

PROVIDENCE MASTER ASSOCIATION

KITCHENETTE/LOFT RESERVATION POLICY

The Providence Board of Directors has adopted the following policy to govern the reservations of the Swim Club Kitchenette and Loft Spaces.

The policy is as follows:

1. Only Providence Residents (as defined in the Reservation Agreements) can reserve the spaces.
2. Reservations are based on a first come first served basis with preference given to Social Committee and Board of Directors events.
3. Use Fees as defined in the Reservation Agreements are non-refundable.
4. Use deposits are required for all reservations in the amounts stated in the Reservation Agreements.
5. Use Deposit is refundable based on the following:
 - A. No refund is available if the rental time is exceeded. Reservation is immediately cancelled.
 - B. No refund is available if alcohol, smoking (including electronic cigarettes), glass containers, or flammables are present at any time. Reservation is immediately cancelled.
 - C. No refund is available if Swim Club rules are violated or security measures in use at the Swim Club are interfered with in any way.
 - D. No refund is available if any damage is present to the furnishings, paint, surfaces, or structure of the space. Any damage (more than deposit) shall be due upon demand and if unpaid may be added to the residents HOA account.
 - E. No refund is available if any electronic devices are damaged or missing. Any damage (more than deposit) shall be due upon demand and if unpaid may be added to the residents HOA account.
 - F. No refund is available if a violation of the Swim Club Rules occurs during the event
 - G. Partial refund is available based on a 25% reduction for each item on the checklist that does not pass post-function inspection.
 - H. The Board will determine the refundability of the use deposit for any additional violations not covered by A-G above on an individual basis.
 - I. If all requirements of the policy A-H above are followed and the space passes the post-function inspection the deposit may be refunded.
6. Social Committee and Board of Directors events are exempt from the use fee and use deposit requirements.
7. The Providence Resident signing the Reservation Agreement is responsible for all activities of participants present at the scheduled function.
8. The Providence Resident signing the Reservation Agreement is responsible for use fee, deposit fee and all additional charges related to their reservation.