

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION
POLICY FOR USE OF COMMUNITY MEETING ROOM**

As amended, June 10, 2021

1. This policy refers to use of the meeting room on the top floor of the building owned by the Strathmeade Square Community Association (“meeting room”). The policy was adopted by the Board of Directors of the Association on May 18, 2004 and may be amended by the Board from time to time.
2. The meeting room may be used by owners of the Association, or, with their permission, their tenants occupying homes in the community, for social, recreational, educational, or political meetings.
3. The private use of the meeting room by owners is referred to in the rest of this policy as “meetings.”
4. Owners are responsible for the use of the meeting room by their tenants, family members, guests, or invitees. **OWNERS OR THEIR TENANTS WHO RENT THE MEETING ROOM ARE RESPONSIBLE FOR COMPLYING WITH ANY COVID-19 RELATED RESTRICTIONS IMPOSED BY FEDERAL, STATE OR COUNTY GOVERNMENT REGARDING CAPACITY RESTRICTIONS, SOCIAL DISTANCING AND MASKING REQUIREMENTS.**
5. The meeting room may be used by owners or tenants when it is not needed for regularly scheduled meetings of the Association, including but not limited to meetings of the Association, Board of Directors and Association committees. The meeting room may be used on a regular, continuing basis, for weekly or monthly meetings. If, in the sole discretion of the Board of Directors, such repeated use by one owner or tenant makes the meeting room unavailable for use by other owners or tenants or for other good cause, the Board of Directors may cancel or modify any one-time or continuing reservation. In the event of a cancellation, the Board shall endeavor to give reasonable advance notice to minimize the inconvenience to the owner.
6. Use of the meeting room by owners will be on a first-come, first-served basis. Reservations must be made with a meeting room coordinator (hereafter, the “coordinator”) appointed by the Recreation chair or the Board of Directors. If no meeting room coordinator is appointed, the Recreation chair will serve as meeting room coordinator.
7. It is the responsibility of the owner sponsoring the meeting to obtain a key to the meeting room from the chairman of the Recreation Committee, or the coordinator, at the convenience of one of those persons, and to return the key to one of them within 48 hours after the meeting. An owner sponsoring a continuing meeting may request a key to keep in lieu of obtaining a key for each meeting. This key will be made at the owner’s expense and returned 48 hours after the last meeting in the series.

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8. An owner seeking use of the meeting room must make a deposit of \$50 (or such other deposit as required by the Board) against damages and cleaning expenses, and for return of the key. The deposit will be returned when the key is returned and the meeting room is found to be good condition. The owner may write a check for that amount, payable to “Strathmeade Square Community Association,” and submit it to the person from whom the key is obtained. The check will be returned undeposited when the key is returned and the room is found to be in good order. Owners reserving the meeting room expressly agree that, if damages are found after the deposit has been returned, or the check is deposited and returned for insufficient funds, the owner may be assessed the damages, including but not limited to the cost of cleaning and repairs by the association, payable on the same terms as other owner assessments. An owner sponsoring a regular, repeated meeting must submit the deposit before the first meeting, which will be deposited in the accounts of the association. After the last such meeting, the deposit will be repaid to the owner, less damages and cleaning expenses.
9. The amount of the deposit for all meetings may be increased by the Board of Directors.
10. Any meeting must end by 9 p.m. All activities, including post-meeting activities such as clean-up and removal of decorations, must be completed, and the meeting room must be vacated and locked by 9 p.m.
11. The Recreation committee chairman or coordinator, or other Board designee, will inspect the meeting room after each use. If the room requires cleaning or repairs, the cost of such repairs will be deducted from the meeting deposit. If such costs exceed the amount of the deposit, the sponsoring owner will be billed for the excess, which will become an assessment against the responsible owner.
12. Owners and tenants sponsoring meetings are responsible for complying with all applicable laws and regulations concerning the use of alcoholic beverages, including obtaining a banquet license if required. It is the responsibility of a meeting sponsor to find out which laws and regulations apply. SSCA will provide no legal advice about the laws, regulations or their applicability. Owners should consult the Virginia Department of Alcoholic Beverage Control (www.abc.state.va.us) to confirm whether a license or other restrictions apply.
13. Owners and tenants sponsoring meetings are responsible for complying with all other applicable laws and regulations, including but not limited to laws and regulations concerning the following:
 - Consumption, use, and sale of illegal drugs;
 - Gambling;
 - Noise and disorderly behavior.

