

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. Alcohol is **not** permitted on HOA property or inside the conference room.
3. Hot food, other than pizza, is **not** permitted inside the conference room. Light snacks only are allowed.
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 conference room closes 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.
8. 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.
9. 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.
10. 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.
11. Cash and credit cards are not accepted. Check payment must be from the resident's account or a cashier check. 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 check payment is acknowledgement and acceptance of the policies. Cancellations received 14 days prior to the scheduled event will receive a full refund.
12. Maximum occupancy of the room is 18.
13. 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.
14. Reservations can only be made by the hour (no ½ hour reservations allowed).
15. 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.
16. 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
Other items	Charge to be determined

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.