



**FACILITY RESERVATION REQUEST FORM**

*Cancellations must be made at least forty-eight hours in advance to assure return of Usage Fee*

**Resident's Name:** \_\_\_\_\_

**Address & Unit #** \_\_\_\_\_

I wish to reserve the following facilities:

Tower 1 Banquet Room (93)

Tower II Multi-Purpose Room (64)

Event Type: \_\_\_\_\_

**Please Note:** \*Guests must be kept inside reserved room at all times. No pool deck or pool usage permitted.

Facility Reservation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Number of \*Guests:** Adults \_\_\_\_\_ Children \_\_\_\_\_ (Guest List Required 24 hrs. prior to event)

\*An extra attendant will be required **per every 30 guests in attendance**, at the current rate with a 4 hour minimum. Please provide a separate check made payable to **West Ocean Association**.

I plan to provide the following:

- Catering
- Decorations
- DJ

- Live Music
- Valet Parking
- Other \_\_\_\_\_

**Surprise Party?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the best number to reach you? (\_\_\_\_\_) \_\_\_\_\_

**RESERVATIONS ARE NOT CONSIDERED CONFIRMED UNTIL YOU RECEIVE AN EMAIL FROM MANAGEMENT.**

The undersigned, both individually and on the behalf of the above named applicant, agrees to indemnify, defend and hold West Ocean Association and its officers and agents harmless and

free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property, cost of attorney fees arising out of, or in connection with, the use of West Ocean's facilities regardless of whether the use was actively or passively negligent, either sole or contributory in connection with such liability. I certify that we have received and read the rules and regulations regarding the common area facilities. I, the undersigned, do hereby agree that we will abide by the policies covering the usage of the facilities, furniture or equipment caused by the occupancy of our group to the premises. I understand that any violation may result in the immediate closing of the event and agree to pay for any damages that occur during event.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
\*Resident's Signature

***\*If resident is not the unit owner, please obtain owner's signature, unless an 'Ongoing Facility Reservation Authorization Form' is on file.***

-----  
**STAFF USE ONLY**

*Date/Time Received* \_\_\_\_\_ *Staff Name* \_\_\_\_\_

*Usage Fee Check #* \_\_\_\_\_ *Damage Deposit Check #* \_\_\_\_\_  
(\$75) (\$500)

*Ongoing Facility Reservation Authorization Form on File*

*Extra Attendant Fee Check #* \_\_\_\_\_

*Certificate of Insurance Received* \_\_\_\_\_

*Confirmation E-mail Sent by Shanae Williams:* \_\_\_\_\_

-----  
**PRE-USE INSPECTION**

Time: \_\_\_\_\_

Doors: \_\_\_\_\_

Walls: \_\_\_\_\_

Flooring: \_\_\_\_\_

Furniture: \_\_\_\_\_

- Obtain signature of resident agreeing that the room is currently clean and that listed above are all the preexisting damages to the room prior to the event.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Front Desk Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

## POST-USE INSPECTION

Time: \_\_\_\_\_

Doors: \_\_\_\_\_

Walls: \_\_\_\_\_

Flooring: \_\_\_\_\_

Furniture: \_\_\_\_\_

**Has the room been cleaned? Indicate condition of the room at end of event:**

\_\_\_\_\_

- Obtain signature of resident agreeing that listed above are all the new damages to the room due to the event and agreeing to your assessment of the room's cleanliness at end of event.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Front Desk Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

- Distribute this form to Shanae Williams.



## FACILITIES RESERVATION INFORMATION

The common area facilities are primarily for the development of educational, social, cultural and recreational programs for residents. They are not to be used by residents for personal profit or gain, business related activities, political purposes, or fund raising for external charitable purposes.

