

# ***TOWN CENTER CLUB***

At Bonaventure

# ***RULES & REGULATIONS***



Revised October, 2013

**TOWN CENTER CLUB AUTHORITY INC.**

**RULES & REGULATIONS**

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## **TOWN CENTER CLUB AUTHORITY, INC.**

### **GENERAL RULES & REGULATIONS**

- 1. Town Center Club (TCC) is a non smoking facility. Smoking is not permitted anywhere in the building.**
- 2. The Town Center Club (TCC) is for the use of Bonaventure Residents and their guests ONLY. All persons using the TCC MUST identify themselves by showing their I.D. Card. These cards are non-transferrable and, if transferred, will be confiscated.**
- 3. Guests must have a guest pass in order to use the TCC, and must be accompanied by a member at the time of purchase. The number of guests shall be determined by the Management and may be limited from time to time.**
- 4. Each Member will be responsible for his/her guests and is expected to apprise guests of the rules and regulations regarding the use of the TCC. Each member will be responsible for damage to TCC property by his/her guests and or minor custodial child.**
- 5. The Board of Directors of the Town Center Club Authority may restrict the use of the TCC when deemed necessary. All persons using the TCC shall follow the instructions and decisions of the Board.**
- 6. All persons using the TCC must comply with any instructions, directions or requests received from a security officer. All persons using the TCC shall conduct themselves in a courteous manner with due regard for the rights of others. Gang activity or the display of gang insignias will not be permitted on Town Center premises. Management reserves the right to exclude or eject any person whose conduct is deemed inappropriate for the use of the facility.**
- 7. All persons using the TCC will do so at their own risk.**
- 8. The TCC shall not be used by any group, club or association without the express written consent of the Management.**
- 9. No wagering, gambling, lotteries, raffles or the use of alcohol may be permitted in the TCC unless approved by Management and where necessary, authorized by law.**
- 10. No advertising, leaflets, papers, signs or other written matter shall be distributed or posted in or upon the TCC premises without the written consent of the Management. If any organization puts leaflets or flyers anywhere but in the front slots, the organization will be notified by mail to stop.**
- 11. The number of occupants in any part of the TCC may be limited by the Management.**
- 12. Shoes and shirt or other covering garment over bathing suits are required when members and/or their guests are walking through the lobby on their way to or from the parking lot. Wearing bathing suits in other areas of the TCC is prohibited.**

- 13. No pets or animals may be brought into the TCC.**
- 14. No bicycles or skateboards may be brought into the TCC.**
- 15. No food is permitted in the TCC at any time. An exception may be made for groups with prior consent of the Management. Members have the option of using the BBQ area or the Chickeehut outside the Patio Restaurant as eating areas. NO FOOD OR BEVERAGES ARE PERMITTED AT POOLSIDE.**
- 16. Cars may be parked only in designated parking areas at the TCC. Any car parked illegally will be towed away and reclamation will be at the Owner's expense, without recourse. No overnight parking of any vehicle, van, camper, boat, trailer, motorcycle, truck or commercial vehicle is permitted.**
- 17. Children under the age of six (6) will not be required to pay entrance fees except for parties in the rink where a guest fee will be charged for everyone regardless of age.**
- 18. Children under the age of ten (10) shall not be permitted to enter or use the facilities of the TCC unless accompanied by an individual of at least fourteen (14) years of age who must supervise the child at all times. No one under the age of 12 is permitted to use the pool or pool areas unless supervised by an adult over the age of 18.**
- 19. Management is not responsible for lost or stolen articles left in the TCC.**
- 20. Rules & Regulations that are posted in any particular area, room or facility within the TCC will control the use thereof and shall be deemed supplemental to the Rules & Regulations herein enumerated. All residents and their guests are responsible for reading and abiding by these rules.**
- 21. Any members whose dues have not been received by February 1st, will not be permitted to enter or use the facility, except those on special arrangements.**
- 22. The Board of Directors of the Town Center Club Authority, Inc. may modify and/or change Rules & Regulations from time to time without notice.**
- 23. Members may not conduct business on Town Center Club property unless approved by Management.**

Operating hours for the TCC are as follows:

