



## Community Center Rental Fees

The Peloton Management office will calculate the required rental and security deposit fees for all private functions at the Community Center.

The roof top deck, swimming pool, whirlpool, hot tub and barbeque areas are **not available** for private use. The first-floor fitness center may not be reserved except for the Spin room.

The community center is **not available** to rent on: New Year's Day, Super Bowl Sunday, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and the following Friday and Christmas Day.

Note that all spaces listed below may be used without a reservation during approved hours in accordance with the "Rules and Regulations."

Please make checks payable to: **The Peloton Condominium Association, Inc.**

### Meeting Room:

- Permitted reservations include:
  - Minimum: 2-hours
  - Maximum: 10-hours
- Permitted maximum guests: 25
- Rental fee: \$25 per hour
- Damage deposit: \$250

### Entire second floor:

- Permitted reservations include:
  - Minimum: 2-hours
  - Maximum: 6-hours
- Permitted maximum guest: 99
- Rental fee: \$200 per hour
- Damage deposit: \$1,000

### Theater:

- Permitted reservations include:
  - Minimum: 2-hour
  - Maximum: 6-hours
- Permitted maximum guests (including yourself): 22
- Rental fee: \$40 per hour
- Damage deposit: \$500

### Spin Room:

- Permitted reservations include:
  - Minimum: 2-hours
  - Maximum: 5-hours
- Permitted maximum guests: 20
- Rental fee: \$25 per hour
- Damage deposit: \$250

### Lounge & south patio:

- Permitted reservations include:
  - Minimum: 2-hours
  - Maximum: 6-hours
- Permitted maximum guests: 50
- Rental fee: \$80 per hour
- Damage deposit: \$500

### Game room & meeting room:

- Permitted reservations include:
  - Minimum: 2-hours
  - Maximum: 6-hours
- Permitted maximum guests: 60
- Rental fee: \$80 per hour
- Damage deposit: \$500

The kitchen can be rented for an additional fee of \$25 an hour.



# Community Center Rental Policies

## The Peloton Condominium Association, Inc. Policies and Procedures

The Peloton Community Center is a 22,000 square foot facility managed by the Peloton Homeowner's Association on behalf of the homeowners. The Peloton Homeowner Association has adopted the following policies and procedures for the rental of the Community Center.

All events must be sponsored by and attended, from start to finish, by the Resident requesting the reservation. The Homeowner will be responsible, and liable, for all activities or circumstances that occur during the reservation period. Due to the anticipated popularity of the Community Center and in order to fairly administrate its rental, a limit of six (6) reservations per address (owner or tenant) will be permitted each calendar year.

The following rooms or spaces are available for rent:

- 1) Meeting room – located on the second floor
- 2) Theater – located on the second floor
- 3) Spin Room – located on the first floor
- 4) Lounge & game room – located on the second floor

The rooftop deck, including the swimming pool, whirlpool, hot tub and barbeque area, is not available for private use. The first-floor fitness center may not be reserved.

Reservation requests can be obtained by printing a 'Community Center Rental Request form' from the website at [www.thepelotonhoa.com](http://www.thepelotonhoa.com) or through the General Manager, and by submitting the request, along with a check for deposit, to the General Manager up to 6 months' in advance. Please refer to the website calendar when choosing a date for your event. The Peloton website 'Community Center Calendar' lists all scheduled events, including approved reservations for the Community Center. Once you establish a date and submit your request, along with a deposit check, the reservation must be approved in advance by the Board of Directors or the on-site General Manager.

Alcohol may be served during hosted events only. The HOA assumes no liability surrounding the consumption or distribution of alcoholic beverages. Alcohol may not be served to minors.

A waiver will be signed by the Resident stating that the Homeowner's Association, Board of Directors and Developer will not be held responsible for any accident taking place before, during or immediately following, the scheduled event. Proof of insurance may be required prior to approval of the reservation.



Events that monetarily profit the host or guest will not be permitted.

No animals are permitted in the Community Center at any time, with the exception of service dogs.

Reservations must be made for specific rooms of the Community Center. Room rates vary depending on the time of day, the size of the room reserved and the length of the event. Room rental will be charged hourly, with a required minimum of two (2) hours. Additional time will be scheduled for set-up and clean-up following the event. Specific clean-up instructions will be provided prior to your event.

There will be a fully refundable damage deposit, which will be returned to the sponsor, following inspection, should no damage be found. Should there be damage, an assessment of the damage will be made and costs associated with its repair will be withheld from the damage deposit. Should the deposit not cover the cost of the damage, an assessment will be charged against the account of the homeowner. If the Homeowner does not pay for the damage charges immediately, the damage charge will constitute a special assessment against the Homeowner's account.

