



14351 Stoneybrook Boulevard, Orlando, FL 32828 (407) 249-7930

**Activities Room Reservation Agreement and Rules & Regulations**

Activities Room Reservation Agreement, Form, and Rules & Regulations (“Agreement”) contains the terms and conditions that must be followed when reserving any Multi-Purpose/Social Room (“Room” or “Rooms”) within the Stoneybrook East (“Stoneybrook”) Fitness Center (“Fitness Center”).

Available activity rooms within the Fitness Center may only be used for social events for which a Stoneybrook resident (“Resident”) in good standing, as defined by the Stoneybrook Master Association of Orlando, Inc., is hosting, attending, and assuming all costs and liabilities. This includes, but is not limited to, weddings, graduations, birthdays, holiday parties, and home demonstration (i.e., Tupperware, Mary Kay, etc.) parties.

1. The Resident sponsoring the event (“Host”) is responsible for the behavior of all attendees and guests (hereinafter collectively referred to as “guests”) and **must** remain in attendance and be part of the event during the **entire** time the room has been reserved. INITIAL\_\_\_\_\_
2. A guest list must be entered into your account at [www.GateAccess.net](http://www.GateAccess.net) prior to your event. Guests will not be allowed into Stoneybrook without this information. Guests must reference the resident’s name and address, not the Fitness Center, in order to get logged into the community. INITIAL\_\_\_\_\_
3. All guests are to remain in the Room or Rooms reserved. No guests are permitted to wander about, use the fitness room, sauna, tennis courts, pool, or any other amenity without prior approval by the Recreational Director. INITIAL\_\_\_\_\_
4. No glass containers are allowed outside of the Room or Rooms reserved, on the pool deck or in any common areas. INITIAL\_\_\_\_\_
5. No barbecue grills may be used at anytime on the Fitness Center property or any common areas. INITIAL\_\_\_\_\_
6. No decorations may be hung or displayed outside of the Room or Rooms reserved. No tape is allowed on any walls, doors, door frames, or the ceiling. INITIAL\_\_\_\_\_
7. DJ’s, CD players, live bands or stereos may be utilized to provide entertainment for your function. Volumes are to be kept at a level so as not to disturb other residents or other events being held at the same time. The sound equipment is available to you, but must be controlled by a Stoneybrook management staff member whose judgment as to the appropriate volume shall be final. INITIAL\_\_\_\_\_
8. The sale of alcoholic beverages is not permitted. Alcoholic beverages may be served if no charge or donation is required. If alcoholic beverages are served, it is the sole responsibility of the Host to ensure that no underage persons are allowed to consume alcohol. Stoneybrook reserves the rights to have any of its management staff members ask for ID in cases where an individual’s age is in question. If an underage person is discovered consuming alcohol at your event, the event will end immediately, all fees and deposits will be forfeited and the authorities will be notified. The consumption of alcohol will be limited to the Room, Rooms, or other area which has been reserved for your event. **Under no circumstances will the consumption of alcohol be permitted in any common areas, such as the pool deck, foyer or any other area outside of the one that has been rented for your event.**  
 Note: the pool deck is defined as the brick paver area around the pools. The concrete area around the outside bar is NOT part of the pool deck. The brick boarder outlining the concrete area around the outside bar shall be the line of demarcation of the pool deck. INITIAL\_\_\_\_\_
9. There shall be absolutely no smoking inside the Fitness Center, activities room, on the pool deck, around the outside bar , or in/on any common areas! INITIAL\_\_\_\_\_

10. The Room or Rooms reserved must be left in a clean and orderly condition as determined at the sole discretion of Stoneybrook management staff. Any furniture which may have been moved must be returned to its original position. If the Room reserved includes the kitchen or the outside bar, it must be left clean. Any and all debris or spillage must be wiped from all tables, the floor, etc. The floor must be swept and entry door mats vacuumed (a broom and vacuum are in the storage closet). Any tape on windows or glass doors must be removed including residue if any. No tape is permitted on any walls doors, door frames, or the ceiling at any time.

