

Indian Lake Estates, Inc.
Facility Use Policy

Purpose and Objectives:

- a) In order to promote safety and welfare of the ILE's property owners, and the clubhouse ballroom, terrace room, pavilion, and any other recreation area, this policy is hereby enacted for the general purpose of assuring the proper balance between (1) the use of the facilities and (2) the preservation of such facilities and law and order.
- b) The intent of this article is to reduce property damage and closure of ILE facilities due to vandalism, minimize the hazards of personal injury and loss of life, and maintains the quality of the recreational and other community resources by establishing rules and regulations governing the use of such facilities.
- c) The purpose of this policy is to establish the fee to be charged for the use of the Clubhouse Ballroom or Pavilion facilities by private groups, property owners and non-owners.

Definitions

For the purpose of the article, the following terms, phrases, words and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The pronouns "he" and "his" include the pronouns "she" and "her"

Alcoholic beverage means distilled spirits and all beverages containing one-half of one (.05) percent or more alcohol by volume, including beer and wine. Medicines or drugs dispensed pursuant to a physician's prescription are excluded.

Amplified sound and/or sound-emanating equipment means music, sound wave, vibration or speech projected or transmitted by electronic equipment, including, but not limited to, public address systems, amplifiers, horns and megaphones.

Animal means any cat, dog, horse, fowl and living creature other than a human.

Applicant means any person seeking a permit to use or conduct an activity in a recreation or community facility.

Community facility means a building owned, leased, or otherwise controlled by ILE which is open to the members and public for reserved use.

Domestic Animal. Any animal not deemed to be a wild or exotic animal pursuant to Florida Game and Freshwater Fish Commission regulations.

Facility means any building or area owned, equipped and maintained by ILE for member or public use.

Good Standing means a property owner within ILE that has timely paid all annual fees assessed against every such property in which such individual or entity owns a legal or beneficial interest.

ILE means Indian Lake Estates, Inc. and throughout this document will be defined as ILE.

Recurring use means repeated use of a specific facility on a regularly scheduled basis (i.e., leagues, organized play, monthly meetings, ILE recognized clubs, etc.).

Resident means a person or the minor children of the person who owns or leases real property within ILE or who maintains either a voting residence or bona fide occupancy within ILE, for the purpose of assessing fees for use of facilities.

Service Animal means any animal such as a seeing-eye dog or hearing-ear dog used to assist a person with a disability or an animal trained for law enforcement purposes and under the control of a law enforcement officer.

Vehicle means every device in, upon or by which any person or property may be transported or drawn upon a highway, excepting devices used exclusively upon station rails or tracks.

Parental Responsibility

No parent, guardian, or custodian of a minor shall permit or allow such minor to do any act or thing in any ILE facility prohibited by the provisions of this article or law. Parents, guardians, and custodians of minors shall also be held responsible for the acts of said minors.

Property Owners

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Renter shall be a homeowner and the official host or hostess of said event. No property owner shall rent a facility for a non-resident and **shall be present at all times of the event**. Failure to be present at any event sponsored by the property owner will result in forfeiture of security deposit. Facilities shall only be rented owners of record of a lot within ILE who are current on their annual fees. The Ballroom may be reserved by a property owner that is not in good standing but at a higher Non-Property Owner rate.

Penalties

Any person violating any of the provisions of the article shall also be subject to the violation and penalty provisions of fee section

RULES FOR USE OF ILE FACILITIES

Hours of use-Ballroom & Terrace Room

- a. It shall be prohibited to congregate in or use the Ballroom or Terrace Room on or before 8:00 AM and after 12:00 AM, except for Indian Lake Estates sponsored events.
- b. Any key needed for an event will be picked up the day of the event no later than 4:00 PM from the Business Office. If your event is on Saturday, you may pick the Ballroom or Terrace Room key up from the Business Office no earlier than 1:00 PM on Friday and no later than 4:00 PM on Friday, if you fail to pick the key up there will not be anyone here to sign a key out to you for the event and monies will not be refundable. All keys **MUST** be returned to the business office by 10:00 AM the next business day.
- c. Rental of the Ballroom or Terrace Room is for one event **ONLY**. A second event, such as a wedding rehearsal or rehearsal dinner is a separate event and requires a separate rental fee. **Violation of this rule is cause for forfeit of entire security deposit.**
- d. Terrace Room is not available to Non-Property Owners or Property Owners not in good standing.
- e. **ARRANGEMENTS MUST BE MADE IN ADVANCE FOR THE CLOSING TIME OF GATE.**

