

**1666 COFFMAN CONDOMINIUM ASSOCIATION
USE OF SOCIAL ROOM**

**BOARD REGULATION 2
11/25/96
06/23/2015 Revision 6**

The Board of Directors has adopted the following rules for using the Social Room: for Private Parties (A), and for Outside Groups suggested by owners and approved by the Board (B). