

# Grande North Lounge Use Application

**Notice:** Reservation of the Grande North Lounge is subject to the approval of the Board of Directors. Their decision will be based upon the answers to the question below. If your planned event, number of guests, or the representation you make in this application are inaccurate or untrue, the use of Lounge facilities will be cancelled prior to, or during the event in the sole discretion of the Grande North staff or by a member of the Grande North Homeowners Association Board of Directors or Rules Committee. The Lounge area is common area under the control and jurisdiction of the Board of Directors. The Lounge may only be reserved by residents in good standing with the Homeowners Association, for personal, non-commercial use. Any Lounge Use Applications received from residents who have outstanding fines or dues to the Association, or who have abused or violated HOA rules in the past, may be denied the right to reserve the Lounge for exclusive private use in the sole discretion of the Board of Directors.

**Resident Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Residence Unit # \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Date of the Event:** (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_ Time: (From: \_\_\_\_\_ am pm To: \_\_\_\_\_ am pm)

1. The Lounge may not be reserved for private parties on days that are reserved for the exclusive use of the Homeowners Association or their events as set forth in the Rules Handbook.
2. Weekday Events: The Lounge may only be reserved for events between the hours of 8:00 AM and 10:00 PM Sunday thru Thursday. No exceptions are allowed.
3. Weekend Events: The Lounge may only be reserved for events between the hours of 8:00 AM and Midnight Friday thru Saturday. No exceptions are allowed.
4. Any event continuing beyond the times set forth in 2 and 3 above will be terminated by staff or a Grande North Board Member.

**Purpose of the Event:** (Please Describe) (Use must be for private, personal, non-commercial functions only)

---



---

Note: Admission or fees may never be charged to any guest for non-HOA, private use functions in the lounge or any common areas.

**Total Number of Residents/Guests attending the event?** ...Residents # \_\_\_\_\_ Guests # \_\_\_\_\_ = Total..... \_\_\_\_\_

1. Under the City of San Diego Fire Code the maximum number of occupants in the Lounge unfurnished is 83 people. Due to the furniture and recreation amenities that take up space in lounge, the Board of Directors has limited the maximum occupancy for non-HOA sponsored events to 60 people. No non-HOA event greater than 60 people will be booked or allowed to continue.
2. A Guest List of all guests (non-resident attendees) must be filed with the Management office 24 hours before the scheduled event.
3. Any person seeking attendance to the event that is not on the pre-printed guest list will be denied entry to the building or the event without resident's approval.
4. Staff may not take instructions from the Resident reserving the lounge regarding guest list exceptions without the approval of a Board Member.

**Event Considerations:**

Will Alcoholic beverages be served at the event? ..... [ ] Yes [ ] No

If yes, how many minors will be attending the event? .....

Note: It is against the law to serve alcohol to a minor. Drinking by minors within the lounge is considered immediate grounds for termination of the event by staff.

Will a Live Band or Disc Jockey be entertaining at the event? ..... [ ] Yes [ ] No

Note: Any music in the lounge that disturbs other residents must be turned down. If more than one complaint regarding volume is received by staff, the event will be terminated.

Will decorations be brought in or attached to the walls or ceilings of the lounge..... [ ] Yes [ ] No

Note: A pre-use inspection of the lounge will be performed by staff with you. Any existing damage to the walls, carpeting, furniture, fixtures, appliances, or amenities must be noted on the inspection form. You will be held financially responsible for any damage in the lounge or to its furnishings that are not on your pre-use inspection form. A staff member will do a post-use inspection.

Will the event be catered? (Caterers or Vendors must provide proof of insurance) ..... [ ] Yes [ ] No

[ ] Rented tables and chairs will be used.....[ ] Yes [ ] No

[ ] HOA folding chairs and/or folding tables are being requested?.....[ ] Yes [ ] No

If yes, how folding chairs? \_\_\_\_\_ chairs. How many folding tables? \_\_\_\_\_ tables.

(Chairs must be put back in their protective covers and properly stored after use. Do not leave them unattended in the lounge after your event. Ask staff for assistance.)

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Rules, Regulations and Procedures For the Private Use of the Grande North Lounge Facility, which are attached hereto, and I agree to all of the terms and conditions.

