

GUIDELINES FOR USE OF THE RANCHO VIEJO NORTH COMMUNITY ASSOCIATION COMMUNITY PLAZA

Rancho Viejo North Community Association (RVNCA) has a Community Plaza that is intended for the use and enjoyment of the homeowners of the community. The Plaza may, under the following guidelines, be reserved for the exclusive use of the homeowners and their guests for social events and planned gatherings. The guidelines have been established by the Board of Directors for the Rancho Viejo Master Association and they are hopeful that it will be used as a gathering place for the community.

RESERVATION POLICIES

The Plaza may be reserved for a variety of events, however, should Management have any concern regarding the suitability of the event it will be presented to the Board for approval. The Plaza may be reserved for Association meetings. Should the scheduling of an Association meeting be in conflict with a reserved social event the Association meeting will take precedence.

- Any property owner within Rancho Viejo North Community Association may reserve the Plaza. However it may ***not*** be used for “for profit” events or programs without prior approval from the Board of Directors.
- Proper attire is required. This includes wearing of tops and shoes.
- No rice, birdseed or confetti may be thrown in or around the grounds.
- All applicable State and local laws apply to the use of the Plaza.
- Sound systems may be used. However the level of sound ***must*** reflect consideration for all those within hearing distance of the event.
- Monitoring of guests and their behavior is the sole responsibility of the sponsoring homeowner.
- No alcoholic beverages may be sold without obtaining applicable permits.
- Designated parking is to be monitored by the homeowner. Larger events may require a parking service.
- Consideration for other homeowners will be exhibited at all times.
- No alterations to the property may be made other than decorations.
- No more than 75 people may attend the event, without prior approval of the Board.
- No reservations will be made for Holidays or Holiday weekends.
- The sponsoring homeowner must be in attendance the entire time of the event.

Be aware, the Community Plaza does ***not*** have bathroom facilities. Depending on the event, the homeowner may be required to supply portable facilities.

The above guidelines are ***not*** all inclusive and may be added to as required.

RESERVATION PROCEDURES

- 1.) Choose the date and times for your event and check availability by calling 505-473-1042. Reservations will be made on a first come first serve basis.
- 2.) Complete a Rancho Viejo North Community Association Reservation Agreement which may be obtained from the Master Association Management Office.
- 3.) Submit proof that a liability policy in the amount of \$1,000,000 has been obtained with RVNCA as additional named insured.
- 4.) Submit a check in the amount of \$250.00 as a Security Deposit to be refunded after inspection and approval. Check to be made payable to RVNCA.
- 5.) The reservation will not be confirmed until the above procedures have been completed.
- 6.) Once approval has been determined the homeowner will be contacted and informed that their reservation has been approved and calendared.
- 7.) Any deviation from these guidelines may result in forfeiture of your deposit and/or additional fees which may be charged to your Rancho Viejo North Community Association account. Any damages which exceed the amount of the Security Deposit will be added to your Rancho Viejo North Community Association account.

FINALIZATION

Once the event has taken place and all clean up has occurred the homeowner shall contact the North Community Association Management Office the first business day after their event. Following an inspection of the Plaza by management and the homeowner may come by the office to pick up their Security Deposit, less any deductions.