box. Those who have not provided an email address will receive a call. Please promptly confirm via returned email or a returned call that you have indeed received the Key Box Code.

1. Inside the Cabana entranceway, on the right door frame to The Great Room you will find the key box with a push-button combination lock. (Note: If by chance you use reading glasses, bring them with you to use when opening the key box.)
2. Your specific key combination will be set up for your use by 10 a.m. on the morning of your event.
3. Push the buttons to match the provided combination to open the key-box. Please keep a hold of the door of the key box when opening. The door is not attached and may drop to the floor and break, if not held.
4. If the wrong combination is put in the first time, push the "clear" button and try again.
5. Remove the key to the key box
6. To put the door back on the key box, you must again push the combination before placing the door on the box.
7. Remember to return the key to the key box promptly after using the room (before 10 p.m. on the night of your reservation) by once again using the combination before opening and before closing the key box

As always, you must use your own Cabana key card to enter the front Cabana doors. As unit owners, you're responsible for making sure your unit's Cabana key card is active. If you're reserving The Great Room, it is your responsibility to make sure, well in advance of the reservation, that your Cabana key card is indeed active.

PLEASE SUBMIT COMPLETED FORM AT:

Email @ latitudeosm@gmail.com

or

Drop it off at the cabana office/ mailbox