

**GLENSHIRE COMMUNITY BUILDING
RULES AND REGULATIONS
REVISED: JUNE 21, 2010**

The Glenshire Community Building, located at 8900 Abbeydale, contains the office of the Glenshire Community Association, as well as meeting rooms that are for the use of all residents of Glenshire. The office is for use by the Board of Directors, the Secretary and Treasurer. The meeting rooms are for Association meetings, recreation, parties, clubs and organizations.

The Board of Directors of the Glenshire Community Association (GCA) will approve and implement the policy for the community building activities. The ultimate responsibility of the building rests with the Board of Directors. Reservations for use of the building will be made through the community Secretary at the office or via the Association phone, 713-981-6407. The Secretary is responsible for coordinating the calendar and collecting the deposits and rental fees. When possible, reservations should be made a month in advance.

The following rules have been approved by the GCA. It is understood that those desiring to use the building will comply with these rules and sign a rental contract agreement.

The meeting rooms will be available to Glenshire residents of record whose maintenance fees and special assessments are current upon signature of rental agreement and payment of security deposit.

The Glenshire Community Association will not discriminate in renting rooms or the building on the basis of sex, race, national origin, or religion. However, the Glenshire Board of Directors reserves the right to refuse to rent to any group or individual, or for any function, if the Board of Directors finds that the planned activity or function would in some manner annoy or alarm surrounding residents of Glenshire or disrupt the peace and tranquility of the subdivision. The decision to rent the Glenshire Community Association facilities to any group or individual does not imply that the Board of Directors or Community Association in any way endorses, sponsors or approves of the group's philosophies or activities.

Scheduling will be on a first come, first served basis.

A standard CASH (no checks) deposit of \$250.00 per event will be required, payable before the scheduled event is to take place. The deposit will be returned to the renter in full, by check, only if the renter delivers a completed GCA Building Checklist form under the office door at the end of that day's rental period *and* if the Association deems the renter to be in total compliance with the Rules and Regulations set forth for renting the building. The amount of the refund will be determined by the Board of Directors after a thorough inspection of the building is made. Any clean-up and damage fees will be deducted from the \$250.00 deposit, and indicating any amounts of deductions, shall be provided to the renter. ***(NOTE: If the renter neglects to complete the a copy of the "Rules and Regulations – Infraction Charges" sheet (included with the Rental Agreement) required GCA Building Checklist as mentioned herein and building damages require repairs and/or clean-up of the building is necessary, \$150.00 of the \$250.00 deposit will be withheld as a flat charge regardless of actual costs for clean-up and damages. Clean-up and/or damage expenses exceeding \$150.00 will be deducted from the remaining \$100.00. Any expenses exceeding \$250.00 will be billed to the renter. All refund deposit amounts will be made by check.)***

ALL CARS OF COMMUNITY BUILDING USERS SHOULD BE PARKED IN THE LOT ADJACENT TO THE POOL (ENTER AT STERLINGAME, ONLY; EXIT AT ABBEYDALE, ONLY.) IF NECESSARY, CARS MAY PARK ALONG SIDE STREET IN FRONT OF THE COMMUNITY BUILDING ONLY, NOT ON BOTH SIDES OF THE STREET, AND MUST NOT BLOCK PRIVATE DRIVEWAYS. ***CARS VIOLATING THIS RULE MAY BE TOWED AWAY WITHOUT NOTICE.***

There will be one key available for opening the meeting room. The key will be given to the renter on the day of the booked event. If access to the building prior to the scheduled event is necessary, special arrangements with the Secretary must be made. The key must be returned by placing it in the locked mailbox mounted to the front of the building as soon as the event is over. There will be a late charge of \$5.00 for each day that the key is not returned; there will be a \$20.00 charge for a lost key.

The building will be available for GCA meetings and activities, sanctioned groups and private parties/meetings. Community and Civic activities take precedence in the use of the building. Non-profit organizations will be given authorization to use as available.

Sanctioned Groups

1. A sanctioned group is one that has requested and been granted by the GCA Board of Directors the privilege of using the meeting rooms at a regular and specified time. No rental fee will be required for this use. No damage deposit is required, but the sanctioned group will be liable for all damages incurred during use. (Examples of sanctioned groups are: Women's Club, Garden clubs, Scouting organizations.) SANCTIONED GROUPS ARE ENCOURAGED TO DONATE MONEY FOR CLEAN-UP AND SUPPLIES.

2. All sanctioned groups must provide open enrollment to Glenshire residents year-round. Enrollment and membership eligibility must be free.

3. Any resident desiring to form a sanctioned group must complete a Sanctioned Group Agreement form, and request, in person at a regularly scheduled Board of Directors meeting, approval by the GCA Board of Directors. All groups must comply with the rules and regulations as stated.