Deposit Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Received By: \_\_\_\_\_

Application Approved by : (Board Member: \_\_\_\_\_) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

## Rules, Regulations and Procedures For The Private Use of The Grande North Lounge Facility

1. **Hours:** The Lounge is available Sunday through Thursday from 8A.M. to 10P.M, Friday through Saturday from 8A.M. to Midnight. Any event in the lounge exceeding these hours will be terminated by staff or a Grande North Board Member.
2. **Deposits, Inspection, Damage, Financial Responsibility:** The Lounge may only be reserved by a resident "in good standing" (no unpaid fines or assessments). All reservations must be made through the Management Office subject to: (a) the completion of a Lounge Use Application (b) the signature of an HOA Board member who has reviewed the Application, (b) the payment of a refundable Cleaning/Damage Deposit of \$250.00 for functions with 24 or less persons, or a \$500.00 deposit for functions with 25 to 60 persons, paid at the time the Lounge Use Application is submitted. The deposit check will be cashed. A refund check in the applicable amount will be mailed to you within 15 business days following the date of your function, provided the Lounge is left clean and undamaged and in the same condition as on the Pre-Use Inspection Form, and that no misuse of the facility has occurred. If you fail to clean the lounge after use, and our staff or an outside service must perform this function, you will be charged for that service. A Pre-Use Inspection Form will be completed in your presence by a staff member. Any existing damage to the lounge, including but not limited to, walls, carpeting, appliances, fixtures, amenities, blinds, windows, lights, pool table, artwork, décor items and furniture will be noted on the Pre-Use Inspection Form. You must sign the form and agree to what it indicates. The lounge will be inspected immediately after the event by a staff member. Any unclean condition or new or additional damage to any of the above referenced items noted on the Post-Use Inspection Form will be your financial responsibility and will be deducted from your deposit. If the damage and/or the cost of repair or cleaning exceed your deposit, the amount of damage/repair/cleaning will be charged to your monthly HOA assessment. If you or your guests cause damage to any other common areas during your lounge function the same financial responsibility will apply and your deposit will likewise be subject to any additional common area damage or cleaning required.
3. **No Show Reservations:** If your event is (a) a "no show" for the time and date of the reservation, or (b) is not cancelled with the Management office within 15 days of the scheduled event, \$50 of your deposit will be forfeited, unless extenuating circumstances are approved by the Board to return your full deposit to you.
4. **Guest List, Identification, Number of Guests, Use Restrictions:** You understand and agree that events in the lounge require our staff to take extra precautions to preserve the quiet use and enjoyment, security and amenities at the Grande North on behalf of you and your guests and all residents, therefore, during private Lounge Events you agree as a condition of approval of this Application to the following special conditions.
  - a. You must provide management with a printed Invited Guest List of all non-resident guests attending your private lounge event 24 hours in advance. Management will turn over your guest list to security who will verify your guests upon arrival.
  - b. You will inform your guests that they will be required to show Identification to staff when entering the building for your event.
  - c. You agree to limit your event to the inner walls of the lounge and will not let your guests move the festivities into the lobby, hallways, stairwells, gymnasium, pool, spa or patio areas, front entry-way, perimeter walls, circular drive way or any other common areas. Failure to do so will result in the termination of your event by staff, Board Member or Rules Committee Member.
  - d. While there are no rules against the number of guests you can have in your unit, as a condition precedent to the Board's granting you authority to use the common area lounge for a private function, you agree to the following forbearance, on a voluntary basis, as a condition of receiving the Board's approval to use the lounge, and you acknowledge the reasons for this forbearance and acknowledge that its purpose is to preserve the quiet use and enjoyment of all residents who may be affected by your festivities. The lounge is designed to accommodate a large number of guests. For three hours after the termination of your event in the lounge, you agree to limit the number of guests in your unit to no more than 10 people. During your lounge event, any guests in your unit will be included in the lounge head count. Staff, management or a Board member will deny elevator or stairway access to more than 10 guests during this period of time. You understand that the reason for this rule is to prevent large parties from moving their festivities out of the lounge, (that is designed to accommodate larger gatherings), into a residence unit after the conclusion of your lounge event, (which is not designed to accommodate large gatherings, with the intent of not disturbing other residents within the building and preventing damage to the common areas. Regardless of the number of guests, you agree to keep your guests respectful of our common areas and of the quiet use and enjoyment of all residents within the Grande North, prior to, during and after your private lounge event. You understand and agree that staff has been authorized to call the San Diego Police Department to control any violations of association rules and this Lounge Use Application and its terms and conditions.
5. **Security, Inspection and Surveillance:** Any event in the lounge or common areas exceeding 24 non-resident guests shall require the hiring of additional security staff. Arrangements must be made through management to hire additional staff for the entire time period of your event and one hour before and after the event. Only security staff arranged through the HOA management will be authorized to provide the security services. You are responsible for the cost of the security staff for the hours scheduled whether or not your event takes place, unless cancelled within 24 hours of your event. Payment for additional security must be paid in advance. You agree that the HOA has the right to (a) monitor and record your event, via the security camera in the lounge, and you will do nothing to limit or impair the view of the camera lens. (b) Any member of the HOA Staff (security, concierge or management) and /or any member of the HOA Board of Directors or Rules Committee may enter the lounge during your private event for inspection purposes.
6. **Furniture, Pool Table, Rentals:** Personal furniture, other than that provided by the association, shall not be used in the lounge. Association-provided furniture, accessories, game tables and equipment shall not be removed from the lounge. Rental tables and chairs are permitted. The pool table must not be moved and must remain covered and completely protected during events where the pool table top is being used for serving purposes.
7. **Clean and Original Conditions:** Persons who use the lounge are responsible for the removal of all articles brought by them, including cleaning supplies, towels, books, magazines, food, decorations, rental table and chairs, and coolers, as well as related trash and debris.

