

# Rules and Procedures

## Beresford Creek Landing

- (1) The Amenity Center is open for the use of Beresford Creek Landing property owners and their accompanied guests.
- (2) Community-wide events will be scheduled and held from time to time at the facility, and private events may be scheduled by property owners on a first come/first served space available basis. One-time events may be scheduled up to six (6) months in advance. Regular scheduling shall be scheduled no more than thirty (30) days in advance. Regular scheduling will be permitted by property owners up to five (5) times per year. Subsequent regular scheduling will result in a charge of fifty dollars (\$50.00) per event. This fee is in addition to the fees outlined in item #3 of this document. **The hosting property owner must be in attendance at any scheduled event.**
- (3) Events must be scheduled through Community Management Group – 795-8484, and will be classified as one of the following:
  - (a) Small Event – an event with 25 or fewer guests. An application must be completed and returned to Community Management Group. Owners are required to clean the facility after the event.
  - (b) Major Event – an event with more than 25 guests. This will require a completed application, a \$200 refundable deposit and an \$80 non-refundable cleaning and rental fee. These will be due at the time of application and two checks (one for \$200.00 and one for \$80.00) are preferred. Owners will be responsible for the removal of trash and decorations.

For both Small and Major events, damages or excessive mess can result in charges being added to your homeowner account to cover any expenses associated with the repair or cleaning required.

**\*\*\*\* All applications and fees must be received within 5 (five) business days to hold your reservation. Reservations will automatically be cancelled without an application and fees (if fees are applicable).**

- (4) Availability of the facility for private use will be controlled by Beresford Creek Landing HOA and its community manager.
- (5) HOA sponsored social functions will have priority over private events.
- (6) **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
- (7) Neither the community management company nor the HOA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the Beresford Creek Landing Amenity Center.
- (8) The HOA and community manager reserve the right to refuse use of the facility by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
- (9) **SMOKING IS NOT PERMITTED INSIDE THE FACILITY AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
- (10) Host agrees to respect the “quiet enjoyment” of the residents of the community.

- (11) No one under the age of 21 may reserve the facility.
- (12) Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
- (13) No pets are permitted within the facility unless the pet is a service animal.
- (14) No fireworks of any kind are permitted at or near the facility at any time.

Name of responsible person(s): \_\_\_\_\_ Apx. # guests: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ For the Hours of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

For the Purpose of: \_\_\_\_\_  
(Type of Activity)

Signature of responsible Party(ies) \_\_\_\_\_

**\*\*Checks Payable to Beresford Creek Landing HOA\*\***  
**349 Folly Rd. Ste 2-B**  
**Charleston, SC 29412**  
  
**Fax: (843) 795-8482**