Hours of use – Pavilion

- a. It shall be prohibited to congregate in or use the Pavilion after 10:00 PM, except for Indian Lake Estates sponsored events.
- b. A maximum of four (4) hours may be reserved for use of the Pavilion for each event, except for ILE sponsored Events or written approval from the Director of Clubhouse.
- c. Any key needed for an event will be picked up the day of the event no later than 4:00 PM from the Business Office. If your event is on Saturday, you may pick the keys up from the Business Office no earlier than 1:00 PM on Friday and no later than 4:00 PM on Friday, if you fail to pick the keys up there will not be anyone here to check them out to you for your event. All keys **MUST** be returned to the business office by 10:00 AM the next business day.
- d. Pavilion is not available to Non-Property Owners or Property Owners not in good standing.
- e. **ARRANGEMENTS MUST BE MADE IN ADVANCE FOR THE CLOSING TIME OF GATE.**

Prohibited acts in or around ALL Facilities

It shall be prohibited for any person using ILE facilities to either perform or allow the performance of any of the following acts, unless such activity is authorized.

- a. Damaging property. No person shall willfully mark, deface, damage, displace, remove or tamper with any facility buildings, tables, benches, fireplaces, railings, paving or paving materials, water lines or other utilities, permanent or temporary signs, placards or notices, monuments, stakes, posts, boundary markers or other structures, equipment, recreation property, including the surrounding golf course.
- b. Improperly use equipment and furniture
- c. No person shall climb on or over any building, facility, structure, or natural feature in any ILE recreational facility unless the same is intentionally designed for climbing purposes.
- d. No person shall recline upon any seat, table, bench, or in any location not intended for such occupancy.
- e. No person over the age of six (6) years unless accompanied by a parent or other responsible adult, shall enter into or loiter near any recreational structure or section thereof reserved and designated by ILE for exclusive use by the opposite sex.

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- f. No person shall dive or jump in to any ponds or lakes within ILE, including the golf course, pier, canals, and retention ponds.
- g. **Polluting waters**, no person shall throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond or lake any substance, matter or things, liquid or solid, which will or may result in the pollution of such waters.
- h. **Removing soil or plants**. No person shall dig or remove any soil, rock, stones, trees, shrubs or plants, down-timber or other wood or materials.
- i. **Harming or molesting animal life**. No person shall molest, harm, frighten, kill, trap, hunt, chase, capture, shoot, or throw missiles at any mammal, bird, reptile or amphibian; nor shall any person remove or in any way harm the eggs or nests.
- j. **Vending, soliciting, advertising, etc.** No person shall practice, carry on, conduct or solicit for any occupation, business, or profession in any facility; or sell or offer for sale any good, beverage, merchandise, article, or anything whatsoever in any facility. No person shall beg or solicit contributions. Only exception is a ILE sponsored event.
- k. **Littering**. No person shall bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse of other litter, or place refuse or litter in any waters in or contiguous to any facility, other than in the proper receptacles, where provided. Clean up of each and every area used in required.
- l. **Igniting Fires**. No person shall ignite or attempt to ignite any fire against or on any vegetation or park or facility structure, except in designated grills when used for cooking.
- m. **Unauthorized Parking**. No person shall park a vehicle in an area other than an established or designated parking area.
- n. **Firearms/weapons**. No person shall carry or discharge firearms, firecrackers, rockets, torpedoes, or other types of explosives, nor shall any person carry or use any object calculated to make a noise sufficient to disturb the peace. No person shall carry or discharge a gun, pistol, slingshot or similar device, or any bows and arrows, or carry or use any other object capable of propelling a projectile in any facility, nor shall any person carry on his person, in plain view, any knife or dagger.
- o. **Entertainment**. No entertainment, concert, exhibition or performance by any musical, theatrical or circus group, no acrobatic act or fet shall be given in any facility. If a DJ or band will be present, you must inform office for approval. Doors shall not be propped open at any time of the event; they must remain closed to maintain the noise from the event and be considerate of the residents residing near the facility.
- p. **Smoking**. Smoking is prohibited inside any enclosed facility or outdoors near the entrance to any facility.
- q. **Supervision of minors**. Adults must supervise groups composed of minors in a ratio of one adult to every five minors.
- r. **Golf Course**. The area behind the clubhouse adjacent to the golf course is NOT included in the rental of the ballroom. This area is OFF LIMITS to guests. The security deposit will be forfeited in its entirety for violation of this rule.
- s. **Loading and Unloading**. There will be no vehicles permitted on the grass or cement on the front side (east) of the ballroom. Loading and unloading is only permitted on the golf side (west).
- t. **Catering**. ILE reserves the first right to cater any occasion. The only exception to this rule is to allow for "Pot Luck" suppers in which no money for food or services is exchanged.
- u. **Key Loss**. If any key that is checked out for an event is lost a replacement cost will be assessed. See Fee Schedule.