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14. The sponsoring owner or designated lessee must be present throughout the meeting.
15. No smoking is allowed in the meeting room and the balcony. If meeting participants smoke outside, the owner sponsoring the meeting is responsible for cleaning up any resulting cigarette butts or other detritus.
16. No animals are allowed in the meeting room except for assistance animals for the handicapped.
17. Meeting participants may not, under any circumstances, use the balcony on the short sides of the building (east and west sides) or the pool (south) side.
18. The maximum number of persons who may occupy the meeting room is 49, unless the Fire Marshal establishes a different limit.
19. Decorations, posters, etc., may not be affixed to the meeting room walls with tape, tacks, nails, or anything else that leaves holes in the walls or defaces the walls. Owners who wish to attach such items should use adhesive putty or tape them to the windows. All tape must be carefully removed from windows. The cost of any repairs or additional cleaning required by use of tape, nails, tacks, etc., will constitute damages and be assessed against the owner sponsoring the meeting.
20. At the end of a meeting, the lights must be turned off and the door must be locked, including the internal locks on the north door that prevent it from being opened even if the deadbolt lock between the doors is unlocked. All windows must be locked. Heating, cooling, and fan settings must be returned to those posted next to the thermostat. Trash must be placed in the outside trash can in front of the pool house or taken away.
21. Meeting participants who are not owners of the community may park in the pool house parking lot only. The pool house parking lot has spaces for 25 vehicles. Meetings that would require use of more than 25 spaces are not allowed. By scheduling a meeting, the owner sponsoring the meeting certifies that no more than 25 guest vehicles will be present. If pool house parking spaces are occupied by vehicles of non-participants, an equivalent number of vehicles may be parked on Beverley Drive.
22. Meeting sponsors may use the refrigerator in the meeting room to the extent that space is available. No contents may be removed from the refrigerator without the permission of the Recreation Committee chairman or meeting room coordinator. The refrigerator must not be unplugged or moved from its location in the meeting room without the permission of the Recreation Committee chairman or meeting room coordinator.

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23. The Board of Directors may suspend use of the meeting room by an owner who violates, or whose tenants violate, these policies. In lieu of suspension, the Board may, in its sole discretion, require a larger deposit than the standard amount from an owner who has caused damages or clean-up, or whose tenants have caused damages or clean-up, exceeding the standard amount.
24. Meetings must be confined to the meeting room. Permission to use the meeting room does not extend to the holding of events in the parking lot adjacent to the pool house, on the surrounding grounds, or in the fenced pool enclosure. Use of the meeting room does not include use of the pool for participants in a meeting, except through the regular procedure for guests that are included in the community pool rules.
25. The member holding the meeting must take care to prevent damage to the exterior of the pool house, to the parking lot, or to surrounding grounds, including dumping of trash elsewhere than in proper receptacles, graffiti, damage to plants and shrubbery, and any other damage beyond normal use. Damage to the pool house exterior, parking lot, and grounds will be treated the same as damage to the interior of the meeting room. If these areas require cleaning or repairs, the cost of such repairs will be deducted from the meeting deposit. If such costs exceed the amount of the deposit, the sponsoring member will be billed for the excess, which will become an assessment on the member.
26. Members are responsible for the behavior of their guests arriving at or departing from a meeting. Guests should not engage in dangerous or disruptive behavior such as reckless driving, honking of vehicle horns, loud playing of vehicle sound systems, or disruptive behavior in the pool house parking lot. Return of the deposit may be withheld if behaviors of these types, or similar behavior that disturbs the peace of the community, occurs in association with a meeting at the pool house.
27. Before each meeting, the meeting sponsor must acknowledge in writing receipt of a copy of this policy and agreement to abide by all applicable provisions, by signing a form that will be provided. The recreation chair or meeting room coordinator will retain a copy of this form. In the case of continuing meetings, one such form may be applied to all meetings in the series. The form is attached to this policy.

STRATHMEADE SQUARE COMMUNITY ASSOCIATION ACKNOWLEDGMENT AND AGREEMENT TO MEETING ROOM USE POLICIES

1. I, (name of owner or tenant) _____, have applied for use of the meeting room maintained by the Strathmeade Square Community Association (SSCA) for a meeting to be held on (date) _____ (year) _____. I hereby acknowledge that I have received and read a copy of the SSCA meeting room use policies and will abide by them while holding my meeting and, if I am a tenant, that the owner/landlord has signed below to acknowledge the terms of this Agreement.
2. I will abide by the SSCA meeting room use policies and to all other Federal, commonwealth, county, and other laws and regulations that apply to my meeting.
3. I agree to indemnify, defend and hold SSCA, its directors, officers, committee members and agents free and harmless for any damage to the meeting room and other SSCA common property, for any damage to the persons or property of SSCA owners, for any injury to persons attending the meeting, legal fees and costs, and for any other civil or criminal penalty, arising from my use of the meeting room.
4. In the case of a series of meetings, held on a regular schedule, this agreement applies to all meetings in the series.

Printed name of owner: _____

Address in SSCA: _____

Telephone number: _____

Signature of owner: _____

Date: _____

Signature of tenant: _____

Date: _____