INITIAL\_\_\_\_\_

11. All trash must be removed from the Room or Rooms reserved as well as the surrounding areas, including the bathrooms and parking lot. Trash should be placed in plastic bags and must be disposed of in the dumpster located in the parking lot at the left side of the Fitness Center.

INITIAL\_\_\_\_\_

12. It is the Host's responsibility to turn off the lights in the Room or Rooms when the event is over.

INITIAL\_\_\_\_\_

13. The hours for use are from 9:00 a.m. until 10:00 p.m. Mon-Sat, and 11:00 a.m. until 9:00 p.m. Sun. Parties may run until 12:00 a.m. but will be charged an additional fee of \$45.00 for each additional hour after 10:00 p.m. (9:00 p.m. Sundays). **Set-up and Clean-up is included within the time booked.**

INITIAL\_\_\_\_\_

14. In order to secure a party in our reservation system, the resident must provide completed paperwork, payment and deposit for his/her room rental. The room rental fee will be immediately deposited and the deposit (\$200) would be stored in the safe and returned in full provided the resident meets all terms of this agreement.

INITIAL\_\_\_\_\_

15. Any violation of this Agreement will result in a forfeiture of your security deposit. However, in the event there is any damage and/or cleaning is required exceeding your \$200.00 security deposit, you will be billed for the additional amount. **An inspection of the Fitness Center and surrounding areas will be made after your event and the determination of the Stoneybrook management staff shall be final as to the condition of the Room, Rooms, or any other Fitness Center area that an attendee may have damaged.**

INITIAL\_\_\_\_\_

16. All Stoneybrook Membership Guide provisions shall also apply and shall be incorporated herein by reference. INITIAL\_\_\_\_\_

17. Cancellation Policy –

- All payments will be returned if the resident cancels before 30 days.
- A resident may cancel less than 30 days but would forfeit his/her entire room rental fee and the security deposit will be returned.

INITIAL\_\_\_\_\_

**SECTION I: (To be completed by the person requesting to use the Room or Rooms)**

Date of Event: \_\_\_\_\_ Anticipated Number of guest: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

Purpose/Type of Event: \_\_\_\_\_

The terms of this agreement agreed to by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Failure to adhere to the terms of this Agreement will result in forfeiture of your security deposit.**

Attach your checks or cash and give this form to the Recreational Director. All payments and deposits must come from the Resident reserving the room.  
All room fees will be immediately deposited upon receipt.

**(Checks must be in the Resident's name.)**

<b><u>ROOM REQUESTED</u></b> (Circle One)	<b><u>1-3 HR FEE</u></b>	<b><u>3-6 HR FEE</u></b>	<b><u>6-9 HR FEE</u></b>	<b><u>9-12 HR FEE</u></b>
Pinehurst Lanai	\$50	\$65	\$80	\$100
Pebble Beach	\$80	\$150	\$200	\$250
Augusta	\$110	\$180	\$230	\$280
Pebble Beach & Augusta	\$175	\$250	\$300	\$400
*After Hours (\$45/Hour)	_____	_____	_____	_____
Market Lights (\$50/Room)	_____	_____	_____	_____
High Top Tables (\$8/Table \$10 inc white linen)	_____	_____	_____	_____
Total cost of Event:	_____	_____	_____	_____
<input type="checkbox"/> Pool				

**SECTION II: (To be completed by Management Staff)**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Deposit Type: \_\_\_\_\_ Deposit: \_\_\_\_\_  
(Include Check Number If Paid By Check) (Amount Received)

Payment Type: \_\_\_\_\_ Payment: \_\_\_\_\_  
(Include Check Number If Paid By Check) (Amount Received)

Event approved by: \_\_\_\_\_ Date Entered into Calendar: \_\_\_\_\_  
(Recreation Director)