Alcoholic Beverages

No person shall sell, offer for consumption, or consume any alcoholic beverage, including beer and wine, within any facilities except as follows.

- a. A catering company that holds the license of the state division of alcoholic beverages and tobacco for sale or consumption of alcoholic beverages in conjunction with written approval by ILE.
- b. Approval of alcoholic beverages at private social functions in facilities designated for such functions when a permit or license of the state division of alcoholic beverages and tobacco is not required. Such approval shall be subject to conditions stipulated in the fees sections of this document.
- c. The consumption of alcoholic beverages by a minor will result in immediate closure of any event, law enforcement intervention, and forfeiture of any deposit.

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- d. If a non-alcohol event is scheduled and alcohol is found on the premises, the police, security staff, and or ILE will shut down the event and no deposit will be refunded. The term on the premises shall include parking lots and all surround exterior community property.
- e. If an event is shut down for any reason, the clean-up/damage deposit will be forfeited.
- f. No open containers allowed outside of facility that being reserved, i.e., parking lots.

Provisions of a minimum of two (2) law enforcement officers shall be made by the renter when alcoholic beverages are consumed. Except as follows:

- 1) The following uses are exempt from the requirement for law enforcement officers when alcoholic beverages are consumed during an event:
 - i. Dinners, lunches, brunches, etc.
 - ii. Repasts following a funeral or memorial service
 - iii. ILE sponsored Events
- 2) The following uses are required to provide one (1) law enforcement officer or pay a fee to ILE for provisions of a staff member to be present during the event for orderly conduct.
 - i. Wedding receptions
 - ii. School reunions
 - iii. Family reunions
 - iv. Annual barbeques, get-togethers, etc.

The Director of Clubhouse is authorized to waive the requirement for a law enforcement officer when the applicant for use is a regular user of the facility or an established group with no history of misuse of the facility. In lieu of paying fees for the provision of law enforcement officers, the renter of the even may, with prior approval from the Director, provide private security for the event.

Use of Facility Equipment.

- a. Use of facility equipment only includes tables and chairs.
- b. The renter is responsible for arranging tables and chairs for their specific purpose and returning the tables and chairs to their stored or original location/configuration. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. At no time should anyone stand on tables or chairs or sit on tables.
- c. Any need for tables and chairs in excess of what is available at a particular facility shall be provided by the renter. Use of equipment that is available to reservation in a specific facility shall be reserved when the application is filled. A list of equipment available for reservation will be provided with written procedures for the reservation of that facility. ILE may charge a fee for set up, use of round tables or additional tables not provided.
- d. ALL equipment and materials not belonging to ILE must be removed at the end of each scheduled use. There are no facilities available for storage of equipment, personal belongings, or other materials used for the event. ILE is NOT responsible for any items left after an event.

