

Sea Ranch Club Condominium Association, Inc.

Ocean Room Rules

As approved by the Board of Directors, Sea Ranch Club Condominium Association, Inc.

1. The Manager of the building currently holding the Association presidency shall be the keeper of the Ocean Room's reservations, and be the authority to confirm availability.
2. Qualified residents desiring to use the Ocean Room must make written application minimum three weeks in advance to their own Building Manager. In turn, as appropriate, the resident's Building Manager shall notify the Building "B" Manager and the Association Manager-in-Charge, including start/finish times of event.
3. Building Manager of the qualified resident shall be responsible for: (a) collecting \$500.00 cash deposit from which a minimum \$100.00 clean-up fee is to be deducted upon returning monies for a damage-free room (as confirmed by said Building Manager); (b) obtaining guest list (minimum 5 days in advance); and (c) ensuring maximum number for the room 100 people.
4. For Association/Building events, there shall be no deposit or clean-up fees. Committee chairing event is responsible for clean-up. Trash bags shall be obtained from Association.
5. Arriving guests, catering deliveries, car parking, etc. are the responsibility of the resident's own building. All persons attending the event must arrive, park, and access the Ocean Room through the resident's own building. Access is through common areas near pool or stairway in garage (in case of bad weather).
6. Building "B" Manager shall notify its Security staff about the event (so they are aware when walking around).
7. Building "B" Security is not responsible for taking care of guest parking or use of Building "B" guest spots relative to the event.
8. Guests of Building "A" or "C" residents are not permitted to walk or carry food through Building "B" if the affair being attended is that of their own building.
9. Both bathrooms - men's and women's - will be accessible for private, building or Association events.
10. Managers of all three buildings must have an access key to the Ocean Room and stairwell door.
11. Events must be over by midnight.

NOTE: Ocean Room is available for use by the entire Sea Ranch Club community.

Approved April 2013