The common area facilities are available for resident use only. A security deposit and usage fee **MUST** accompany the completed application at least seven (7) days prior to the event. Residents seeking to use the common area facilities should plan ahead as reservations to use the facilities are available on a first-come, first-serve basis. Applications will not be accepted more than six months in advance of the function. The Management Office will review the application for availability and receipt of all documents and fees. At least twenty-four (24) hours prior to the function, the resident must provide, to the Property Management Company or if applicable the lobby attendant, a guest list of persons attending an event in the common area. Additionally, prior to the function, the reserving resident must provide a certificate of liability insurance naming as additional insured West Ocean Association and the Property Management Company. Only guests on the guest list will be admitted.

All functions **must** be over, with facilities cleaned, doors locked and trash removed by 11:00 P.M. weekdays and 12:00 midnight on Friday and Saturdays. The lobby attendant will be present to enforce closure times.

The security deposit will be refunded to residents only after a representative of the Property Management Company has reviewed the completed facility inspection sheet to assure there has been no property damage or a violation of West Ocean Association Rules and Regulations, which may require payment and/or reimbursement to West Ocean Association.

The Property Management Company has the right to deny any application based on false information on the application, priority use by the Board of Directors or West Ocean Association, or in their general judgment based on the size or nature of the event. The Property Management Company has the right to increase usage fees if residents have more actual guests than indicated in the reservation. In no event may the number of attendees exceed the maximum capacity of any individual area as determined by fire code.

### **Cancellations:**

**Must** be made 48 hours in advance to assure return of the Usage Fee.

Applicable usage fees cover cleaning related expenses, normal wear and tear to furnishings, accessories and carpeting, as well as for the administrative oversight of the rental process. See Facility Reservation Request Form for applicable fees.

**Security Deposit:**

To ensure that the common area facilities are returned in original condition, there are also security deposits that apply and will be required at the time of application. This deposit may be returned so long as no damage is sustained in conjunction with the use of the room. Any damage in excess of the deposit will be charged against the reserving resident's account as a reimbursement assessment after any applicable hearing/fine procedures have been completed. See Facility Reservation Request Form for applicable deposits.

**Maximum Occupancy:**

As determined by the Long Beach Fire Authority, the maximum occupancy for the following areas have been established:

**Guest Suite (Located in Tower II)**

Maximum Occupancy 2

**Tower I**

**Conference Room**

Maximum Occupancy 22

**Banquet Room**

Maximum Occupancy 93

**Tower II**

**Meeting Room**

Maximum Occupancy 10

**Media Room**

Maximum Occupancy 20

**Multi Purpose Room**

Maximum Occupancy 64

**Library**

Maximum Occupancy 45

This includes any catering or service staff. Please observe this maximum occupancy limit, as it is required by law and contributes to the safety of your guests.

## RULES REGARDING FACILITIES USAGE

1. *It is the resident's responsibility to pay for the service of an extra attendant if you are expecting over 30 guests (effective January 29, 2009).* These services will be billed at a direct pass through rate with a four-hour minimum and are subject to change. Please contact the Property Management Company to determine the current rates. Advance arrangements and payment through the Property Management Company are necessary. A check for the extra attendant shall be made out to West Ocean Association and is expected at the time your application is submitted. Any applicable fees will be charged for the entirety of your function, not simply when the function is in progress. Failure to comply with these requirements will subject the reserving resident to a \$100.00 fine.
2. *Hosting resident may only utilize four (4) visitor parking spaces for their event, if available (there is no reserved parking) and as long as they do not exceed the allotted 168 hours allowed per unit per month (effective May 24, 2011).* Carpooling is encouraged; Functions requiring more parking may utilize public parking or the reserving resident may make other appropriate arrangements which may include valet service at the reserving resident's sole cost. Management must be advised regarding any valet service agreements.
3. The reserving resident is responsible for returning the reserved common area facilities to its original condition (i.e. trash, food and decorations disposed of, furniture arranged and stored in storage closet as original condition prior to event, kitchen clean and orderly). Confetti may not be used to decorate, staples on the walls are prohibited and rice or birdseed are not allowed to be thrown. All damage or cleanup costs for failure to meet these requirements will be charged to the reserving resident.
4. Functions with minors (persons under the age of 18) require at least one adult chaperone per 10 minors. Failure of this requirement will constitute forfeit of a security deposit and immediate cancellation of the party.
5. You must be at least 18 years of age and be the owner of record to reserve any of the common area facilities. If you rent your home, proof of your resident status must be provided along with the application and the owner of record must sign the application.
6. The application must be filled out by the resident requesting use of the facility. The address on the check (s) must match the name on the application. The resident on the application is the responsible party.
7. The reserving resident on the application **must be present at all times**. Failure of this requirement will constitute forfeiture of their security deposit and immediate cancellation of the function.
8. All deposits and fees required for reserving a common area facility are determined by West Ocean Association and the Board of Directors and enforced by the Property Management Company on their behalf.
9. All Usage Fees are non-refundable. Security Deposits may be refundable.