**ADMINISTRATIVE HOURS**

Mon. - Fri.: 9AM - 5PM

**FRONT RECEPTION HOURS**

Mon. - Fri.: 9AM - 8PM  
Sat. and Sunday: 10AM - 6PM

**MEMBERSHIP PHOTO HOURS**

Mon. - Fri.: 10AM - 8 PM  
Saturday 10 AM - Noon

**CARD ROOM**

Mon. - Sat.: 9AM - 10PM  
Sun.: 9AM - 6PM

**MEETING ROOMS**

Mon. - Sat.: 9AM - 9PM  
Sun.: 9AM - 6PM

**BILLIARD ROOM**

Mon. - Thurs.: 9AM - 10PM  
Fri. - Sat.: 9AM - 9PM  
Sun.: 9AM - 6PM

**SCULPTURE ROOM**

Mon. - Sat.: 9AM - 9PM  
Sun.: 9AM - 6PM

**LIBRARY**

Mon. - Fri.: 9AM - 9PM  
Sat. and Sunday: 9AM - 6PM

**HEALTH CLUB**

**Mon. - Friday**

**6:00AM - 10PM**

**Sat. - Sun.:**

**7AM - 6PM**

**RACQUET BALL COURTS**

**Mon. - Friday**

**7AM - 10PM**

**Sat;**

**7 AM - 9 PM**

**Sun. :**

**7AM - 6PM**

**RINK/BOWLING AREA**

**Mon. - Fri.:**

**\*2PM - 10PM**

**Sat.:**

**\*2PM - 9PM**

**Sun.:**

**\*1PM - 6PM**

**\* Schedule changes according to School Calendar. Please refer to separate schedule.**

**WALKING IN RINK (DAILY):**

**6:30AM - 10:30AM**

**LEGAL HOLIDAYS**

**Building closes at 5PM**

**Hours may be changed at the discretion of Management for Special Events.**

**TOWN CENTER CLUB AUTHORITY, INC.**

**MEMBERSHIP RULES & REGULATIONS**

**1. MEMBERSHIP (I.D.) PHOTO HOURS:**

**Monday - Friday: ..... 10AM - 8PM**  
**Saturday: ..... 10AM - 12PM**

**2. PERMANENT I.D. CARDS (BLUE)**

**Unit owners, their spouses, unmarried children who are 22 years of age or less and parents of the unit owners who are living at the unit owner's home, are the only individuals eligible for a Permanent ID Card. In the case of unit owners and their spouses, proof of ownership (recorded deed and indication of condo association approval of purchase) as well as proof of marriage (marriage license), if applicable, are required. In the case of unmarried children, a birth certificate and proof of address (driver's license and voter's registration), if applicable, are required. Additionally, proof of address (indicated previously) are required of parents who reside with unit owners.**

**3. TEMPORARY I.D. CARDS (RED or WHITE)**

**Lessees with rental agreements for a term of four (4) months or less receive red I.D. cards; those with a lease for five (5) months to a year receive white I.D. card. The rental agreement and proof of condo association approval as well as the surrender of the unit or home owner's membership card are required before the ID cards are issued. All parties residing with the lessee will receive temporary ID Cards provided that all names are listed on the rental agreement. Birth certificates are required for all children regardless of age. All temporary ID Cards are valid for 1 year and a fee of \$25.00 plus tax is charged for each of these temporary ID. Cards.**

**4. I.D. CARDS FOR FAMILY MEMBERS:** Children who are 23 years of age or older and living at home, as well as children who reside in properties owned by their parents, will be charged \$10.00 plus tax for a temporary white ID. Card, valid for 1 year, with proof of address (voter's registration and driver's license) as well as birth certificates. Individuals residing permanently with an owner will receive temporary I.D. Cards, valid for one (1) year, for a fee of \$25 plus tax, if proof of address (i.e. driver's license and voter's registration) as well as condo association approval. Birth certificates shall be required for all children, regardless of their age. The replacement cost of an I.D. Card shall be \$10 plus tax.

**5. GUEST PASSES:** Only members in Good Standing may purchase guest passes. The fee for a daily pass is \$3.00 and \$12.00 plus tax for a weekly pass (the latter may only be purchased by an adult member). Each unit owner who is a Member in Good Standing is entitled to receive a card, each year, that may be redeemed for 15 guest passes (each valid for 1 day) when presented at the front desk by the unit owner. Recognized Bonaventure Organizations must purchase a guest pass for their members who are not Bonaventure Town Center Club members for all club functions. A special voucher will be made available to all recognized Organizations containing 15 punches for guests at a cost of \$15.00. A representative for each organization must be present to identify their guests and redeem a punch from the vouch for a guest pass. Guest passes may be prepared in advance. A \$1.00 fee will be charged to look up the ID of a member who does not have their valid Town Center Club ID card present to gain entrance to Town Center Club.

**6. TOUR PASS:** A pass to tour the facility may be obtained from staff at the security desk and is valid for 1/2 hour. Said pass does not entitle guest to use the facilities.

