



# Beebe+Runyan Condominium Association Community Room Use Rules and Regulations

These Rules and Regulations are established by the Condominium Association ("Association") Board of Directors ("Board") in accordance with the provisions of the Declaration of the Beebe & Runyan Condominium ("Declaration") to ensure safe and equitable use of the Community Room. The Board is authorized to establish these Rules and Regulations by Section 4.01(u) of the Declaration. These Rules and Regulations shall not replace or supersede any provisions of the Declaration.

The Community Room is part of the Common Elements of the Condominium (defined in Section 2.11(h) of the Declaration) and must be enjoyed responsibly and respectfully by Residents and their Guests. These Rules and Regulations for using the Community Room are designed to ensure that it remains a premium and valuable amenity.

## Rules and Regulations

1. Residents may use the Community Room at any time, unless it has been reserved in advance by a Resident for a private personal event or by the Association for community activities. Residents shall not use the Community Room for business purposes, pursuant to Section 4.01(a)(iii) of the Declaration.
2. Residents may view Community Room reservations and availability in the Online Portal's Community Calendar.
3. Residents must submit requests to reserve the Community Room for a private event to the Condo Manager. Using the Reservation Request form at <https://beeberunyan.com/reserve> is preferred. Requests may be sent via email, text message, or phone call to the Condo Manager. Reservations are subject to the following restrictions:
  - a. Requests may be made up to one (1) year in advance for a full day or partial day.
  - b. Requests for recurring or contiguous multi-day reservations may require Board approval.
  - c. Requests are not confirmed until they appear on the Community Calendar in the Online Portal.
4. Residents using the Community Room, whether with an advance reservation or on an as-available basis, must:
  - a. Observe and comply with all regulations posted in the Community Room.
  - b. Be present during any event reserved in their name.
  - c. Ensure Guest compliance with all Rules and Regulations for the Community Room, parking, secure access, and all other areas of the Condominium, especially concerning noise and behavior in the the atrium.
  - d. Return all furnishings and equipment to their original place and condition, including wiping down and cleaning all surfaces, turning off lights, TVs, and other equipment, emptying trash & recyclables containers and placing clean trash bags in each and laundering and promptly returning any linens used.
  - e. Report any equipment problems, safety concerns, or misuse of the Community Room to the Association.
    - i. Non-Emergency reports should be submitted as a Maintenance Request in the Online Portal.
    - ii. Emergencies should be reported by text message or phone call to the Condo Manager.
5. Residents may be fined for violations of these Rules and Regulations, including violations by their Guests, in accordance with Section 4.04 of the Declaration.