



## **FIRST NEIGHBORHOOD COMMUNITY CENTER BALLROOM STATISTICS**

1. Ballroom will seat 250 attendees in comfort.
2. 170 black chairs (approx.)
3. 6 – 42” brown round tables
4. 50 burgundy chairs
5. 15 – 60” round tables
6. 8 – 8’ tables (rectangular)
7. 5 – 6’ tables (rectangular)
8. Stage – 36’ x 9’
9. Ballroom 48’ x 56’
10. Dance Floor 20’ x 20’
11. Bldg. Square Footage 5,000
12. 22’ to ceiling

**POLICY GUIDELINES**  
**FOR USE OF FIRST NEIGHBORHOOD COMMUNITY CENTER**

[NOTE: These are guidelines only, subject to review and/or modification by the Board of Directors FOR EACH INDIVIDUAL APPLICATION. Prior approvals for events of similar nature, or prior fees charged, do not waive the Board's rights to withhold approval, to change the fee structure or to modify liability insurance requirements for any application.]

1. The Association does not offer use of the Community Center facilities as a commercial business venture. The Center is intended primarily for use by:
  - the Association for membership meetings, meetings of the Board of Directors, the Architectural, Greenbelt, Program and other Association Committees and their events.
  - resident homeowner members in good standing for their PERSONAL SOCIAL EVENTS.
  - others as defined below, if such use does not conflict at the time of application with either of the above.
2. Full Acceptance of CONDITIONS FOR USE and POLICY GUIDELINES by APPLICANT shall be a prerequisite to Board consideration of any application.
3. First Neighborhood resident homeowners may reserve the facilities for PERSONAL SOCIAL EVENTS up to twelve (12) months in advance from date of Board approval.
4. Non-residents living within the Conejo Valley may reserve the facilities for PERSONAL SOCIAL EVENTS up to eight (8) months in advance from date of Board approval.
5. Applications from ORGANIZATIONS - local non-profit and for-profit, for commercial ventures, special circumstance, multiple-date or other non-routine use, shall be individually evaluated by the Board for additional CONDITIONS FOR USE, special fees, liability insurance requirements and such other considerations as the Board, in its sole discretion, determines applicable.
6. For all PERSONAL SOCIAL EVENTS applicant must indicate type of event and relationship to person(s) for whom event will be held.
7. Liability Insurance. All applicants for PERSONAL SOCIAL EVENTS usage of the facilities shall present to the Association a) A Certificate of Insurance noting First Neighborhood P.O.A. as an additional insured to the applicants homeowner's liability insurance policy, or b) A Certificate of a separate liability policy covering First Neighborhood P.O.A., with the following minimum coverage:

First Neighborhood residents -	\$500,000
Non-residents -	\$500,000

All applicants for events defined in 5. above, or for events at which alcoholic beverages will be sold shall present to the Association a Certificate of Liability Insurance covering First Neighborhood P.O.A. in the amount of not less than \$1,000,000.
8. The Board shall review in detail all full and complete applications, usually at the monthly Board meeting following receipt, and its decisions are final.

**CODE OF CONDUCT**

*First Neighborhood Community Center*

Because you are renting our facility for your event, our association requires that you accept full and complete responsibility that your guests, vendors and all who come to this facility and its surrounding property understand our expectations and adhere to the following code of conduct.

This Community Center sits in the center of our neighborhood with some homes located within 20 yards of this building. Additionally, our swimming pool, walking pathways, City Park, and elementary school playground are all adjacent to this building. As such, you are indeed a guest within our homes and areas that our residents may utilize 24 hours a day.

It is our expectation that your event will setup, take-place, and be cleaned-up without any disruption to the residents or property; and that the facility will be left exactly as it was prior to your event. It is also our expectation that all guests, vendors, and any other persons coming to this facility conduct themselves in accordance with lawful behavior, common decency, and within terms of the rental agreement.