**7. REPLACEMENT CARDS:** A charge of \$10.00 plus tax will be imposed for the furnishing of replacement cards.



**TOWN CENTER CLUB AUTHORITY, INC.**

**BILLIARD ROOM RULES & REGULATIONS**

1. **Persons under the age of eighteen (18) are not permitted to enter the Billiard Room unless approved by Management.**
  
2. **Town Center I.D. card or Guest Pass must be left with Security in order to play and obtain equipment. Card or Pass will be returned once equipment is checked back in with Security.**
  
3. **Play is limited to one (1) hour per table when others are waiting to play.**
  
4. **Sitting on tables is not permitted.**
  
5. **All players shall be responsible for any and all damages to billiard tables, equipment, and Billiard Room.**
  
6. **NO food, drink or glass containers are permitted in the Billiard Room.**
  
7. **Billiard Room hours are:**  

<b>Mon. - Fri:.....</b>	<b>9AM - 10PM</b>
<b>Sat.:.....</b>	<b>9AM - 9PM</b>
<b>Sun.:.....</b>	<b>9AM - 6PM</b>
<b>Legal Holidays:.....</b>	<b>9AM - 5PM</b>

**TOWN CENTER CLUB AUTHORITY, INC.**

**LIBRARY RULES & REGULATIONS**

1. **Room is for the use of Bonaventure Residents in good standing only.**
2. **Management may restrict the use of the Library when deemed necessary.**
3. **Children under the age of ten (10) shall not be permitted to enter or use the Library unless accompanied by an individual of at least fourteen (14) years of age, who must supervise the child at all times.**
4. **Library is for the use of reading and studying only.**
5. **ALL books borrowed MUST be signed out on the appropriate sign-out sheet provided.**
6. **Encyclopedia and reference books are NOT permitted to be removed from the Library.**
7. **No food, drink or glass containers are permitted in the Library without prior consent of Management.**
8. **LIBRARY hours are:**

<b>MON. - FRI.:</b>	<b>9AM - 9PM</b>
<b>SAT. - SUN.:</b>	<b>9AM - 6PM</b>
<b>LEGAL HOLIDAYS:</b>	<b>9AM - 5PM</b>

**TOWN CENTER CLUB AUTHORITY, INC.**

**KITCHEN RULES & REGULATIONS**

- 1. Room is for the use of Bonaventure Residents in good standing only and those Board Recognized Bonaventure Organizations, who must have the prior consent of Management.**
- 2. Management may restrict the use of the Kitchen when deemed necessary.**
- 3. Ovens and stoves are for warming purposes only. The cooking of food is strictly prohibited. ONLY Management shall ignite range.**
- 4. Persons using the room and equipment do so at their own risk.**
- 5. Appropriate safety equipment must be worn and used at all times.**
- 6. No food or supplies are to be left in the kitchen after function has been completed. Any food or supplies left, will be disposed of by Management.**
- 7. Persons using the room are responsible for clean-up.**
- 8. Management is not responsible for the failure of equipment.**
- 9. Food stored in the kitchen is at users risk.**
- 10. In the event of a wet spill, the front desk must be notified immediately for cleanup.**
- 11. Anything left in the refrigerator, or on the stove or in the kitchen will be discarded by the staff.**
- 12. Members shall be responsible for providing the following items:**
  - a. Receptacles for heating, handling, and serving food**
  - b. Silverware, dishtowels, cleansers, sponges, paper products, etc.**
- 13. A sanitizing fee of \$25.00 will be charged if the kitchen facility is used.**
- 14. Failure to comply with the rules as set forth above, will result in forfeiture of security deposit and denial of future use.**

TOWN CENTER CLUB AUTHORITY, INC.

SCULPTURE ROOM RULES & REGULATIONS

1. Room is for the use of Bonaventure Residents in good standing only.
2. Management may restrict the use of the Sculpture Room when deemed necessary.
3. Persons under the age of eighteen (18) are not permitted to enter or use the Sculpture Room unless approved by Management.
4. Town Center valid I.D. card must be left with Security prior to obtaining entrance key. Upon receipt of I.D. card, entrance key will be issued.
5. Upon entering room, air cleaners must be turned on.
6. Persons using the room and equipment, do so at their own risk.
7. Appropriate safety equipment must be worn at all times, (ie; safety goggles).
8. Only dremel type grinding is permitted in the Sculpture Room at the designated exhaust cubicles provided. All other grinding MUST be done in outside area provided.
9. All persons shall be responsible for any and all damages to room and equipment.
10. Management is not responsible for any items left in room.
11. Each person is required to clean their own working area (inside and outside room) in which they have been working.
12. Storage lockers are provided for use by residents. All lockers must be registered with Management prior to storage.
13. Last person to leave the Sculpture Room shall be responsible to shut off lights air conditioning, air cleaners, and to secure room.
14. No stone brought into the TCC may exceed 150 pounds.
15. No food, drink or glass containers are permitted in the Sculpture room.
16. Sculpture Room hours are:

