

Eastwood Community Room Rules

Effective March 1, 2023

1. A **\$25/event** payment (non-refundable) is required. This charge will be put on the ledger for each reservation and the owner can pay through AppFolio, a bank transfer or a check. IF the remote not being returned, the room is left messy or there are damages, the owner will be charged accordingly. The minimum cost is \$50 for cleaning.
2. Only Eastwood social groups and/or the Eastwood board or committees can book the room without a charge and for the calendar year. This would include: Board meetings, landscape and finance committee meetings or Eastwood social groups.
3. Groups that are not all Eastwood members can **ONLY** book the room if they pay the \$25/event and the owner submits an email/maintenance request to the Property Manager. The owner must agree to the set up and clean up expectations.
4. **Room Reservations:** Owners reserve the room by sending the Property Manager an email or AppFolio maintenance request with the **date/time AFTER** they have checked for availability on the online calendar. The PM will then add the \$25 charge to the ledger of the owner making the request and add it to the calendar. There will no longer be an online reservation form.
5. IF an owner needs the TV remote or the portable screen, they will submit an email or maintenance request **AND** make arrangements **IN ADVANCE** to pick up the item and return it. The Property Manager will provide instructions for use of the remote as well as how to return it.
6. **Equipment:** ALL tables are either in the closet (5 card tables) or with the chairs behind the bookshelf (three 6 ft. tables). The additional metal folding chairs (25) are on the carrier with the padded folding chairs (47) so there are a total of 72 folding chairs behind the bookshelf. There are also 3 wooden tables (two oval, one round) and matching chairs in the community room. All items must be returned to their original location after each use. Large electric coffee makers are in the closet.
7. The closet is the storage location for all cleaning supplies – a broom and dustpan, a vacuum, a swiffer and cleaning solution.
8. The expectations for use and cleaning of the room are posted **IN** the kitchen as well as on AppFolio. Because there is **NO** cleaning on the weekends and it is **NOT** cleaned every day of the week, it is essential that people understand the importance of their cleaning up after each event.
9. Maintenance will set up and breakdown **ONLY** for Board meetings and any special board sponsored meetings. Setup/breakdown for all other events will be the responsibility of the owner.
10. Any Eastwood resident can use the community room for small gatherings when it is **NOT** reserved but needs to understand that it is **NOT** just for them (i.e. two small groups could meet there) **AND** they are still responsible for cleaning up. No reservation is required for these gatherings but the owner needs to understand that the space is **NOT** reserved.

Eastwood Community Room Use and Cleanup Expectations:

1. All folding chairs and extra tables are in the community room and should be returned to their original location after the event (i.e. chairs on the chair holder behind the bookshelf, folding tables in the closet or behind the bookshelf, etc.)
2. The unit owner **must** be present for the event.

Out of respect for other residents, functions must be restricted to the reserved area. The Eastwood room lobby is not part of the reserved area.

Children must be attended at all times.

Exterior doors are not to be propped open. There is a doorbell outside the entrance for the use of arriving guests.

Smoking is not allowed in the Eastwood room or in any common areas of Eastwood.

Events held in the Eastwood room are for invited guests only; they are not open to the public and must not be used for partisan or profit-making purposes.

Parties must conclude by **12:00 midnight. Music must stop by 10 p.m.** All noise must be in accordance with the Village of Shorewood ordinances.

If the Shorewood Police are called to an event and a ticket is issued, the unit owner is responsible for the ticket and will lose all future privileges related to the Eastwood room.

The unit owner is responsible for guest conduct during the event.

Eastwood Owners Association assumes no guest liability.

The unit owner is responsible for leaving the room clean and in order. The cleaning staff do NOT clean on weekends nor every weekday so the user for each event is expected to clean the bathrooms, kitchen and community room so it is ready for the next user. If the tile floors in the lobby and office entrance are dirty, use the Swiffer and cleaning solution to clean them. Cleaning supplies are located in the closet (vacuum, broom and dustpan, Swiffer and solution). Any extra cleaning that is necessary or any damage to the room or its furnishings will be the unit owner's financial responsibility with a minimum charge of \$50. In addition, the unit owner may forfeit future use of the Eastwood room.

Remove all trash and recycling bags to the dumpster in the 3942 garage (the exterior entrance key also works for the door to the garage).

IF you changed the temperature settings on the room's thermostat, please return it to the original settings. The thermostat is for the air circulation and air-conditioning – it is NOT for heat. Heat is provided by the electric heat registers.

The window shades should completely cover the window after your event.

IF the TV remote was used, return it to whatever location the Property Manager advises.