

COLORADO ROOM EVENT POLICIES EFFECTIVE 1/25/2024

To reserve the Colorado Room for exclusive use, please secure Management approval and schedule the room reservation a minimum of 2 business days in advance. A resident can book only one function into the space per day. Frequency of use by the same resident may be limited to afford use by other residents.

1. A resident must be in attendance to accept responsibility for the damages and behavior of guests. All persons must comply with the Association's Community Rules, including no smoking in interior spaces of the building or on any area of the property.
2. As a general rule, for safety and noise considerations, the maximum room capacity is 30 persons. If you anticipate hosting more than 30 persons, please discuss arrangements with Management.
3. The space must be left clean and put back in the same condition as it was before the function. Furniture must be restored to original placement.
4. The room may be reserved for exclusive use between 7:00 AM and 11:00 PM. The reservation start time begins at setup; the end time is when cleanup will be complete.
5. There is no rental charge for the exclusive use of the room.
6. If the CT Staff sets up and/or must remove set up of the room, the service charges are:
 - a. \$4.00 per chair (maximum of 24 chairs)
 - b. \$20.00 per table (maximum of 4 tables)
 - c. Seating capacity banquet style 4 tables X 6 chairs
7. If Management determines cleaning is required, the cleaning charge is \$50 per hour, with a 1-hour minimum. In the event there are any stains or food/beverage materials on the carpet, the carpet cleaning/shampoo charge is \$150.
8. Live bands are not permitted, except for HOA or Management events. Recorded music, movies, and other audio must be kept at a volume that it cannot be heard outside of the room.
9. Management reserves the right to stop/terminate a function in progress if the Manager on Duty determines that an activity is in violation of these Policies or the Association's Community Rules.
10. Events/functions can be catered by offsite companies, provided that they comply with the above rules and are Certified Food Handlers in Austin, Travis County.
11. The hosting party (building resident/owner/tenant) shall indemnify and hold harmless the Association and Management against all liability or loss (including attorney's fees and costs) and against all claims or actions based upon or arising out of damages or injury to persons or property caused by or sustained in connection with the use of the space (Colorado Room). The Association assumes no liability for private parties.

By signing below, I acknowledge that I have read the above rules and understand and agree to the terms of use.

Unit #: _____ Event date: _____

Resident: _____ Start time (from setup): _____

/s/ _____ End time (cleanup complete): _____

Today's date: _____