8. **Outside Vendor Proof of Insurance:** All outside vendors providing services at your lounge function, such as catering services, must provide proof of insurance to management 72 hours before your event.
  
9. **Prohibited Items, Conditions and Events:**
  - a. The door to the lounge must remain closed during your private lounge event.
  - b. Music must be controlled to limit the sound to the immediate lounge area. If staff receives 2 or more complaints regarding music volume from other residents, the event will be terminated by staff or a Board Member.
  - c. If you do not keep control of your guests when asked to by staff, management or a Board member, your event may be terminated.
  - d. No abuse or disrespect of staff or management personnel, or any Board or Committee Member, by you or your guests will be tolerated. Any abusive condition, in the sole discretion of staff, management or the Board will result in the immediate termination of the event.
  - e. No smoke or theatrical smoke or fog machines or any other device that could cause the building fire alarm system to go off.
  - f. No barbeques within or around the internal or exterior doors adjacent to the lounge area or the common areas.
  - g. No use whatsoever of the side emergency exit door of the lounge. The door may never be used for guest entrance or exit, or for any other purpose other than an emergency.
  - h. No taking of glassware out of lounge into any other portion of the building or common areas.
  - i. No serving of alcohol to minors. No use of drugs, smoking or use of controlled substances in the lounge or any common areas.
  - j. No nudity or indecent exposure by any resident, guest or hired vendor of services is permitted in the lounge or common areas.
  - k. The swimming pool, spa and gymnasium are not to be used by your guests during your lounge event, and no more than 4 guests can use the any of the other common areas for a 4 hour period after your lounge event.
  - l. The lounge cannot be used for commercial purposes.
  - n. Intoxicated guests are your sole responsibility, and you are financially responsible for their conduct while visiting the Grande North. If asked by staff, you will arrange to have any intoxicated or under the influence guest safely removed from the premises.
  
10. **Cooperation and Peaceful Termination:** In the event your event is terminated by staff or a Board Member, you will give your utmost cooperation in terminating the function and having your guests leave in an orderly and controlled manner without disturbing the quiet use and enjoyment of the building for other residents.
  
11. **Use At Your Own Risk:** All persons using any Association common areas, including but not limited to the lounge, do so at their own risk.
  
12. **Special Rules and Procedures:** The Association has the right to post additional rules and/or procedures relating to lounge events from time to time, or adopt special rules and procedures relating to the approval of this Application.
  
13. **Advance Reservations:** All Applications for private lounge use must be made at least 72 hours in advance and the reservation subject to availability.
  
14. **No Commercial Use:** The facilities cannot be used for commercial purposes other than those arranged by The Grande North Homeowner's Association in which all members may participate. Private functions for commercial purposes are not allowed in the common area lounge.
  
15. **No Admission, Fees or Donations:** No charge, fee, funds, admission or donation are allowed to be charged or assessed upon any guest for participation, admittance, food, beverage, alcohol, entertainment or function on or within the Lounge or any other Grande North Common Areas.
  
16. **No Alcohol to Minors, Parental Supervision:** In accordance with California state law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at a function held in the facilities, no minors are to be present without parental permission.
  
17. **No Liability to Association:** The association cannot be held liable for any theft of or damage to the personal articles of you or your guests.
  
18. **Reservation Blackout Periods:** The Lounge cannot be reserved by any individual resident for more than one week in advance of a special event or holiday (such as Super Bowl, etc.). If there is no HOA Social Committee function planned in the Lounge on these dates, residents may make reservations 1 week before the special event or holiday.
  
19. **Modifications and Amendments:** The Board of Directors reserves the right to amend or modify these rules and procedures set forth in this Application.

Resident Initial: \_\_\_\_\_ (I have read and understand and agree to all of the above terms and conditions)