4. Any sanctioned group regularly meeting in the Glenshire subdivision which needs the meeting rooms for other than a regular meeting time must file a request for such use in writing, preferably one month in advance. Usage will be on an availability basis.

Individual Residents

1. Only residents in good standing (maintenance fees paid) may rent the meeting room.

2. Any resident wanting to meet regularly in the building must request, in writing, approval by the GCA Board of Directors, and all groups must comply with the rules and regulations stated. (Requests are limited to 90-day intervals; therefore, any group needing the building for any open-ended duration must resubmit their request, in writing, pending the expiration date of a previously approved request.)

3. Any resident regularly meeting in the building which needs the meeting room for a time other than the regularly scheduled time must file a request for such use, in writing, preferably one month in advance. Usage will be on an availability basis.

4. Requests for rental may be made up to six months in advance, but no less than one week in advance of the rental date. **Ending and starting times of "back-to-back" rentals must be separated by no less than one hour.** The rental fee must be deposited at the time of request to hold the calendar date.

5. Maximum number of guests is 30.

6. Private parties with attendees under the age of 21 (minors) must have one adult (age 25 or over) chaperone for each 9 minors. The chaperone must sign for them and assume all responsibility for their actions and conduct.

7. The Community Building must not be used for commercial/financial gain.

Rental fees, in addition to the \$250.00 Cash security deposit, are as follows:

Morning	8:00 am – 12:30 noon	\$ 50.00
Afternoon	1:00 pm – 5:00 pm	\$ 70.00
Evening	6:00 pm – 11:00 pm	\$100.00
All day	8:00 am – 11:00 pm	\$200.00

(EVENING GUESTS MUST LEAVE BY 11:00 PM)

Storage cabinets may be rented by individuals or organizations for \$5.00 monthly or \$50.00 annually. The rental fee will be used to defray maintenance costs, such as cleaning products, light bulbs, etc. Renters should furnish their own paper goods.

General Regulations

1. The person contracting for use or rental is responsible for all damages to the interior and exterior of the building and its premises. If damage should occur, report it to the Secretary immediately.

2. Resident making reservations must be in attendance for duration of rental period.

3. No sign of any kind may be placed in front of the Community Building, or on the grounds of the subdivision. This would be in violation of our deed restrictions.

4. No equipment should be brought into building without approval by the GCA board.

5. No alcoholic beverages shall be consumed in the building, except for affairs which the Board has approved the consumption of alcoholic beverages. No alcoholic beverages shall be consumed by minors.

6. Smoking will not be permitted in any part of the building.

7. The building must be cleaned and vacated by 11:00 p.m.

8. No loud or profane language shall be used.

9. Animals not allowed inside building. Prior approval needed for animal use outside building.

10. No horseplay or running will be allowed.

11. The renter is responsible for his/her guests.

12. All party activities must be kept in the immediate vicinity of the building and guests must not venture into residential areas immediately to the side or front of the building where homes of homeowners might be disturbed.

13. Consideration to the residents surrounding the building must be given and common courtesy observed at all times.

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14. Noise level must be kept low.

15. All City, State, and Federal laws must be obeyed.

16. No drugs, of any type, shall be used in or about the premises.

17. The area around the building must be cleaned up as well as inside. No paper, bottles, cans or cigarette butts are to be thrown on walks or ground around the building area.

18. No toll calls shall be made from the Community Building phone.

19. **ONLY MASKING TAPE is permissible** to use on any parts of the interior and exterior of the building. (*Not allowed* are any other types of tape, tacks of any kind, nails, staples, any types of pastes, glues, or any other objects that may deface any part of the building.)

20. **No objects of any kind are to be hung from or taped to either the fan blades and/or the light fixtures attached to the fans.**

21. Table tops are to be protected from food, drinks, and any other harmful surface materials. **NO SITTING OR STANDING ON TABLES AT ANY TIME.**

22. Tables and chairs used during the events are to be placed away from walls.

23. Furniture must be returned to neat order, away from walls. **TABLES AND CHAIRS MUST BE PICKED UP AND NOT DRAGGED IN ORDER TO PREVENT SCUFFING OF FLOOR.**

24. INDIVIDUALS CONDUCTING THE ACTIVITY MUST FURNISH THEIR OWN TRASH BAGS AND TRASH RECEPTACLES. **ALL BAGGED GARBAGE AND TRASH RECEPTACLES MUST BE TAKEN HOME WITH THE RESPONSIBLE PARTY AT THE CONCLUSION OF THE ACTIVITY.**

25. At the end of the event, the person in charge should verify and make sure the attached "GCA BUILDING CHECKLIST" form is complete. (The form should be slipped under the Office door.) ***WARNING: Users of the building who fail to complete and deliver a GCA Building Checklist form at the end of the event will be penalized as mentioned in page 1.***

Attachment: GCA BUILDING CHECKLIST Form