10. All reservations are made by the Property Management Company in accordance with approved procedures by West Ocean Association and the Board of Directors.
11. Residents may make reservations by submitting a completed application, a certificate of insurance and any required deposits and fees. No reservation shall be made without all of the above.
12. All reservation dates are subject to availability. A reservation is not confirmed until written confirmation is received.
13. The resident responsible for the function shall reimburse all costs for damages pertaining to violations of these rules.
14. The Property Management Company reserves the right to terminate any function due to excessive noise, abuse of the facility, violation of this contract or failure to adhere to West Ocean's Rules and Regulations.
15. The reserving resident shall compensate West Ocean Association for any excessive costs for outside services, such as fire and/or police, levied against West Ocean Association as a result of actions of the reserving resident and/or such resident's guest's use of the common area facilities.
16. The Property Management Company, West Ocean Association and the Board of Directors are not responsible for the set up or clean up of any function unless such function is sponsored by West Ocean Association or the Board of Directors.
17. The reserving resident is responsible for keeping his/her guests within the reserved area. The reserving resident is not entitled to the use of the pool, fireplace area, sitting area by the BBQs or any part of the pool deck area in conjunction with the reservation of the common area facilities.
18. The sale of alcoholic beverages is not permitted; nor is the consumption of alcoholic beverages by those under 21 years of age.
19. The reserving resident agrees to indemnify, hold harmless and defend West Ocean Association, Action Property Management and their employees, and the Board of Directors from any and all claims for damage, liability, loss of property, expense and costs (including, without limitation, attorneys fees and costs and costs of enforcing this indemnity) incurred or connected with the reservation of the facility.
20. The reserving resident agrees to provide West Ocean Association with a Certificate of Insurance naming as additional insured West Ocean Association and Action Property Management, for the date and time of the function. As an alternative the reserving resident may provide Proof of Insurance or an Event Policy. *A minimum of \$500,000 general liability coverage is required (effective October 1, 2009).* This certificate and/or coverage are available through the homeowner's insurance agent. It can be faxed or delivered to the Property Management Company.

21. When reserving the Banquet Room in Tower I the reserving resident is entitled to the use of one barbecue, located closest to the Banquet Room's double doors. This does not entitle the reserving resident use of the pool in conjunction with the reservation (*effective January 29, 2009*).
22. The reserving resident of the Multi Purpose Room in Tower II is entitled to use the cook top. Use of the cook top is by reservation only (*effective April 30, 2009*).
23. Events with twelve (12) or more individuals in attendance or if utilizing more than one Common Area room requires a reservation and payment of appropriate deposit and/or use fee (*effective July 27, 2010; revised May 24, 2011*).
24. If a resident would like to reserve the Guest Suite for a period longer than four days, the resident must submit the request in writing to the management office, but such request may only be submitted within 14 days of the check-in date (*effective November 23, 2010; revised May 24, 2011*).