Use of Decorations

- a. In facilities where social events are renter, any decorating, or covering of, or changes to the facilities shall be discussed at the time of application. The renter shall be responsible for putting up any decorations and all other special preparations necessary for the function. All decorations shall be removed at the conclusion of the function or by 10:00 AM the next day. Renter shall be responsible for the removal of all decorations, special preparations, and renter's personal property, own or rented.
- b. All decorations must be flameproof or fire retardant
- c. All decorations must be applied with masking tape. The use of cellophane adhesive tape, nails, staples, screws, etc. is not allowed on walls or ceilings. Staples and pushpins are allowed only on tack strips and bulletin boards. All tape and string must be removed from all surfaces and equipment during renters clean up.
- d. Decorations may not be hung from light fixtures, ceiling, heat detectors, emergency lights, or acoustical wall/ceiling tiles. Decorations may not be applied to floors.
- e. No open flames, such as lighted candles, are allowed.
- f. No foreign substance may be applied to the floor
- g. No rice, birdseed, confetti, etc. is permitted in the facility or on surrounding sidewalks and parking lots.

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Liability for damage to facility

- a. The renter shall be responsible for any and all damages to the facility premises and property therein and shall be responsible for all actions, behavior and damages caused by their guests or attendees.
- b. ILE is not responsible for accidents, injury, illness or loss of group or individual property.

Cancellation /Refunds

In the event that cancellation of an approved reservation is necessary, the cancellation and refund of any fees already paid will be handled in accordance with the Fee Schedule within this document. In the event of fire, catastrophe, or events beyond the control of ILE that prevents a scheduled event from going forward that scheduled event shall be cancelled. ILE shall refund renter's deposit within ten days of said cancellation. ILE shall not be liable for any damages or fees associated with relocating of any kind whatsoever.

Clean-up/Damage deposits

All reserved use of a community facility shall require a clean-up/damage deposit. An inspection of the facility shall be conducted with the renter prior to the reserved use. Any costs incurred by ILE to restore the facility to its condition prior to the use, including the cost of labor to clean or repair the facility shall be deducted from the deposit. The renter shall be required to reimburse ILE for repair and clean-up costs in excess of the deposit. Clean-up/Damage deposits will be fully reimbursed within 21 days of the use if clean-up is acceptable and no damage is noted to the facility, equipment or furnishings. Any violation of the bellow items will result in a forfeiture of deposit. Clean-up includes, but not limited to:

- a. Tables and chairs returned to their original origin
- b. All trash must be bagged and removed to dumpsters. **RECYCLING IS MANDATORY. TRASH CANS ARE CLEARLY MARKED FOR PLASTIC, GLASS, STYROFOAM AND ALUMINUM CONTAINERS, FOR CARDBOARD AND PAPER, AND FOR KITCHEN-TYPE WASTE. \$50.00 OF SECURITY DEPOSIT WILL BE FORFEITED IF SEPARATION OF WASTE FOR RECYCLING IS NOT CARRIED OUT.**
- c. Mandatory that Air conditioned facility's AC units are turned completely off after the event
- d. All doors are locked.
- e. If kitchen is used, the kitchen equipment and utensils are cleaned and turned off; anything found to be left on will result in the loss of deposit.
- f. All lights are to be turned off
- g. All electrical items are to be powered off.

Closure of Community Facilities

- a. ILE Board may close any community facility when such facility needs to be reconstructed, renovated, refurbished, repaired or maintained, or when the facility needs to be closed because of a hazardous condition that poses potential danger to the citizens or ILE employees.
- b. Ballroom facilities will closed for private rentals or offices are closed on the following holidays every year
 - 1) New Year's Eve
 - 2) New Year's Day
 - 3) Valentine's Day
 - 4) Independence Day
 - 5) Memorial Day
 - 6) Thanksgiving Day and Day After
 - 7) Christmas Day
- c. Community Facilities may be closed during Special Events for the following, but not limited to:
 - 1) Golf Tournaments
 - 2) Fish Fry
 - 3) Community Pot Lucks
 - 4) Membership Meetings
 - 5) Annual Fishing Derby
 - 6) St. Patty's Day
 - 7) Halloween Trunk or Treat
 - 8) Social Events

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- 9) Kids Christmas Party
- 10) Christmas Dance
- d. An application shall only be approved by the Director over Clubhouse or his designee in accordance with these policies and any written rules and regulations specific to the facility. All such applications must be granted contingent upon the condition that rules, regulations, and ordinances established by ILE, or any other public entity having jurisdiction, will be observed. A decision by the Director to deny an application will be final.

