



THE PONDS

Rules and Procedures Community Recreation Amenity Complex

- (1) The Ponds Farmhouse or Pavilion Area is open for the use of The Ponds property owners and their accompanied guests, so long as the owner's Association account remains in good financial standing. Areas available for common use include the covered pavilion, decks, restrooms, parking areas, playground and pool at the Recreation Amenity.
- (2) Private events may be scheduled by property owners on a first come/first served space available basis. The hosting property owner must be in attendance at any scheduled private event for the duration of the event. Property owners may not schedule an event for a friend or relative not living with the owner, except for events hosted for immediate members of the property owner's family. Failure to comply with this rule can result in a \$500.00 fine on the homeowner's account. All events must be scheduled through Community Management Group at 795-8484 ext.330. There will be a \$100.00 refundable deposit required on all events. The cleaning fee charged (when applicable) will cover the costs for a 3rd party to clean the Pavilion and restrooms after the event.
- (3) Facility rental fees are as follows:
 - a) Groups of 51-99 people: \$100.00 non-refundable cleaning fee
 - b) Groups of 100 or more: \$200.00 non-refundable rental fee and \$100.00 non-refundable cleaning fee.
 - c) Six foot table rental: \$10.00 (there are four tables available for use)
- (4) Application and deposit/rental fees must be received within 5 days from time of booking in order to confirm your reservation. Reservations not confirmed per above within this time frame will be automatically cancelled without notice to Owner. Owners are encouraged to request and obtain written confirmation from Managing Agent.
- (5) Owners are to call the management office one week in advance of their function to make arrangements to pick up the keys for the event, should access to locked portions of the facility be required.
- (6) Furniture arrangement and the facility must be left in the condition in which it was found and all garbage generated must be bagged and removed from the premises. Any damage noted will be billed to the hosting property owner.
- (7) The complex has a commercial trash container in the back parking lot. All trash must be disposed of by the renter in this container after the event is concluded. If container is full, renter must remove event trash from the property.
- (8) PCA, Developer, or Conservancy sponsored social functions will have priority over private events.
- (9) The property owner reserving the complex is responsible for the conduct of guests associated with a private activity.

- (10) Normal ending hours for functions shall be 12:00 midnight.
- (11) Recreation Amenity events organized chiefly for minors MUST be supervised by responsible adults.
- (12) In exchange for our allowing you to use our facilities, Renter shall assume any liability for personal injury to property owners or their guests using the Recreation Amenity complex or for the loss of personal property.
- (13) The Association and community manager reserve the right to refuse use of the complex 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.
- (14) A private function host agrees to respect the "quiet enjoyment" of the residents of the community. Music and other activities which bother neighbors may have to be ceased if a call or complaint is lodged.
- (15) No pets are permitted anywhere within the Recreation Amenity complex at any time.
- (16) No fireworks are permitted in the community or community Recreation Amenity complex at any time.

Name of Owner Requesting Rental: _____

Property Address or lot # _____

Mailing Address (if different): _____

Phone Number: _____ Cell Phone Number: _____

E-mail address: _____

Date of Rental: _____ For the Hours of: _____ am/pm to _____ am/pm

Approx. No. of People: _____

For the Purpose of: _____
(Type of Activity)

Signature of Reserving Party _____

Please mail to:
The Ponds
Attn: Tina Drahos
349 Folly Rd., Suite 2B
Charleston, SC 29412

For CMG Office Use Only:

Deposit Fee (owners--\$100 deposit) Received: Check # _____ Date: _____

Cleaning Fee (\$100) & Received: Check # _____ Date: _____ Amount: _____
Rental Fee (per schedule)

above, if applicable)