

allure	Community Room Policy	Page 1 of 3
		AWPP013
Adopted: 02/02/16		Version: 3.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

**Availability:**

In general, the Community Room is available from 7 AM until 9:45 PM. Please email [frontdesk@allurewaikiki.org](mailto:frontdesk@allurewaikiki.org) to request date and time. Please include name and unit number on request along with the number of guest.

**Restricted Days:**

Reservations may not be available for the following, as the Community Room is reserved for the use of the Allure Waikiki community: New Year’s Day, President’s Day, Super Bowl Sunday, Easter, Mother’s Day, Memorial Day, Father’s Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, Board Meetings, and parties planned by the Community Events Committee.

**Lottery for Restricted Days:**

Check with Management for availability on these restricted days. If the Community Room is not being used by the Association, then Residents wishing to make a reservation will be entered into a lottery. All requests must be submitted to Management no later than 60 days prior to the date. The date of the lottery will be 60 days before the restricted date. If there is more than one reservation request for the same time on a restricted day, the decision will be made via lottery. The Association will try and notify all Residents of the outcome of the lottery on the lottery date. Residents are not allowed to reserve more than one restricted day per calendar year. The board will release restricted days on a quarterly basis.

**Reservations:**

Only Registered Residents can reserve the Community Room. Home Owners who have Tenants in their Unit are not eligible to make reservations. A valid \$300 security deposit check must be on file with Management prior to the event.

Reservations are made via email to ensure time and date stamp and are honored on a first-come, first-served basis no more than 120 days in advance. The Community Room may be reserved for no more than 6 consecutive hours for a maximum of 30 people (including Residents). Optional features include use of the 4 tables and 2 BBQ grills just outside of the Community Room.

Each Unit may make up to 3 priority reservations per 120-day period. Reservations cannot be made on consecutive days. Additional non-priority (conditional) reservations may be made; however, if another Resident wishes to use the Community Room at that time, the reservation will be awarded to the Resident with priority. Non-priority reservations will be automatically confirmed 48 hours before the scheduled date/time. Prior to this confirmation, the non-priority reservation is subject to cancellation.

### Restrictions:

- The Community Room cannot be used for events that are commercial or business in nature.
- The use of personal barbecue grills, hibachi, or other cooking apparatus is prohibited anywhere on the property unless otherwise authorized by Management.
- Personal furniture, including folding chairs, are not permitted without Management approval.
- Live or amplified music (including karaoke) must be kept at a reasonable volume.
- Pool Rules allow a maximum of 6 Guests in the Pool Area, and they must be accompanied by a Registered Resident at all time. Reservation of the Community Room does not grant any exceptions to this rule. Violation of these rules may result in a 13-month suspension of the right to reserve the Community Room.
- You must report any equipment or appliances which show signs of malfunction.
- No furniture, appliances, furnishings, or equipment may be removed from the Community Room at any time.
- The Association is not responsible for any forgotten or missing items left inside the Community Room after check-out.
- No pets are allowed in the Common Areas, with the exception of Assistance Animals.

### Check-In/Out Inspection:

An Ambassador will complete a Community Room inspection with you prior to your event. Be sure to point out any existing damage or stains to avoid being held liable for existing issues.

After you have finished, please clean the Community Room to the condition it was in during check-in. Basic cleaning supplies are provided for your convenience. All trash must be disposed of in the receptacles on the first floor of the Parking Garage. An Ambassador will complete a closing inspection after your event is finished. Failure to properly clean the area will result in a \$150 cleaning fee.

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**Cancellations:**

The Association reserves the right to cancel a reservation that is not found to be in compliance with these rules. Additionally, a reservation may be cancelled should the Board request the use of the Community Room for official Association business, such as an emergency Board Meeting.