In the event that anyone invited or uninvited violates the law or acceptable behavior, we reserve the right to immediately contact the authorities and shut down the event. There will be no refund, and you will be held both financially and punitively responsible for the actions that occurred on our premises, which include the surrounding areas.

Any demonstration of: crude, rude, crass, abusive, destructive, violent, disrespectful, harassing, menacing, loud, or obnoxious behavior will be viewed as the event is out of your control; therefore subject to closure. Hired security is to protect our facility; you are responsible for individual or group conduct.

These conditions apply to the conduct of an individual, guest-to-guest, guest-to-non-guest, and guest-to-property. This includes children and teens, which often require additional supervision. You are responsible for keeping all children and teens inside the facility throughout the event, and responsible for their individual and group behavior. Additionally, you are solely responsible for any child or teens disrespect toward to security, residents, or the facility.

The rules of the facility include: no smoking, volume limits, proper bathroom etiquette, and prohibited uses for carpeted & wood flooring areas, restrictions of auto parking and loading, and guests remaining indoors throughout the event.

**In no uncertain terms, you are responsible of everything and everyone in and around your event.**

I have read and fully understand that I am to be held responsible for the conduct of all who attend or provide services for my event. I further understand that failure to adhere to any of the conditions or conduct listed herein will result in my event being shut-down with no refund, and I am responsible for all actions occurring as a result of my event.

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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PRINT NAME \_\_\_\_\_

CONDITIONS FOR USE  
FIRST NEIGHBORHOOD COMMUNITY CENTER

1. Acceptance of these CONDITIONS shall be a prerequisite to consideration by the Board of Directors of any application, and the APPLICANT shall be liable to the Association for full compliance with these CONDITIONS.
2. APPLICANT shall agree to indemnify and hold harmless the Association, its officers, employees, directors, and agents from any and all claims, liability, loss or damage resulting from the use by the APPLICANT of any of the Association facilities.
3. APPLICANT shall accept the responsibility and legal liability for the conduct and actions of guests or attendees and for damage to the facilities and equipment, and not later than ten (10) working days after approval of their application shall provide a Certificate of Public Liability and Property Damage Insurance in an amount as specified by the Board.
4. A NON-REFUNDABLE deposit of 50% of the User Fee shall be paid by the APPLICANT not later than ten (10) working days after the approval of the application by the Board, and the approval shall be canceled if the deposit is not received within that time period.
5. Unless otherwise agreed in writing, the use period shall be limited to nineteen (19) hours only, starting at 9:00 a.m. on the day of the event and ending at midnight. The facilities must be cleaned either prior to midnight or between the hours of 5:00 am to 9:00 am of the following day, INCLUDING SUNDAYS.
6. APPLICANT shall agree to comply with all Federal, State and local laws that may pertain to use of the facilities. The Fire Code limits occupancy use of the Community Center which is limited to 250 persons.
7. The Association does not provide any cleaning services, nor does it accept any responsibility for cleanup, removal or storage of furniture, trash and decoration removal, vacuuming, etc. If such cleaning, removal, etc. is not completely accomplished by the User, a charge of \$30.00 per hour shall be assessed for the time required by the Association staff to return the facilities to its original condition. ) The Association can, upon request suggest names of persons who provide cleanup services, but no responsibility or liability on the part of the Association shall be implied or assumed for such referrals).
8. The following specific CONDITIONS FOR USE shall also be complied with by all APPLICANTS:

SECURITY is required by POA for all facility rentals for the sole purposes of protection of the facility, POA property, and residents. It is understood that this security is in NO way responsible for maintaining, mitigating, or managing unruly behavior or violence from any persons or anything (invited or uninvited) to this event. Security will contact emergency authorities as needed. POA authorized security at their sole discretion, has the authorization to immediately shut-down any event for reasons they deem as non-compliance to the conditions listed herein, or a potentially threat to the POA and its interests. RENTER may be required to hire an additional security company as the Board of Directors sees fit.

