**Social Room Guidelines**

1. The fourth-floor social room is always open unless reserved for private use or a Board event. Any Unit Owner, Resident, Visitor or Guest using the social room must use reasonable care while they are there.
2. No smoking of any kind is permitted in the social room at any time. Any Unit Owner, Resident, Visitor or Guest smoking in the party room will subject the Unit Owner to clean up costs and a fine.
3. A Unit Owner or Resident can reserve the social room for private use between 8:00 am and 12:00 midnight. A Unit Owner or Resident must reserve use of the room in writing with the Property Manager at least two days before the use, subject to availability. A refundable $150.00 security and cleaning deposit is required for each single use of the room. The Unit Owner or Resident must fully clean the social room after use and remove all garbage and any personal items they brought into the room. The Unit Owner or Resident must make sure that the stove and oven are turned off and that no water is left running or dripping from the kitchen sink or in the bathroom. The deposit will be returned, less any expenses incurred by the Association for cleaning or damage. If there is damage in excess of the amount of the security deposit, the Unit Owner shall be responsible for the excess expenses and charges incurred by the Association.
4. The Unit Owner is responsible for the proper use of any alcoholic beverages served during any private party in the social room. All applicable laws must be followed if alcoholic drinks of any kind are served. The sale of alcohol is prohibited. No admission charge or other charge of any type for any reason is allowed for events held in the social room.
5. The Unit Owner or Resident reserving the social room must be present during the entire event.
6. No person under the age of 18 is allowed, at any time, without parental supervision.
7. After 10:00 pm any music, electronic recordings, musical instruments or amplified or other sounds must be kept to a normal conversational level until the private use of the social room ends.
8. Any Unit Owner or Resident using the social room for a private function agrees to fully indemnify and hold harmless Barcelona Three and the Board of Directors for any damage or harm caused by their use of the social room or resulting from the guests. The Unit Owner agrees to pay any and all legal costs, including fines or attorney fees charges, that Barcelona Three might incur because of the Unit Owner’s or Resident’s use of the social room.
9. Any cost for cleaning or damage to any item in the social room will be the full responsibility of the Unit Owner or Resident reserving and using the room.
10. The Board will keep a $30.00 administrative fee for any reserved use of the social room for more than five hours.
11. Contact Heil, Heil, Smart & Golee at 847-866-7400 to reserve the room.