

Conference Room Policies

1. The room may **not** be used without a completed reservation, including acknowledgement of the policies, and approval by the Association staff.
2. Reservation requests and reservation changes must be submitted at least two business days (Mon – Fri excluding holidays) in advance of your meeting. Requests received after 2:00 pm will be processed the next business day.
3. Alcohol is **not** permitted on HOA property or inside the conference room.
4. Hot food, other than pizza, is **not** permitted inside the conference room. Light snacks only are allowed.
5. Doors to the facility may **not** be propped open. Applicant must assign someone to monitor access.
6. Applicant may **not** arrive early or overstay their reserved time. One event may not be split into two separate reservations to reduce fees.
7. The conference room closes at 10:00 pm and **everyone** must leave the facilities by that time.
8. Applicant must be present at the event 100% of the time and cannot reserve the room for a non-Wellington individual. Applicant assumes all risk and liability for any loss, damage, or injury, including death to persons or property of others arising out of the event. Applicant shall indemnify and hold the HOA, its officers, agents, and employees harmless against any and all claims, demands, damages, liabilities and costs which directly or indirectly result from, their event.
9. An access key must be picked up 1-3 business days before the event during business hours and returned immediately after the event (placed in clubhouse lockbox) unless other arrangements were authorized.
10. Applicant must clean the room after their event, including but not limited to, turning off the lights, locking the door, vacuuming (**vacuum not provided**); returning chairs to their original position; cleaning the table and credenza; emptying, cleaning and turning off the coffee maker if used; trash removal (dumpster located in parking lot); etc.
11. Access to the entrance foyer may not be restricted. The entrance foyer, MPR and Fitness Center are not part of the reservation and all activities must be kept in the conference room.
12. Cash is not accepted. Credit card (including a service fee) or check payment must be made by the resident. No third-party checks accepted. Payment must be received within 5 days of a reservation form or the reservation will automatically be cancelled. Receipt of payment is acknowledgement and acceptance of the policies. Cancellations received 14 days prior to the scheduled event will receive a full refund.
13. Maximum occupancy of the room is 18.
14. The conference room may not be used for parties, family reunions, showers, receptions or as a staging area for MPR events. The room is available for meetings and study groups only.
15. Reservations can only be made by the hour (no ½ hour reservations allowed).
16. Wellington Home Owner Association events and meetings take precedence over private events and as a result there is a minimal risk your reservation may be cancelled.
17. See the fine schedule below for additional charges that may be incurred:

FINE SCHEDULE

Doors propped open during event	\$25
Failure to return access key after the event	\$50
Setting up early and/or staying after reservation time	\$25 for the first 15 minutes and \$50 for each following 15 minutes
Failure to clean properly after the event (trash removal, leftover items, cleaning coffee maker, vacuuming, etc.)	Starts at \$25
Lingering odors after the event	\$100
Floor stained after the event	Starts at \$250
Alarm fee – setting off clubhouse alarm	\$75
Other items	Charge to be determined

Notice - A fee will be added to every notice sent to cover the cost of certified mail.

Private facilities for the exclusive use of Wellington residents and their guests. Guests must be in the presence of the resident when using the facility. Gate codes may not be distributed to non-Wellington residents. Failure to comply with all HOA policies may result in fines/charges and/or suspension of privileges. Residents are financially responsible for any fines, charges, or damages resulting from their or their guest's use of the facility. The HOA is not responsible for lost, stolen, damaged, or unsecured items.

Multi-Purpose Room Policies

1. All use of the Multi-Purpose Room (MPR) requires a completed reservation, approval by the Association staff and receipt of payment. MPR reservation requests are not valid until reviewed, approved and paid for. Reservation requests and reservation changes must be submitted at least two business days (Mon – Fri excluding holidays) in advance of your event or meeting. Requests received after 2:00 pm will be processed the next business day. Once approved, a reply notification will be sent via email by the HOA staff.
2. Bounce houses are **not** permitted on HOA property or inside the clubhouse multipurpose room.
3. Alcohol is **not** permitted on HOA property or inside the clubhouse multi-purpose room.
4. Doors to the facility may **not** be propped open. Applicant must assign someone to monitor access.
5. Applicant may **not** arrive early or overstay their reserved time. One event may not be split into two separate reservations to reduce fees.
6. The MPR and pool close at 10:00 pm and **everyone** must leave the facilities by that time.
7. Applicant must be present at the event 100% of the time and cannot reserve the room for a non-Wellington individual. Applicant assumes all risk and liability for any loss, damage, or injury, including death to persons or property of others arising out of the event. Applicant shall indemnify and hold the HOA, its officers, agents, and employees harmless against any and all claims, demands, damages, liabilities and costs which directly or indirectly result from, their event.
8. Applicant must clean the room after their event, including but not limited to, vacuuming (**vacuum not provided**); returning tables/chairs to the designated areas; trash removal (dumpster located in parking lot); etc.
9. Access to the Fitness Center, entrance foyer, or locker rooms may not be restricted. The entrance foyer, conference room and Fitness Center are not part of the reservation and all activities must be kept in the MPR.
10. Cash is not accepted. Credit card (including a service fee) or check payment must be made by the resident. No third-party checks accepted. Payment must be received within 5 days of a reservation form or the reservation will automatically be cancelled. Receipt of payment is acknowledgement and acceptance of the policies. Cancellations received 14 days prior to the scheduled event will receive a full refund (excludes recurring events).
11. Use of the MPR is intended for Wellington residents and not the ongoing use of organizations. Each home is limited to eight (8) reservations per calendar year.
12. Maximum occupancy of the room is 100, with a maximum of 50 guests under the age of 18. There must be one adult chaperone in the room for every 10 guests under 18 years of age.
13. Reservations must be made by the whole hour (no ½ hour reservations allowed).
14. For reservations using the pool, only 20 guests may be at the pool at any given time. There must be one adult chaperone in the pool area for every 3 guests under 18 years of age in the pool. **Swim at your own risk, lifeguards are not provided.**
15. Caterers must retrieve all supplies, materials and unused food/drink by the end of the event.
16. Wellington Home Owner Association events and meetings take precedence over private events and as a result there is a minimal risk your reservation may be cancelled.
17. See the fine schedule below for additional charges that may be incurred:

FINE SCHEDULE

Doors propped open during event	\$25
Balloons left in the ceiling	\$25
Setting up early and/or staying after reservation time	\$25 for the first 15 minutes and \$50 for each following 15 minutes
Failure to clean properly after the event (trash removal, leftover items, tables/chairs not stacked, vacuuming, etc.)	Starts at \$25
Lingering odors after the event	\$100
Use of the room without prior approval	\$15
Alarm fee – setting off clubhouse alarm	\$75
Other items	Charge to be determined

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