

POLICIES FOR PRIVATE USE OF THE TOP OF THE POINTE AND THE GATHERING PLACE

The Top of the Pointe and The Gathering Place are available for use by Tower Pointe and Arbor Trace residents for social purposes only. The facilities are not open to the public and, as such, should not be advertised in any promotional pieces as being open to the public. Since we are a residential community, our facilities are not available for use by any outside entity to promote commercial ventures, businesses or political organizations. The following guidelines describe the terms and conditions for use of the facilities:

Reservations

1. Any reservation request for private use of the Top of the Pointe and The Gathering Place by a resident for social purposes must be submitted in writing to the Tower Pointe Concierge on the approved reservation form available from the Concierge. Such reservations must be made no less than 48 hours in advance of the event and may be made up to six months in advance.
2. The rooms may not be reserved for periods during which resident activities are regularly scheduled (i.e. Monday morning men's coffee, Monday night movies, Monday, Wednesday and Friday morning chair yoga, Wednesday afternoon women's bridge, Thursday evening Resident Cocktails, or any previously scheduled special events).
3. Any reservation request for use of the facilities by a resident for an outside entity, where a majority of the attendees are from outside the community (i.e. Civic organizations such as Rotary Club, English Speaking Union, Fraternity or Sorority groups) will require prior approval from management. Such requests for reservations must be submitted in writing to management at least 30 days in advance of the event and may be made up to six months in advance. This rule shall not apply to events sponsored by our in-house sales and marketing staff for the purpose of promoting real estate sales within our community. Use of the facilities by outside groups is limited to one time per year.
4. Any reservation made on behalf of a charitable organization must adhere to Tower Pointe rules and regulations regarding no solicitations. Any request for use of the facilities by a charitable organization must be submitted in writing to the Tower Pointe Board of Directors at least 30 days in advance of the event and must be officially approved by the Board of Directors.

Details of Usage and Other Restrictions

5. The Concierge desk must be manned during any period in which non-residents are attending a function in either room. The cost for manning the desk beyond normal hours (8AM - 8 PM) will be billed at \$30.00 per hour and must be paid by the resident reserving the room. The room must be vacated by all guests no later than 10:00 P.M.
6. Any resident reserving the room for private use or on behalf of any entity, will be charged a set-up/clean-up fee based on the amount of labor required. The minimum charge will be \$100.
7. Any resident who reserves the facilities for private use or who sponsors an outside entity, will be responsible for any damage and must be in attendance throughout the period of private usage.
8. Valet parking must be employed at the resident's or outside entity's expense for any function that will

involve the use of the facilities by more than 25 persons who are non-residents.

9. The maximum capacity for any event to be held at the Top of the Pointe or The Gathering Place is 75 people.
10. With advance notice, additional chairs and buffet tables may be provided for memorial services or cocktail parties where food is served. Otherwise, the room is available "as is" . Under no circumstances shall any furniture be removed from the room.
11. Nothing may be pasted or taped to surfaces such as walls, doors, windows, ceilings, elevators, etc.
12. Food and Beverage service and consumption must be confined to the room reserved. Guests may not wander unattended through the hallways and lobbies except to enter or leave the building or to access the restrooms.
13. Entertainment may be provided during private usage by piano, a three-piece group or personal sound system. No bands are allowed and amplified music from any personal sound system must not be disturbing to other residents.
14. Tower Pointe is a smoke-free facility. Smoking is prohibited in the Top of the Pointe, The Gathering Place and all other common areas.