FEES FOR RESERVED US OF ILE FACILITIES

ILE hereby establishes and charges for reserved use of facilities. Such fees may be amended from time to time by the Board of Directors. The Business Office is authorized to require reimbursement of actual costs incurred by ILE for cleanup of the premises, damage repair, and violations of rules and regulations set forth by ILE.

ILE Ballroom Rental	Lot Owners in Good Standing	Non-property Owners
Rental Rate per event	\$300.00	\$600.00
Deposit	\$300.00	Same
Lost Key Charge	\$25.00	Same
Clean-up Charge	\$50-\$300.00	Same
ILE Social Events	No Charge	No Charge
Weekend and after-hours Staff Charge	\$25.00/HR	Same
Staff requirement if alcohol will be consumed. ILE Staff	\$25.00/HR	\$25.00/HR
Staff requirement if alcohol will be consumed. 2 Police officers or Private Security.	Renter's Responsibility	Renter's Responsibility
Kitchen Rental (no stove available)	Included	Included

ILE Pavilion	Lot Owners in Good Standing	Non-Property Owners
Rental Rate 4-hour limit	No Charge	Not Available
Deposit	\$50.00	Not Available
Lost Key Charge	\$25.00	Not Available
Clean-up Charge	\$50.00	Not Available

ILE Terrace Room	Lot Owners in Good Standing	Non-Property Owners
Rental Rate	No Charge	Not Available
Deposit	\$50.00	Not Available
Lost Key Charge	\$25.00	Not Available
Clean-up Charge	\$50.00	Not Available

Facility Set-Up Fee	\$25.00 per Hour	Same
Cancellation Fee	All cancellations result in forfeiture of deposit. If event is cancelled within fourteen days of the event results in forfeiture of deposit and rental fee.	All cancellations result in forfeiture of deposit. If event is cancelled within fourteen days of the event results in forfeiture of deposit and rental fee.

Indian Lake groups are *not subject to fees*; however, all must fill out applications for facility use. Blanket applications are acceptable for regularly scheduled use. ***Property owners who are NOT in good standing will be charged the same fees as non-owners.*** Those wishing to reserve and use the ballroom/pavilion facility should complete the attached reservation form and submit it to the ILE Administration Office. Applications will be approved on a first come, first served basis. No one group/individual has preference over another. Submitting applications early will help to ensure availability. Only the House Director or Chairman may approve applications. Resident/Owner may rent for **IMMEDIATE FAMILY ONLY** and must be present at the event.

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Clubhouse Committee Review

Approved by: _____ Date _____

Fee Charged \$ _____ Date Received _____ Security Deposit \$ _____ Date Received _____

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Facility Condition before Event _____

Facility Condition after the Event _____

Security Returned Deposit \$ _____ Date of Return _____ Approved by: _____

Administration Office will issue check within ten (10) days of event and return via USPS.

* Seating limited to 200

*Maximum Capacity 250

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Terrace Room
Reservation Form

This facility is not available to Non-Owners or Members Not in Good Standing

Application Date _____ Requested Reservation Date _____

Time of Day of Reservation _____ Start Time _____ AM PM Ending Time _____ AM PM

Group or Individual Name _____

Purpose _____

Contact Person _____ Phone _____

Address _____ City _____ St _____ Zip _____

Type of Event _____ Expected # of Guests _____

Clean-up of each and every area used is required. All trash must be removed.
A \$50.00 security deposit is required and will be refunded upon satisfactory inspection and inventory.

The undersigned has fully reviewed the terms of the attached indemnification agreement and fully accepts and agrees to all terms.

Signature

Clubhouse Committee Review _____ Date _____

Approved by: _____

Security Deposit \$ _____

Final Facility Condition

Security Deposit Returned \$ _____ Date of Return _____ Approved by: _____