Mon. - Fri	9AM - 10PM
Sat	9AM - 9PM
Sun	9AM - 6PM
Legal Holidays:	9AM - 5PM

**TOWN CENTER CLUB AUTHORITY, INC.**

**CERAMIC ROOM RULES & REGULATIONS**

- 1. Room is for the use of Bonaventure Residents in good standing only, unless approved by Management.**
- 2. Management may restrict the use of the Ceramic Room when deemed necessary.**
- 3. Persons under the age of sixteen (16) are not permitted to enter or use the Ceramic Room unless approved by Management.**
- 4. Persons using the room do so at their own risk.**
- 5. Proper safety attire is required, when deemed necessary.**
- 6. Management is not responsible for any items left in room.**
- 7. All persons shall be responsible for any and all damages to room and equipment.**
- 8. Each person is required to clean their own working area.**
- 9. Last person to leave the Ceramic Room shall be responsible to shut off lights, air conditioner, and to secure room.**
- 10. All firing of ceramic pieces shall be performed by the instructor.**
- 11. No food, drink or glass containers are permitted in the Ceramic Room.**

**TOWN CENTER CLUB AUTHORITY, INC.  
HEALTH CLUB/LOCKER ROOM RULES & REGULATIONS**

1. Management may restrict the use of the Health Club facilities when deemed necessary.
2. Proper attire and athletic shoes must be worn at all times when utilizing gym equipment.
3. All equipment must be returned to its proper place upon completion of each activity.
4. Persons under the age of fifteen (15) are not permitted to enter the Health Club. All persons using the athletic equipment do so at their OWN RISK.
5. Exercise classes may require advance registration and classes start promptly at scheduled times.
6. "RENTAL" Lockers are available to all members. The rental fee is \$12 for a 6 month period from October 1st to March 31st and April 1st to September 30th. Fee is to be paid at the front desk. Keys/locks will be issued by the Gym Manager. TCC will have their own combination/keys to each locker. Members are responsible for their keys/combination). In the event the members key is lost, there will be a replacement fee of \$5.
7. Food and drinks in glass containers are not permitted in the Health Club/Locker Room areas. However, non alcoholic beverages in plastic sports bottles will be permitted.
8. Hours: Mon-Fri..6:00AM-10PM;  
Sat-Sun..7AM-6PM;  
Legal Holidays..7AM-5PM
9. Guests under 19 must be accompanied by the sponsoring member and the member must be present at all times

“Trainers who wish to conduct business in the Town Center Club Gym, must register with management, submit certification and a \$1,000,000.00 liability insurance policy holding Town Center Club harmless. Trainers must be members of Town Center Club. Trainers must pay Town Center Club a monthly fee to be determined by management and must wear identification as a trainer while training in our Gym. Town Center Club shall keep a current list of approved trainers available to all members. If a guest utilizes the services of an approved trainer, the guest must pay for a guest pass and may not make use of a discounted voucher

A member may bring in a guest trainer on a one on one basis. However the member must notify management and pay the full price for a guest trainer pass. If management deems that the guest trainer is conducting business with multiple clients, he or she shall be denied access to the Town Center Club.

If management determines that non approved trainers are conducting business in our Gym, management shall immediately stop the session and ask the trainer to leave the premises.”

The Current Monthly Fee is set to \$60.00

**\*\*\* SAUNA RULES & REGULATIONS \*\*\***

10. Persons using saunas do so at their OWN RISK and should check with their physician prior to utilization of facility.
11. This is a DRY sauna -- NO wet suits or other wet articles are permitted at any time. Towels are required.
12. Water is NOT to be used on any sauna equipment.
13. Stay should be limited to eight (8) minutes; heat for longer periods can cause heat dehydration.
14. NO jewelry should be worn in sauna.

