

**WATERGATE AT LANDMARK CONDOMINIUM  
UNIT OWNERS ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NO. 6**

**RULES FOR USE OF THE PARTY ROOMS FOR PRIVATE ENTERTAINING**

**AMENDED MAY 17, 2016**

**WHEREAS**, Article 3, Section 3.2, of the Bylaws assigns the Board of Directors with “all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association” and further states that the Board “may do all such acts and things as are not by the Condominium Act or by the condominium instruments directed to be exercised and done by the Association” ; and

**WHEREAS**, there is a need for the Board of Directors to assure that there is no abuse of the common elements or danger to users and to provide fair use by all residents; and

**WHEREAS**, the Board of Directors desires to establish the following reasonable regulations and charges for the care and use thereof.

**NOW THEREFORE, BE IT RESOLVED THAT** the following rules are readopted for designated party rooms, to apply to all users equally and alike at all times.

**GUIDELINES FOR THE USE OF PARTY ROOMS**

The Association welcomes and encourages the use of designated party rooms for private entertaining. Requirements and guidelines for their use and care have been adopted by the Board as follows, in order to enable maximum use of these facilities, as well as to protect both the unit owners and the Association.

**Reservations**

1. Any resident of record 18 years of age or older may request a reservation for that resident’s use of a party room for a private function by completing and executing a Party Room Rental Request. Private functions do not include commercial or business usage or a resident sponsoring the use of a party room by a religious, charitable, fraternal or similar type organization.
2. The completed and signed Party Room Rental Request Residents must be submitted to the Activities Office with a check payable to "Watergate at Landmark" for the rental, along with a security deposit to cover any damage or additional expenses.
3. Reservations must be made at least 72 hours prior to the function and will be accepted only if (i) the assessments due to the Unit Owners Association on the unit occupied by the resident are current: (ii) a party room is available for the date and time requested: and (iii) the fees required accompany a properly completed and executed Party Room Rental Request. Amendments or additions to reservations must be done 72 hours prior to the function. If a reservation is cancelled, at least 48 hours prior to a scheduled function, fees will be refunded.

4. Any costs for damage inflicted upon the party room, its furnishings or equipment during the function, as well as any fees resulting from unusual cleanup or cleanup which is not routine cleaning shall be borne by the reservation holder, the same to be collected as hereinafter provided. No tape or tacks will be put on or in the walls.
5. Residents requesting reservations must provide the Activities Office with a list of persons invited to attend the function for which the party room has been reserved (in alphabetical order) at least 48 hours before the date of the function. It will be the responsibility of the Activities Office to provide the Patrol Services Officers at the entrance gate of Watergate at Landmark with a copy of the list of attendees on a timely basis. Failure of the resident to submit such a list at least 48 hours prior to a scheduled event will result in cancellation of the reservation. Additions or changes to the list of attendees which occur after the list has been submitted should be submitted to the front gate Patrol Services in writing.
6. The occupancy of any of the designated party rooms, when used for private parties or functions, shall be limited to not more than the posted occupancy of the party room being used.
7. If alcohol will be consumed at the function, the Unit Owners Association shall have the right to require a Patrol Services Officer to be present at all times during the function. The cost of the Patrol Services Officer will be borne by the resident reserving the party room and shall be due and payable at the time the reservation is made. The charge for a Patrol Services Officer shall be determined by the Managing Agent.
8. Limit all parties to 2:00 am. Requests for extensions must be in writing and approved by a Manager (General Manager, Director of Administration or Director of Facilities) at least 48 hours prior to the scheduled party.

#### **Responsibilities of the Resident Holding the Reservation**

1. The party room reserved will be kept locked at all times when not in use. The Activities Office will furnish the resident holding the reservation a key to the party room not more than eight hours prior to the time the reservation begins. The key must be returned to the Activities Office via Patrol Services after the conclusion of the party.
2. The resident holding the reservation must:
  - (a) See that all rules and regulations of the Unit Owners Association, and the Jaws of the City of Alexandria and the Commonwealth of Virginia are adhered to. The resident executing the reservation bears full responsibility for the conduct and actions of guests, including ascertaining that no alcoholic beverages are consumed by or in possession of persons under the age fixed by the laws of the Commonwealth of Virginia for the drinking of intoxicants.
  - (b) Be present in the reserved party room during the duration of the function.
  - (c) Unlock and lock the door of the reserved party room before and after usage.
  - (d) Assure that the party is confined to Party Room only. No loitering or food or beverage set up in the hallways, lobbies and other common areas is permitted.

**Check-in, Check-out Procedures**

1. When the resident holding the reservation requests the key to the Party Room, a representative of Management (Activities Office, Patrol Services or Environmental Services) will accompany the resident to the party room to conduct a joint inventory of the furnishings. A check-list will be filled out and the condition of the furnishings will be noted. A Management representative will retain the original check-list.
2. After the function, a Management representative (Patrol Services) will inventory the furnishings and observe the condition of the furnishings and the room. If the room has been left in broom clean condition and trash removed to the loading dock leaving only the routine cleaning by the Environmental Services staff to be done, the deposit will be returned to the resident the next Activities Office business day. However, if more than broom cleaning is required or any unusual cleanup expenses are incurred, the deposit will not be returned.
3. The resident will be responsible for any missing items and for any damage to the room and/or furnishings including without limitation, stains on the furniture, and cigarette bums. Any additional work required to restore the room and furnishings to their original condition will be billed to the resident. If a Medico lock has been installed and the key is lost the resident will be assessed the cost of a new lock installed by a locksmith.

**ENFORCEMENT**

If the resident holding the reservation or the resident's guests violate any of the terms of this resolution or any rule or regulation adopted by the Board of Directors, Management is authorized to retain all or part of the deposit made by the resident to procure reservation of the party room.

If a rule violation occurs, Management will notify the unit owner of the violation, specifying in detail the facts which support a determination of a violation and give such owner or resident notice and an opportunity to request a hearing before the Board of Directors to address such charges, in accordance with Policy Resolution No. 4. If the resident fails to request a hearing fourteen days after notice is given by Management, the Association may retain all or a portion of the deposit, as appropriate.

**IF THE PARTY RULES ARE NOT ADHERED TO, THE DEPOSIT OF MAY BE FORFEITED.**

Book of Minutes \_\_\_\_\_, of the Board Meeting of May 17, 2016

ATTESTED:

\_\_\_\_\_  
Vivian Moran, Secretary

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Robert E. Lee, Jr, Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date