SOCOMA Inc., Recreation Center - Renters Guide and Checklist

IMPORTANT NOTICE: The following checklist contains confidential information (where noted) and MAY NOT be shared with anyone except the person or persons signing the rental agreement. Failure to comply with this notice may lead to forfeiture of all deposits and fees and / or denial of future use of the facility.

Accessing Rec Center:

- Diamond Headquarters will program your Fob to open the Recreation Center Door.
  - Storage Room will be open.
- Upon entering the building, immediately disarm the alarm located on inside wall.
  - Alarm Code: (confidential information!) Reservations will provide you with the alarm code
  - only enter the 4-digit code to arm and disarm alarm - nothing else
  - If an incorrect code is entered - push (*) button to reset prior to attempting the code again.
  - If alarm is activated - input code to de-active and silence alarm (Thompson Security Company may call Rec Center phone and/ or SOCOMA Board Member may be notified for verification of occupancy).

Pre-Event:

- Turn on air-conditioner(s) approx. 1 hr. before event (if needed).
  - There are 2 AC units (2 wall controllers). Utilize both if maximum cooling or heating is required.
  - To operate, push the button(s) on the controller(s) from "Off "to "Cool" or "Heat" as necessary. Set the desired temperature using the up and down arrows.
- Do not open rec. center windows! Do not leave doors open while AC unit(s) are on!
- Utilize ceiling fans as necessary to help control the desired temperature in the facility.

Post Event:

- Clean up - SWEEP and MOP FLOORS, WIPE OFF KITCHEN COUNTERS / SINK and CLEAN RESTROOMS!
  *** A minimum charge of $50.00 will be deducted from your deposit if any aforementioned item is left unclean***

Please Note: During Pool Season (1 April – 31 October YOU ARE NOT REQUIRED to clean the restrooms).
During Pool Closure (1 November – 31 May YOU ARE REQUIRED to clean the restrooms).

- Trash - Take ALL trash with you and place empty bin in closet. (Do Not attempt to empty restroom trash bins).
  *** A minimum charge of $25.00 will be deducted from your deposit for any trash left on Rec. Center property ***
- Stack chairs and tables neatly in their original locations inside the storage closet.
- Turn OFF air-conditioner(s) / heater(s)!!!
  (Verify both wall controllers are turned OFF (Off is indicated on controller) prior to leaving the facility. You may hear the blowers continue to run temporarily even after wall controllers are turned off - this is normal).
  *** Entire deposit will be forfeited if A/C unit(s) are left ON overnight after the completion of your rental ***
- Ensure ALL sliding doors are closed and locked prior to arming the alarm.
- Set the alarm before you leave - enter alarm code given to you by the Reservations, then close and lock the front entry door.
- **Rental hours for the Recreation Center are from 7am – 12 am.**
- **No access to the pool and pool area after pool closing at 10 pm.**

Pool Rental and Usage:

*** For Liability -
- No Smoking or glass containers are permitted in the pool area!
- Smoking is only permitted outside of the rec center building.
- No swimming is allowed when pool is closed.
- There shall be no more than 15 people at a time from your event using the pool during regular pool hours.
- Guest fee of $2 per person must be paid in advance if using pool during regular pool hours.
- NO LIFEGUARDS ON DUTY!
- SWIM AT YOUR OWN RISK!

Thank you in advance for your cooperation and we hope you enjoy the facility!

SOCOMA Inc., Board of Directors

Note: Resident's must be in good Financial Standing/ No Covenant Violations prior to renting within SOCOMA Inc.

Disclaimer

* The SOCOMA Inc., HOA, Directors and employees are not responsible for any injuries, accidents or mishaps that may occur while using or occupying this facility. Users, Renters, and their guests assume full responsibility.
* The renter and their guests are responsible for adhering to the preceding rules and regulations set forth by the SOCOMA Management and Board of Directors. Failure to comply may result in a Board review and forfeiture of all fees, deposits and future rental privileges.

_____ _____ _____

(Signature of Renter) *(Date)*

_____ _____

(Printed Name of Renter) *(Phone Number)*

_____

(Address in the SOCOMA HOA)

_____

(Email)