1. Reservations for court time can be made by phone or in person no more than twenty-four (24) hours in advance by calling the gym office. TCC I.D. card number MUST be given at the time of booking.
2. Management may restrict the use of the Racquet Ball Courts when deemed necessary.
3. Persons under thirteen (13) years of age are NOT permitted to enter the courts, without prior consent of Management.
4. Play is limited to one (1) hour when others are waiting to play.
5. Shirts MUST be worn at all times.
6. Black or blue soled shoes ARE NOT permitted on the courts and shoes MUST be thoroughly cleaned before entering the courts.
7. The color of the ball used for play MUST be BLUE.
8. NO food, drinks, or glass containers are permitted in or around the Racquet B a l l Courts.
9. Each player is responsible for any and all damages to the courts caused by him/her.
10. Players are expected to leave the courts clean upon completing play.
11. Hours for the Racquet Ball Courts are:  
Mon-Fri.7AM-10PM; Sat 7AM to 9 PM; Sun...7AM-6PM; Legal Holidays...7AM-5PM

**TOWN CENTER CLUB AUTHORITY, INC.  
ROLLER SKATING RINK RULES & REGULATION**

1. Management may restrict the use of the Roller Skating Rink when deemed necessary.



2. Food and drinks are permitted in designated vending area only. **NO** glass containers are permitted anywhere in the rink area.
3. Shirt **MUST** be worn at all times.
4. All persons who use the Roller Skating Rink do so at their **OWN RISK**. No skates are to be worn outside the designated skating area.
5. Management reserves the right to exclude or eject any person whose conduct is deemed inappropriate for the facility.
6. Any person under the influence of alcohol and/or drugs will **NOT** be permitted to use the Roller Skating facilities.
7. Hats, sunglasses, combs, brushes and sharp objects on one's person are prohibited when skating.
8. Management has the right to inspect all skates brought into the Roller skating Rink and to disallow any skates not meeting its standards. **NO** metal wheels are permitted; indoor skates **ONLY**.
9. Fast or reckless skating, weaving in and out, tag playing or skating in a manner that may jeopardize the safety of others is absolutely prohibited.
10. Sitting on walls, railings, tables and counters is not permissible.
11. Management is **NOT** responsible for lost or stolen articles left in the rink area.
12. Rental skates are available for a fee of \$1. I.D. card or appropriate pass must be left with attendant prior to rental. All persons renting skates **MUST** wear socks.
13. All accidents and/or injuries should be reported to Management immediately.
14. Hours:           \*Mon-Fri..2PM-10PM; Sat..12 PM- 9 PM; Sun..1 PM-6 PM  
For walking and Tot Lot **ONLY**.. Mon - Fri 7:00 - 10:30 AM,  
Sat & Sun 7:00 - 9:00 AM

\*Schedule follows School Calendar.

1. **Management may restrict the use of the bowling lanes when deemed necessary.**
2. **All players must check-in at the Roller Rink prior to play.**
3. **Play is limited to one (1) hour when others are waiting to bowl.**
4. **League fees and related team or league charges will be determined by Management from time to time.**
5. **Rental shoes are available for a fee of \$1.00 . I.D. card or appropriate pass must be left with attendant prior to rental. All persons renting bowling shoes shall be required to wear socks.**
6. **Proper bowling shoes must be worn.**
7. **Bowlers must stay behind foul line.**
8. **Shirts must be worn at all times.**
9. **Each player shall be responsible for any and all damages to the bowling lanes caused by him/her.**
10. **Children under the age of eight (8) may only be present in the Bowling area during the designated scheduled hours with an Adult. Children between the ages of eight (8) and twelve (12) MUST be accompanied by an adult.  
Children between the ages of three (3) and eight (8) years of age may use bowling alleys only if they use the Bumper Bowling System and the light-weight balls.**
11. **\*Hours: Mon - Fri..2PM-10PM; Sat..2PM-9PM; Sun..1PM - 6PM**

**\* Schedule changes with School Calendar  
Please refer to separate schedule.**

## **ROOM RESERVATIONS**

- 1. All room reservations are taken by the Activities Coordinator in the offices of the TCC between 9AM and 5PM on Monday through Friday.**
- 2. Room reservations must be made by the President of the group, club, organization or association or by the President's designee.**
- 3. The initial reservation for monthly meetings must be made personally by the appropriate individual and a room reservation form completed at least 1 month prior to the meeting. A verbal confirmation will be taken by phone 2 weeks prior to each meeting.**
- 4. There is no charge for normal monthly meeting functions of \*Recognized Bonaventure groups, clubs, organizations and associations.**
  - a) A normal monthly meeting is defined as a meeting which takes place in one of the following rooms: MP1, MP4, MP5, and the Patio Room.**
  - b) Meetings that require a change from the customary set up of any room will be subject to a set up fee.**
  - c) Meetings beyond the normal monthly meeting can always be scheduled, subject to space availability.**
  - d) Meetings shall be scheduled during normal operating hours.**
  - e) The \*Recognized Bonaventure groups, clubs and organizations have the privilege of using any room in the TCC, one (1) time a year, based upon its availability, without paying a rental or set up fee (excluding the Skating Rink and Bowling Alley Areas and card room)**
  - f) A clean up fee will be incurred if a room is not restored to its original order.**
  - g) Use of the Ballroom does not include technical equipment.**

