

Rules and Procedures

TAYLOR PLANTATION AMENITY CENTER

- (1) The Taylor Plantation Amenity Center and outside patio/grilling area is open for the use and enjoyment of the Taylor Plantation property owners and their accompanied guests. The facility may be reserved for private events.
- (2) Private events must be scheduled through Community Management Group – (843) 795-8484 and reservations will be taken on a first come/first serve basis.
- (3) **The property owner reserving the facility must be in attendance at their scheduled event and will be responsible for the conduct and liability of their guests.**
- (4) Rental of the facility will require the following:
 - Contract:** The resident that reserves the Amenity Center for a function will be required to sign this form claiming all responsibilities for the Amenity Center during the time of their reservation. Any damage that is caused or if the facility is not cleaned after the event **may result in a special assessment against the homeowner's property or possible legal action against the homeowner depending on the severity of the damages..**
- (5) The facility furniture and fixtures are to remain inside of the facility with the exception of the folding chairs/tables and must be returned to their original positions at the conclusion of the event.
- (6) All garbage generated during the event must be removed from the premises.
- (7) Vacuum carpet. (There is a small vacuum cleaner in the bathroom)
- (8) At the conclusion of the event, all items brought to the event must be removed from the cabinets, sink, counters and refrigerator. The refrigerator settings must be turned to the middle range upon vacating the premises.
- (9) Amenity Center keys will be dropped off at the resident's property within one day of the scheduled event. If you need to make other arrangements to pick up the key please call our office to make special arrangements.
- (10) Keys must be returned to the key drop box that is located in the bathroom that leads to the outside of the Amenity Center at the conclusion of the event. The key that opens the door to the Amenity Center also opens the deadbolt to the bathroom that is accessible from the outside. The keypad code to the outside bathroom door is **8463**.
- (11) Lost and/or unreturned keys may result in a charge against the homeowners account for the cost of re-keying and key distribution.
- (12) Set thermostats back to 78 degrees in cooling months and 68 degrees in heating months.
- (13) Availability of the facility for private use will be controlled by Taylor Plantation Property Owners Association and CMG.
- (14) Taylor Plantation Property Owners Association-sponsored events will have priority over private events.
- (15) All events must conclude and the facility must be cleaned, lights turned off, vacated and locked no later than 10 PM unless previously approved. (ex: Monday night football).
- (16) Events organized chiefly for minors **MUST** be supervised by responsible adults at all times and in all areas.
- (17) CMG, Ryland Homes and the Taylor Plantation Property Owners Association do not assume any liability for personal injury or for the loss of personal property of property owners or their guests using the facility.

- (18) If alcohol is to be served at a private event, the owner must provide proof of applicable coverage from their insurance company prior to the event. The proof of applicable coverage must show the Taylor Plantation Property Owners Association as additional insured for the event date. .
- (19) The Taylor Plantation Property Owners Association and CMG reserve the right to refuse use of the facility to any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
- (20) **SMOKING IS NOT PERMITTED INSIDE THE TAYLOR PLANTATION AMENITY CENTER AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
- (21) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Amenity Center or in or near any pinestraw or mulch areas.
- (22) The Host agrees to respect the “quiet enjoyment” of the residents of the community.
- (23) No one under the age of 21 may reserve the facility.
- (24) No pets are permitted within the facility at any time.
- (25) No fireworks of any kind are permitted at or near the facility at any time.
- (26) Renters of houses in Taylor Plantation may book the facility, but the Property Owner must co-sign the application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests, and any damage that may occur.

****Mail applications to: Taylor Plantation POA**
349 Folly Road, Suite 2B
Charleston, SC 29412**

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) _____

I have read and understand all of the above rules for reserving the Taylor Plantation Amenity Center. I understand that I take full responsibility of this facility while it is in my care and that any damages, loss of keys or lack of cleanliness can be charged against my homeowners account whatever the cost may be. Taylor Plantation and its’ subsidiaries will not be held liable for any injury that may result during my use of the Amenity Center at Taylor Plantation.

 Signature

 Date

FOR OFFICE USE ONLY

PARTY BOOKED ON CALENDAR: _____

FEES TO BE CHARGED: \$ _____ (NON-REFUNDABLE)

SECURITY DEPOSIT RECEIVED: \$ _____ (REFUNDABLE)

CHECK(S) RECEIVED:

#: _____ **AMOUNT:** _____

ARRANGEMENT FOR KEY TO FACILITY: _____

POST PARTY INSPECTION BY: _____

DATE/TIME: _____

REFUND REQUESTED: _____

AMOUNT OF REFUND: \$ _____

If full amount not returned, please specify reason:

