

**Policy for Private Use of Meeting Room by Residents  
Adopted by the Board of Directors at the July 27, 2022 Board Meeting**

Residents of Crosswoods are allowed to use the HOA Meeting Room for private events under the following criteria:

1. The Meeting Room is intended to be used primarily for HOA functions (e.g., Board meetings, membership meetings, committee meetings, community events sponsored by the Association, and the like).
2. Reservations for private use of the Meeting Room must be made through the HOA office; a reservation must be made in the name of a resident, who must provide their contact information to the HOA office.
3. A reservation for the Meeting Room must be made at least seven (7) days in advance.
4. HOA functions will have priority in scheduling over a private event.
5. Private event reservations will be limited to the hours between 9 am and 10 pm.
6. Private use of the Meeting Room is subject to availability, and there is no guarantee that the Meeting Room will be available on any given day or at any given time; private reservation of the Meeting Room may be limited or restricted on certain days, such as federal holidays.
7. Persons attending a private event in the Meeting Room may include non-residents, but the reserving resident must be age 18 or older and in attendance during the entirety of the private event, and will be held responsible for use of the Meeting Room.
8. People who use the Meeting Room for private events do so at their own risk.
9. There shall be no non-refundable fee or insurance requirement for a private reservation of the Meeting Room.
10. Except for purposes described in California Civil Code section 4515 (generally about elections and public issues), there shall be a refundable cleaning and damage deposit of \$100.00 for private use of the Meeting Room.
  - a. The deposit must be submitted to the HOA office by check made payable to "Crosswoods HOA" at least two (2) business days before the private reservation date.

- b. Any balance of the deposit (after deducting extraordinary cleaning costs and/or repair costs) will be returned to the reserving resident within thirty (30) days after the private reservation.
  - c. If costs incurred by the Association to clean and/or repair the Meeting Room exceed the deposit amount paid, the reserving resident (or the owner of the resident's residence) will be liable for payment of such excess costs.
- 11. The HOA approving a request for a private reservation of the Meeting Room should not be considered by any person as the Association endorsing the purpose of the meeting.
- 12. At the conclusion of a private reservation of the Meeting Room, the Meeting Room must be put back in the same arrangement and condition as it was in before the reservation period; the Meeting Room lights should be turned off, windows closed, and door locked, and the HOA office should be notified that the Meeting Room has been vacated.
- 13. No furniture or other items owned by the Association may be removed from the Meeting Room.
- 14. Use of the Meeting Room for a private event must at all times comply with applicable laws.
- 15. Consumption of alcohol, and smoking of any product or device, is not permitted in the Meeting Room at any time.
- 16. Food preparation that requires use of electricity or open flame in the Meeting Room is not permitted at any time, and no candles or other open flame devices may be brought into or used in the Meeting Room.
- 17. All personal items brought into the meeting room during or for a private reservation must be removed at the end of the reservation; any items left in the Meeting Room may be donated, discarded, or otherwise disposed of by the Association.
- 18. No decorations, signs, posters, banners, flags, etc. may be taped, tacked, nailed, screwed, or otherwise attached to the walls, floor, ceiling, windows, or door of the Meeting Room.
- 19. All music, conversations, and other noise must be kept at a reasonable volume within the Meeting Room, and the Meeting Room door should not be propped open.