## **ROOM RESERVATIONS (cont.)**

5. **Premises may be used for fundraising only by those \*Recognized Bonaventure Organizations, subject to Management approval.**
6. **All recognized organizations must sign a contract for all meetings other than their regular monthly meeting. Any additional requirements must be addressed in the contract.**
7. **In the event of unforeseen circumstances, Management may change or cancel a room reservation. The President of said organization will be notified as soon as possible should this situation occur.**
8. **Organizations are responsible for publicizing their own meetings. Bonaventure Times and information center may be used, subject to space availability.**
9. **Room capacity shall be in accordance with that specified by the Fire Marshall's Office.**
- \* **Recognized Bonaventure groups, clubs, organizations and associations include:**

**Bonaventure Condominium and Homeowners' Associations  
Bonaventure Italian American Club & Friends  
Bonaventure Tennis Association  
Brandeis University  
Citizens Observer Patrol  
Democratic & Republican Clubs  
Garden Club  
Hadassah  
Latin Club de Bonaventure  
League of Women Voters  
ORT  
President' Council**

All of the above groups **MUST** maintain a minimum of 80% Bonaventure resident membership and provide a membership list by January 1st of each year in order to retain the privilege of TCC usage.

## **TOWN CENTER CLUB AUTHORITY, INC.**

### **RENTAL RULES**

- 1. ONLY Bonaventure residents who are Members in Good Standing may rent specified facilities at the TCC on a space available basis.**
- 2. Room rentals are for social gatherings ONLY. No business can be conducted. Any violations will result in refusal of future rentals to that Organization or Individual.**
- 3. Any resident who rents a room holds the Bonaventure TCC harmless for any injuries that may occur to them or their guests while at the TCC. All facilities are used a the risk of the renter and his/her guests.**
- 4. ONLY those rooms and/or areas specified in the rental agreement may be used by the renter and his/her guests. Normal TCC guest fees will be imposed for the use of other TCC facilities.**
- 5. A room reservation may be cancelled up to three (3) days prior to the rental date and a full refund given less a \$25 administrative fee. In the event of a cancellation within three (3) working days of the rental date, the TCC will retain a \$50 administrative and set-up fee.**
- 6. NO alcoholic beverages may be used at the TCC without prior written consent of Management. The sale of alcoholic beverages is PROHIBITED.**
- 7. Authorized TCC staff shall have access to a rented facility at any time and have the authority to cancel an event should a violation of General or Rental Rules occur.**
- 8. TCC facilities will NOT be made available to any Organization or Individual for the purpose of conducting religious services, religious rallies, or religious classes of instruction.**
- 9. The Management reserves the right to refuse rental to any group if it deems such action appropriate.**

**TOWN CENTER CLUB AUTHORITY, INC.**

**RENTAL RULES (cont.)**

10. All renters are expected to provide minimal clean-up which includes:
  - a) clean-up of debris, food, plates, cups, etc. and place these in receptacles that will be provided.
  - b) removal of decorations and tape they have installed
  - c) any set-up that is requested other than the normal set-up for the rented room shall require an additional set-up fee at a rate of \$20.00 per man hour with a minimum of 2 man hours.
11. At any rental function involving children under the age of eighteen (18) years of age, at least 1 adult per every 10 children **MUST** be present at all times.
12. No Town Center Club property may be removed from its assigned room.
13. The TCC member who signs the contract for the specific party, must be present for the duration of the party and be the person responsible to coordinate with the staff.
14. Any caterer hired by TCC members for a specific party must supply proof of insurance from the caterer holding TCC harmless from claims as a result of their catering services including serving alcoholic beverages.

**TOWN CENTER CLUB AUTHORITY, INC.**  
**RENTAL SCHEDULE (members non business)**  
All rental rates are based on four (4) hours of use.

