



### Application for Use of the Activity Room

<b>Name:</b> _____	<b>Today's Date:</b> _____
<input type="radio"/> <b>Owner</b>	Apartment Number: _____
<input type="radio"/> <b>Tenant</b>	(If the lessee is a tenant, the form must be signed by the owner of the apartment, who will be ultimately responsible for the conduct and actions of their tenant, guests, subcontractors, and any others involved during the activity).
<b>Date of the Activity:</b>	_____ / _____ / _____ Month Day Year
<b>Activity Schedule:</b>	Starts: ____:____ am / pm      Ends: ____:____ am / pm
<b>Activity Type:</b>	_____
<b>Number of People Participating in the Activity:</b>	_____ people
<b>Will the pool be used during the activity:</b>	<input type="radio"/> Yes <input type="radio"/> No Complete Pool Activities Application
<b>How many chairs and/or tables will you require?</b>	_____ Chairs (60 available) _____ Rectangular Tables for 6 people (2 available) – No tablecloths available _____ Round Tables for 8 people (4 available) – No tablecloths available _____ None
<b>Deposit Payment:</b>	\$_____ Check No. _____.
<b>Room Cost Payment:</b>	\$_____ Check No. _____.

By signing this form, the user and/or owner accepts that they have read and will comply with the regulations of the condominium and the activity room and will be subject to the fines and penalties they establish. That they are aware that it is a residential condominium, for which they will be considerate of other residents and visitors and will limit their activity to the use of the rented room. The owner is responsible for their conduct and actions, as well as those of their guests and subcontractors. A copy of the regulations for the use of the activity room is attached for your reference and compliance.

Requested by (tenant):

Apartment Owner:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**PLAZA DEL MAR CONDOMINIUM  
REGULATIONS APPLICABLE TO THE USE OF THE ACTIVITY ROOM**

Plaza del Mar's Activities Room rulings establishes:

1. The Activity Room is for the use of the Owners.
2. Tenants may use the activity room, provided they have a lease agreement duly authorized by the Administration and of which there is a copy in the Condominium files. The authorization of the owner of the apartment being rented will also be necessary, as they will be ultimately responsible for any damage the tenant or any of their guests causes to common property or third parties. A form for these purposes is available at the administration office and must be completed and signed by the owner prior to granting the permit for the activity.
3. To use the Activity Room, it will be necessary to fill out the reservation form at the Administration office no less than TWO (2) DAYS in advance.
4. The form will indicate the type of activity, number of people attending, and duration of the activity.
5. Activities where the number of participants exceeds 50 people will not be permitted.
6. Animals are not allowed in the activity room.
7. Unsupervised minors are not allowed in the activity room.
8. The form will expressly state that the user of the Room knows and submits to the General Regulations of the Condominium and will be subject to the fines and penalties that said Regulations establish for improper conduct and misuse of the facilities.
9. Upon making the reservation, two (2) checks must be submitted: one for \$100.00 for the use of the Room and another for \$500.00 as a deposit to guarantee that, at the end of the activity, the Room is handed over in good physical condition and clean. The deposit will be returned once the Administrator verifies that everything is in order. These values may be modified at the discretion of the Board of Directors.
10. Once these requirements are met, the Administration will make the reservation and notify the Guard to grant access to the Room on the designated day and time.
11. When deemed necessary, the Administration may submit the reservation request to the Board of Directors who, at their total discretion, may not authorize it if they understand that the proposed activity cannot be carried out in accordance with the General Regulations and the rules of coexistence of the Condominium.
12. The Activity Room does not have a stove, microwave, or refrigerator. Whoever uses the Room, therefore, must provide these elements if they require them for their activity.

Initial that you have read,  
understand, and accept the  
rules explained on this page:

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13. Games are not allowed unless they are board or electronic games. Particularly prohibited is the use of balls, inflatables, wheeled toys, skates, bicycles, or any other item that in the judgment of the administration may cause damage to the room, furniture, or decoration of the Activity Room and the Lobby. The Owner or tenant must ensure that children do not run and shout in the room and will be responsible for any damage they and/or their guests cause to the condominium property or third parties.
14. The activity must be carried out without noise that affects other Owners. If music is to be used, it must be kept at a reasonable volume that does not disturb the owners of the apartments adjacent to the room.
15. All activity must be limited to the activity room; under no circumstances should the activity extend to the condominium lobby, except with prior authorization from the Board of Directors.
16. The use of the restrooms will be controlled by the security guard who will keep the key and provide it to people who request it.
17. Traffic to the garden areas, pool, tennis court, and park must be through the doors that communicate to the exterior from the activity room, not through the main lobby.
18. The lessee of the room and/or owner of the apartment will be responsible for the equipment, paintings, remote controls, and other facilities of the room that are provided to them or that form a permanent part of said room.
19. At the end of the activity, the user must leave the Room in perfect clean condition and hand it over to the Guard, who will verify this fact.
20. If any damage has occurred, the user must notify the Guard who, in any case, will inspect the Room upon receiving it to take note of those damages and any others that have not been reported, which will be notified to the Owner. The Guard will make a written report of these damages, which they will deliver to the Administration for the corresponding actions.
21. If at the end of the activity the Room has not been left in perfect clean condition, the Administration will deduct \$150.00 from the deposit and/or bill it to the corresponding owner. The walls and kitchen are considered part of the room. Trash must be disposed of in the container assigned for it in the upper parking lot of the condominium.
22. The user of the Room will be responsible for the cost of repairing the damage made to the Room, which will be undertaken by the Administration. These costs will be deducted from the deposit; if they were greater than the deposit, the Administration will proceed to issue an invoice to the user, payable upon presentation.
23. In any case, the Owner of the Apartment will be ultimately responsible to the Condominium for eventual damage to the facilities of the Activity Room and for the conduct of each and every person participating in the activity, reserved by themselves or by their tenant.

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24. Under no circumstances may the Activity Room be reserved for profit-making, political, or religious meetings.
25. Decorating the walls of the activity room is not allowed. Nothing may be pasted on them, the fascias, fans, paintings, or any other condominium property that forms part of the activity room.
26. The room furniture will be removed prior to use. Moving furniture, tables, or chairs that are usually part of the lobby furniture will not be allowed without prior authorization from the administration.
27. Chairs and/or tables will not be provided for activities at the pool.
28. The duration of the activity may not exceed 4 hours. If so, an additional charge of \$25 per additional hour of use of the room will apply.
29. Air conditioners will not be turned on to decorate and/or prepare the room. If you need to turn on the air conditioners before the start time of your activity or to decorate, a cost of \$25 per hour of use of the air conditioners outside the activity schedule will be charged. This must be coordinated and authorized by the administration.
30. At the discretion of the Board of Directors, a schedule of use for the activity room may be established.
31. Any activity that, in the judgment of the Board of Directors, is being carried out in a disorderly manner or contrary to the regulations and acceptable social norms, may be interrupted and even suspended without the right to a refund of the fee paid for the use of the activity room and without any clause of the room use regulations being annulled.
32. The Board of Directors has the authority to add additional and/or specific restrictions that it deems necessary and that were not originally contemplated in these regulations. They may also establish restrictions for particular activities if they consider it necessary.

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