

# *Wedgefield Plantation Homeowners Association*

1956 Wedgefield Road | Georgetown, SC 29440

Phone: (843) 546-2718

## **OFFICE BUILDING OPERATING GUIDELINES**

**The office has NOT been designed for community use. However, there is a common area inside the building that may be of use for residents of WPA.**

**In order to maximize such usage and enjoyment, the following guidelines have been approved by the WPA board. These guidelines are subject to change at any time.**

1. The Office is available for use by WPA residents and Association Committees and Boards.
2. Only WPA residents who are current in their assessment payments are eligible to reserve and use the Office facility. Non-residents are NOT allowed to rent facility.
3. First priority for use of the building will be given to WPA governing bodies such as the Board of Directors and Association Committee meetings. Otherwise, scheduling will be on a first-come first-served basis. The WPA Board reserves the right to establish further priorities as the need arises.

### **A. OFFICE BUILDING USAGE AND FEES**

1. A security deposit of \$50 will be required for all residents/groups. This amount is due at the time of reservation of the facility. The security deposit of \$50 will be refunded to the user less any damage costs or cleaning. If such costs exceed \$50, the user will be billed for the additional amount. Please make checks out to WPA.
2. For hours and dates of availability, please check with office: 546-2718

### **B. USER RESPONSIBILITIES**

1. Office area behind door and glass may NOT be used.
2. **SUPERVISION:** Children attending event **MUST BE** supervised at all times, whether inside or outside the building. Damage to building, common areas, etc. caused by unsupervised children will be responsibility of Permit Holder.
3. The resident executing the contract must be in attendance at said activity.
4. All chairs and tables **MUST** be wiped clean and stacked on storage racks.
5. Supplies and materials brought into the building must not have a potential for creating damage: i.e. paints, acids, heating devices,
6. Absolutely no objects such as nails, tape, tacks, candles and substances which cause damage shall be placed on the walls or window surfaces. If signs or banners need to be hung, please use special 3M adhesive products that do not damage or leave marks on walls.
7. Turn OFF ALL lights after use.
8. Make complete inspection of building, including bathrooms and kitchen, before leaving premises.

9. Smoking is **NOT** allowed inside building. All cigarette/cigar butts must be disposed of in the "Smoker Station" at the front of the building. **DO NOT** throw butts on sidewalk, grass, or parking.
10. Notify the Association office if building is in any disarray – HOA Office Telephone Number: (843) 546-2718. Leave message.
11. Do not allow more than the maximum number of persons permitted by law (95) to occupy the building/rooms during the event scheduled.
12. Inform the Association office of the type of activity planned by filling out Application for office use.
13. No alcoholic beverages permitted in the office.
14. Permit Holder understands that the WPA Homeowners Association, its Directors, Officers, Agents and Employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever.
15. Permit Holder understands that failure to comply or adhere to all guidelines and/or responsibilities may result in penalties imposed on them.

## **C. RESERVATIONS**

Reservations can be made no more than 6 months in advance. The Association reserves the right to cancel a lower priority function for a higher priority function. Arrangements for reservations will be made through the WPA HOA Staff. At the time of reservation, the following fees are due: \$50 security deposit. Office Use Application must be filled out.

## **D. CANCELLATIONS**

**By WPA HOA** - If a reservation is canceled for a higher priority - i.e. meetings held by governing bodies, all funds or deposits will be refunded. Lower priority functions may not be canceled for higher priority functions within four weeks of the date reserved.

## **E. APPLICATION/CONTRACT**

Application will be completed for **ALL** functions requiring payment of security deposit and usage fee.

**I have read and understand all USER RESPONSIBILITIES AND GUIDELINES listed above.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **WEDGEFIELD PLANTATION OFFICE FACILITY DAMAGE GUIDELINES**

## **TYPE OF DAMAGE APPROXIMATE COST OF REPAIR**

- Pins, nails, tape, etc. used on walls or ceiling MINIMUM CHARGE \$20.00
- Floors, walls or doors scuffed, dented, gouged, marred in any way to be assessed according to degree of damage and materials needed to repair
- Broken windows Cost of replacement (including labor)
- Broken chairs or tables Cost of replacement or repair
- Bathroom damage Cost of parts and labor
- Appliance damage Cost of parts and labor
- Broken light bulbs Cost of parts

Those renting the office are also reminded to be courteous to the residents that live near the office:

- No loud music outside of the center
- No loud gatherings outside of the center
- No squealing of tires in the parking lot

# CHECKLIST FOR USE OF WEDGEFIELD OFFICE

**Date:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

\_\_\_\_\_ ALL tables and chairs **MUST** be wiped off before restacking on storage racks.

\_\_\_\_\_ Thermostat set at 75-80° on the "COOL" setting in summer and at 65° on the "HEAT" setting in winter.

\_\_\_\_\_ All interior lights turned off.

\_\_\_\_\_ Floors cleared of debris and spills.

\_\_\_\_\_ Trash and garbage bagged and removed from property.

\_\_\_\_\_ No pins, nails, tape, etc. allowed on walls or ceiling.

\_\_\_\_\_ All items brought in for event must be removed

\_\_\_\_\_ All exterior doors locked when leaving the office.

\_\_\_\_\_ All cigarette/cigar butts littering perimeter of building must be removed as well as other decorative or food debris left from the event.

*Please return to WPA office after completion of event.*

**Wedgefield Office Building  
Resident use Application**

**Resident responsible for office reservation?** \_\_\_\_\_

**Phone number of resident?** \_\_\_\_\_

**Date of event?** \_\_\_\_\_

**Type of event?** \_\_\_\_\_

**Number of people attending?** \_\_\_\_\_

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**The below to be completed by WPA office personnel**

**Date Application submitted?** \_\_\_\_\_

**Approved by?** \_\_\_\_\_

**Security deposit (\$50) ? Yes or No (circle one)**