<u>RENTAL</u>	<u>RENTAL FEE</u>	<u>EACH ADD. HOUR</u>	<u>SECURITY DEPOSIT</u>	<u>RE-STORE</u>
BALLROOM	\$750	\$200	\$750	Current rate
PATIO ROOM	\$300	\$100	\$300	Current rate

<b>^*PATIO TIKI</b>	<b>\$110</b>	<b>\$0</b>	<b>\$50</b>	<b>\$0</b>
<b>^*RINK PARTIES</b>	<b>\$110</b>	<b>\$0</b>	<b>\$50</b>	<b>\$0</b>

**^ Security personnel included in Room Rental Price.**

**The following fees shall be charged for SECURITY PERSONNEL assigned to cover the scheduled events as follows:**

**PATIO ROOM, 1 SECURITY PERSONNEL AT THE CURRENT RATE WITH A 5 HOUR MINIMUM.**

**BALLROOM, 2 SECURITY PERSONNEL AT THE CURRENT RATE WITH A 5 HOUR MINIMUM. ATTENDEES GREATER THAN 250, 3 SECURITY PERSONNEL AT THE CURRENT RATE WITH A 5 HOUR MINIMUM.**

**IF ALCOHOL IS SERVED, 1 LAW ENFORCEMENT GUARD IS REQUIRED REGARDLESS OF THE NUMBER OF ATTENDEES AT THE CURRENT RATE WITH A 4 HR. MINIMUM. THIS PERSONNEL SHALL BE IN ADDITION TO THE SECURITY REQUIRED FOR ATTENDEES LISTED ABOVE.**

**ANY PARTIES FOR TEENAGERS WILL REQUIRE A LAW ENFORCEMENT GUARD AT THE CURRENT RATE WITH A 4 HR. MINIMUM.**

**The use of the stage is prohibited. Renter MUST provide his/her own sound equipment.**

**A deposit of one-half the rental fee, together with the appropriate security deposit, is required at the time the room is reserved with the balance due at least one (1) working day prior to the rental date.**

**All above areas require reservations and a signed contract.**

**If any reserved area is not left in suitable condition, the security deposit will be forfeited.**

**\*Use of alcohol is not permitted in these areas.**

**TOWN CENTER CLUB AUTHORITY, INC.  
RENTALS FOR MEMBERS & NON-MEMBERS  
DOING BUSINESS**

<b><u>RENTAL</u></b>	<b><u>RENTAL 4 HRS</u></b>	<b><u>ADDITIONAL HOUR</u></b>	<b><u>PER HOUR RATE</u></b>	<b><u>SECURITY DEPOSIT</u></b>	<b><u>RESTORE FEE</u></b>
<b>BALLROOM</b>	<b>\$900</b>	<b>\$200</b>		<b>\$900</b>	<b>current rate</b>

<b>MP-1</b>	<b>\$350</b>		<b>\$150</b>	<b>current rate</b>
<b>MP-5</b>	<b>\$150</b>		<b>\$50</b>	<b>current rate</b>
<b>PATIO ROOM</b>	<b>\$400</b>	<b>\$100</b>	<b>\$400</b>	<b>current rate</b>

All rooms have a 2 hour minimum except Ballroom and Patio Room which is 4hrs.

**PATIO ROOM, 1 SECURITY PERSONNEL AT THE CRRENT RATE WITH A 5 HOUR MINIMUM.  
 BALLROOM, 2 SECURITY PERSONNEL AT THE CRRENT RATE WITH A 5 HOUR MINIMUM.  
 ATTENDEES GREATER THAN 250, 3 SECURITY PERSONNEL AT THE CURRENT RATE WITH A  
 5 HOUR MINIMUM.**

**ATTENDEES GREATER THAN 250, 3 SECURITY PERSONNEL AT THE CURRENT RATE WITH A  
 5 HOUR MINIMUM.**

**IF ALCOHOL IS SERVED, 1 LAW ENFORCEMENT GUARD IS REQUIRED REGARDLESS OF THE  
 NUMBER OF ATTENDEES AT THE CURRENT RATE WITH A 4 HR. MINIMUM. THIS PERSONNEL  
 SHALL BE IN ADDITION TO THE SECURITY REQUIRED FOR ATTENDEES LISTED ABOVE.  
 ANY PARTIES FOR TEENAGERS WILL REQUIRE A LAW ENFORCEMENT GUARD AT THE  
 CURRENT RATE WITH A 4 HR. MINIMUM.**

**The use of the stage is prohibited. Renter MUST provide his/her own sound equipment.**

**A deposit of one-half the rental fee, together with the appropriate security deposit, is required  
 at the time the room is reserved with the balance due at least one (1) working day prior to the  
 rental date.**