\* RENTER is entirely responsible for behavior and conduct of all guests, vendors, and anyone at the facility for the purposes of the event. It is understood that all guests, including children and teens are to remain within the facility and/or prescribed event areas, and behave in appropriate guest conduct. It is further understood that security has full discretion and authority to shut-down event if person(s) violating this condition cannot be controlled.

\* NOISE and music shall be controlled to a reasonable level at all times in consideration of neighboring homeowners. Decibel levels must not exceed 60 decibels, and will routinely be monitored by security. Failure to adhere to sound limits will result in immediate shut-down of event. All facility doors on the west side of the Community Center (adjacent to residences) shall be kept closed at all times, except as necessary for occasional entry or exit. All doors must remain closed by 10:00 pm. All music must end by 11:00 pm otherwise a penalty of \$20 per minute will be deducted from renter's deposit.

\* SMOKING is PROHIBITED in all areas inside the building.

\* FLAMMABLE MATERIALS such as decorations, signs, etc. of cloth, paper, cardboard, plastics, straw, etc. are prohibited. Decorations, signs, etc. shall not be attached in any areas with nails, tacks, screws, etc. All decorations and attachments (cords, tape, ribbons, etc.) shall be completely removed after use.

\* RED-DYED BEVERAGES (such as Hawaiian Punch, cranberry and grape juice, red wine) shall not be served or consumed in carpeted areas. The dye is permanent!

\* CARTS & VENDORS including but not limited to: cooking, painting, ink, or hot wax shall NOT be done in on carpet or hard wood floors.

\* SPILLED FOOD OR BEVERAGES shall be swept or soaked up only. No attempt shall be made to clean carpeting since permanent and expensive damage can result. Only vacuuming is permitted; carpet cleaning as needed shall be performed only by a professional under jurisdiction of the Association.

\* TRASH and other debris shall be placed in closed plastic bags and must be removed to the outside trash area and put inside the dumpster prior to leaving.

\* CLEANING SERVICE is hired to perform surface clean-up that includes vacuuming, mopping, toilets, sinks, and surface cleaning of kitchen appliances and countertops. RENTER is responsible for all debris and food left on the ground, carpet, or floor that must be picked up by hand (e.g. popcorn). Fees will be assessed for not leaving the facility as described.

\* KITCHEN EQUIPMENT shall be left in clean and operating condition, including garbage disposal, range, refrigerators and all counters.

\* FURNITURE shall be picked up and carried, or rolled into place on carriers provided, and shall not be dragged across carpeted or tiled area. Community Center furniture shall be returned to its proper storage area after the event, without damage to the furniture or premises.

\* FOYER shall NOT be used for the consumption of food or beverages, or for dancing, games or similar activities.

• ALCOHOLIC BEVERAGES shall be sold only if an appropriate ABC permit is obtained, and a copy of that permit is provided to the Association at least fifteen (15) calendar days prior to the event. Failure to provide the copy by that time will result in cancellation of the reservation. Also a SECURITY GUARD or SHERIFF'S DEPARTMENT is required if alcohol is sold or served.

\* THERMOSTAT for the main hall is preset and shall NOT be adjusted by User. The ventilating fan switch (on north wall near kitchen pass-through) or the thermostat switch (in the kitchen near door to main hall) shall be turned OFF at the end of the event.

\* ALARM SYSTEM shall be armed at all times when the building is not occupied by responsible person(s). The APPLICANT or a responsible delegate shall become fully familiar with its operation.

9. All spaces and facilities shall be left in a clean and orderly condition, and the amount of the Cleaning Fee refund shall be determined by the Association Manager based solely on the post- use inspection, unless major damage repair or cleaning costs are involved. In such situations, determinations will be made by the Board.

10. Use of the swimming pool and pool area are not included unless special arrangements on fee and insurance are made.

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Detach and submit with application.

TO: First Neighborhood Board of Directors

We hereby accept fully the Conditions for Use and Policy Guidelines for use of the First Neighborhood Community Center.

ACCEPTED:

Applicant (Print) Date: \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Street Address

\_\_\_\_\_ City/State/Zip Code

\_\_\_\_\_ Work Number/Home Number