The Community Center is suitable for a maximum number of occupants, each room differing in number, depending on size and purpose, as established by code. All events in the Center will adhere to this occupancy limit.

Signs may be posted at the Community Center in advance of the event, but must be removed following the event by the Resident. A window of two hours before and two hours following the event will be permitted for installation and removal of signage. Balloons will be permitted, but must be removed within two hours of the event. Signs must be installed in such a way as to not damage siding, glass, landscaping or doorways.

Those reserving the Community Center rooms may use the audio equipment in place. This includes televisions, stereos, speakers, movie projectors, etc. In order to contain the music to the event, live music will only be permitted when the entire second floor has been reserved by the Resident. This includes the theater, meeting room, lounge, decks, and game room. No other room reservations will permit live music.



## Hosting a Community Benefit Event

A Peloton resident may desire to rent space and host an event in the Community Center that offers a benefit to the community as a whole, and may be allowed rental of the space on the following additional conditions, as reviewed on a case by case basis:

1. Applicant must be a resident in good standing
2. The Reservation Request must include a written narrative outlining specifics of desired event
3. The event must primarily and tangibly benefit the community, and approval is at the discretion and approval of the Board or Manager
4. The artist is not engaging in this exhibit as a profit-making enterprise
5. Number of attendees, including the Peloton community (i.e., open to all Peloton residents and Owners), is outlined in the Community Center Rental Fee (CCRF) document
6. Alcohol and refreshments including plates, cups, napkins, utensils provided by host
7. Cleanup provided by host.
8. Rental fee for facility may be waived but damage deposit of \$1,000 applies per CCRF
9. Liability for displaying product is accepted by host
10. Rental is for a maximum of four (4) hours with set up beginning two (2) hours prior to event
11. Marketing materials for event to be provided to Management for approval prior to posting; HOA office will place materials in elevators and other public areas and notify the community of event through weekly e-blasts
12. Concierge, if on duty, will open Community Center door during the first hour of the event
13. If a display is requested, the area must be returned to its original condition; the use of a 3m Command Strip for display is highly encouraged; the timeline for a display is sixty (60) days



# Community Center Reservation Request

Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time: (minimum 2 hours) \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

All evening events must end by 10:00 P.M. and the area cleared by 10:30 P.M.

I have read the Peloton Condominium Association, Inc. 'Policies and Procedures for Rental of the Community Center' and **agree to abide by them.**

Signature: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of people attending the event: \_\_\_\_\_

I am interested in renting the following rooms: please choose

Meeting Room  
Theater  
Spin Room

Lounge & South Patio  
Game Room & Meeting Room  
Entire Second Floor

If renting the entire second floor, will there be live music? Yes No

I will be putting up decorations: Yes No

If yes, briefly describe: \_\_\_\_\_

I will be using the catering kitchen for food/beverage: Yes No

Alcoholic beverages will be consumed during the event: Yes No

Fees: Make checks payable to "The Peloton Condominium Association."

Check number: \_\_\_\_\_ Rental Fee \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

Check number: \_\_\_\_\_ Deposit \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

After reviewing your request, the Board of Directors and/or the General Manager will contact you to let you know if your event is approved. At that time, a rental fee will be established based on the number of hours for the event, the number of people attending the event, the rooms selected for use and any other details or facts which may be considered.



## Community Center Use Rules & Regulations

1. All Evening events must end by 10:00 P.M.
2. All decorations and trash must be removed after the event.
3. All procedures for reserving the clubhouse must be followed.
4. The Resident must be present at all times during the event.
5. Smoking is prohibited in or around the facility including the rooftop pool area.
6. Reservations are for the room(s) in which the reservation was made.
7. Music and noise must be kept to a reasonable volume, which does not interfere with the rights, comforts, or convenience of others.
8. Open flames, propane tanks, tiki torches, and charcoal grills are prohibited.
9. No temporary structures may be erected near the clubhouse or over an entrance or anywhere else on the common area premises. Prohibited structures include but are not limited to tents, pergolas, canopies, platforms.
10. Residents must supply their own kitchen utensils and dishes, etc..
11. The Homeowner is responsible for the actions and behavior of tenants, other residents, and guests and is therefore liable for any damages caused by individuals associated with the event.
12. All reserved areas/room(s) must be returned to their original condition immediately following the event.
13. All items on the checklist must be addressed during the pre-inspection and post-inspection.
14. All trash must be removed from the restrooms and clubhouse and taken away from the premises. Trash must not be left in front of Community Center, on the curb, or within the surrounding grounds.
15. The Resident must make the necessary arrangements to remove all personal equipment, food, and supplies at the end of the reservation activity. Items may not be left in the facility for holding or storing.
16. Set up may begin up to two (2) hours prior to your event. Any additional time will be charged at the hourly rate.

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

Date \_\_\_\_\_