**All above areas require reservations and a signed contract.  
 If any reserved area is not left in suitable condition, the security deposit will be forfeited.**

**TOWN CENTER CLUB AUTHORITY, INC.**

**POOL RULES & REGULATIONS**

- 1. Pools and pool area decks close at dusk.**
- 2. Management may restrict the use of pool facilities when deemed necessary.**



3. **Chairs, chaise lounges and tables may not be reserved at any time.**
4. **There are no lifeguards - you SWIM AT YOUR OWN RISK.**
5. **Bathers using suntan oil MUST cover chair or chaise lounge before using them.**
6. **No one under twelve (12) years of age is permitted to use the pools or pool areas unless supervised by an adult over the age of 18.**
7. **Running, ball playing, splashing and rough play in pools or on pool area decks is prohibited.**
8. **Diving and jumping into pools is prohibited.**
9. **Floating devices are not permitted in the pool area, except for personal floating devices attached to the body and infant floatation seats. Any device not mentioned, needs prior approval of management.**
10. **No dancing, parties or meeting around pool areas are permitted without the consent of Management.**
11. **Swimming is prohibited in the exercise pool during classes.**
12. **Children in diapers MUST wear rubber pants or swim diapers in the pools.**
13. **All persons using the Jacuzzi/Whirlpool do so at THEIR OWN RISK, and should check with their physician before using this facility. Use of the Jacuzzi/Whirlpool must not exceed ten (10) minutes at one time. Children under twelve (12) years of age ARE NOT permitted to use the Jacuzzi/Whirlpool.**

**TOWN CENTER CLUB AUTHORITY, INC.**

**TENNIS RULES & REGULATIONS**

1. **I.D. cards MUST be shown upon request by TCC Management or Security.**
2. **Guests MUST have a valid guest pass in order to use the Tennis facilities. The number of guests allowed will be determined by Management and may be limited from time**

to time.

3. **Each Owner/Resident shall be responsible for his/her guests and is expected to apprise his guests of the rules and regulations for the use of the TCC Tennis facilities.**
4. **Management may restrict the use of the Tennis facilities when deemed necessary.**
  - a) **Instruction or practice sessions may only be conducted from 3 to 6PM. A double court shall be reserved for this purpose.**
5. **NO food or glass containers are permitted in the Tennis area.**
6. **All persons using the Tennis facilities shall conduct themselves in a courteous sportsmanlike manner with due regard for the rights of others.**
7. **Proper attire is required. Shirts MUST be worn at all times. Long jogging suits are acceptable. Street clothes are NOT permitted.**
8. **Tennis shoes MUST be worn. Other types of shoes damage the surface of the courts.**
9. **Use of the Tennis facilities is restricted to Tennis only. ONLY Tennis equipment is to be brought onto the tennis courts.**
10. **Damage resulting from non-compliance with the rules governing the use of the Tennis courts will be the responsibility of the unit owner and may result in an assessment.**
11. **Management reserves the right to exclude or eject any person whose conduct is deemed inappropriate for the use of the Tennis facility.**
12. **All persons using the Tennis facilities must do so at their OWN RISK.**
14. **No foul language permitted.**
15. **Management is not responsible for lost or stolen articles left in the Tennis area.**
16. **Report all accidents to Management IMMEDIATELY.**
17. **Management may modify and or change rules and regulations from time to time without notice.**
18. **Anyone wishing to play MUST sign up or call the gym attendant no more than 24 hours in advance. Reservations are made on the same day of requested court time. Only one hour of court time may be reserved each day.**
19. **When it is your time to play, wait outside of playing area until the point or game is finished. If players are near conclusion of scheduled one hour play time limit, players should not exceed five (5) minutes over your allotted hour of play. Any problems should be reported to Security IMMEDIATELY.**

- 20. All reservations begin on the hour beginning at 7:00 AM. Court time, on a first-come first-serve basis, is assigned to players after signing in with gym attendant. One hour for doubles, and 1/2 hour for singles. Only one (1) court will be allowed for singles use between the hours of 7:00 AM to 10:30 AM. Three (3) persons are considered singles. Courts not claimed on time (within 15 minutes) are no longer reserved, and may be used by those resident players not holding reservations. Courts not claimed by residents may be used by guests with an appropriate TCC guest pass.**
- 21. Children who are not capable of playing tennis MUST be supervised by an adult. This is for their own safety and as a courtesy to other players.**
- 22. DO NOT cross in front or behind a player/players while they are in a match to retrieve your ball.**
- 23. THE TCC RESIDENT PRO HAS RESERVATION PRIORITY AT ALL TIMES.**