



Meeting Spaces at Brunswick Forest

Community Commons

Hammock Meeting Facility

Villages Meeting Space

1. The use of meeting spaces are subject to the Brunswick Forest Fitness and Wellness Center and meeting space Rules and Regulations. The hours of operation for meeting spaces will be established and published by the Manager considering the season of the year and other circumstances.
2. The Facility may sponsor various activities in each space. Reservations are required for most Facility sponsored activities and are taken on a first-call, first-served basis by pre-registering with the appropriate staff of the Facility.
3. Rooms may be reserved for HOA or Resident Sponsored Activities and Private events, subject to availability. The Facility reserves the right to limit the number of events and activities which are scheduled at each meeting space. The Facility also reserves the right to schedule multiple events at any of the 3 locations, space permitting, and upon evaluation of the events on a case by case basis.
4. HOA events may be reserved by an authorized HOA representative, and may include board meetings, committee meetings or group activities which may be open to all residents.
5. Resident Sponsored Activities (RSA's) are coordinated and conducted by residents with the goal of getting neighbors together with common interests and may include special interest clubs or group activities which must be open to all residents. The group will designate a contact person to interface with Management. RSA's will be scheduled by Management on a first-come, first-served basis during the second week of each month and have priority over all other groups. The Facility reserves the right to limit the number and length of events and activities depending on availability and/or frequency of reservations by any one group.
6. Private events may be reserved by qualified Authorized Users, in good standing, who are 21 years of age or older. The Facility reserves the right to limit the number and length of Private events depending on availability and/or frequency of reservations by any one Authorized User.
7. Children less than 16 years of age are not permitted in any meeting space unless accompanied by an adult who will assume responsibility for the child's safety and behavior.
8. Reservation procedures are as follows:
 - a) Submit completed Event Reservation Request to the Fitness and Wellness Center at 2701 Brunswick Forest Parkway, Leland, NC 28451. If paying reservation fees by credit card, electronic submittals may be accepted by a staff member who is designated by the Facility.
 - b) All applicable fees must be paid by check or credit card upon submission of an Event Reservation Request. No reservation will be confirmed until payment is received.
9. At the end of any reserved event or activity, the sponsor is responsible for the following procedures:
 - a) Turn out all lights.

- b) Remove all trash to exterior trash containers. For outdoor events, all trash must be picked up on the grounds and disposed of in exterior trash containers. For all catered events, all trash must be removed from the meeting space by the caterer.
 - c) Leave all tables and chairs clean and return furnishings to their original location.
 - d) Lock meeting room and restrooms.
 - e) Do not adjust thermostats from their original positions.
 - f) Do not put tape on the walls.
10. Events or activities that are “for profit” or are solicitous in nature are not permitted in any Facility. This restriction shall not apply to the Owner or Manager.
 11. Entertainment groups, outside caterers, etc. must be pre-approved by the Manager.
 12. All outside activities in each event space must end by 11:00 pm, with entertainment wrapping up by 10:00 pm. Noise levels must not exceed an acceptable level which is respectful to the surrounding neighborhoods and speakers must be positioned such that they are facing away from neighborhoods.
 13. Parking is allowed in designated areas only.
 14. The Facility shall have the right and power to prohibit any games, sports, or other activities which it may, in its determination, consider harmful to the interests of the general event population and/or the Facility. Prohibited activities include, but are not limited to, skating, rollerblading, wheelie shoes, skateboarding, abusive language, intoxication, boisterous conduct, shouting, shoving and the use of loud radios or other sound amplification equipment, unless provided by a pre-approved entertainment group.
 15. Smoking and/or tobacco products are strictly prohibited at all meeting spaces.
 16. The Facility’s policy is to comply with the laws of the State of North Carolina, as they pertain to the purchase, service and consumption of alcohol. The Facility’s policy for all three meeting spaces further requires that if an event is catered and alcoholic beverages are provided, the caterer must either be (1) the Facility; or (2) be an approved caterer with a current Mixed Beverage Catering License.
 17. The Facility and its management, the Manager, the Owner, and the Brunswick Forest Master Association, Inc., and their partners, owners, officers, employees, representatives, and agents shall not be liable for personal injury to any person, nor for loss or damage to personal property used or stored at each location. Each Authorized User and any Guests or others, shall indemnify and hold the Facility, its management, the Manager, the Owner, and the Brunswick Forest Master Association, Inc., and their partners, owners, officers, employees, representatives, and agents harmless from any loss, cost claim, injury, or damage incurred by the Authorized User, his or her Family, or his or her Guests or others.
 18. The maximum occupancy limit:
 - Community Commons: 60
 - Hammock Meeting Facility: 40
 - Villages Meeting Space: 20

EXCEEDING THIS NUMBER OF OCCUPANTS MAY RESULT IN FINES AND/OR SANCTIONS BEING IMPOSED ON THE SPONSORING PARTY.

19. The gardens surrounding the Community Commons are professionally maintained at an expense to the Association. Any damages to the grounds, plant beds, pruning etc. are strictly prohibited.
20. No storm warning systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Stay alert for changing weather patterns and take appropriate measure for your protection.
21. Only service animals as defined by the ADA are permitted within each meeting space.

22. Together, the Owner and the Manager may amend, modify, change, add to or delete these Guidelines from time to time at their discretion.

**COMMUNITY COMMONS RESERVATION FEE
SCHEDULE**

Classification	Description	Damage Guarantee	Rental Fee
Resident Sponsored Activity	Special Interest Club Group Activity	Activity Coordinator	\$0
Private Event	Authorized User and Invited Guests	Credit Card Charge Authorization	\$50 (up to 4hrs) \$100 (all day)

Any reservations requests that are not included in this fee structure will be considered on a case by case basis.

IF YOU FIND AN ITEM IN THE COMMUNITY COMMONS THAT NEEDS REPAIR OR REPLACEMENT, PLEASE CONTACT THE BRUNSWICK FOREST FITNESS & WELLNESS CENTER 910-342-2215

Brunswick Forest Meeting Space Reservation Request

Meeting Space: _____

Event Date: _____

Description: _____

Begin: _____ am/pm End: _____ am/pm #Guests: _____

Sponsor Name & Address: _____

Total Fees: _____

Check made payable to: *The Brunswick Forest Fitness & Wellness Center*

Check # _____ Credit Card _____ Ticket # _____

Phone: _____ Email: _____

I certify that:

- I will be present at all times during the event.
- I will be responsible for the proper use, care & cleanup of the facility.
- I will be responsible for any theft and/or damages to the facility.

I agree that my credit card may be charged if it is determined in the post event inspection that extraordinary cleaning is necessary or that damages have occurred which require either repair and/or replacement of facility property.

Sponsor Signature: _____

Date: _____

BF Employee Signature: _____

Date: _____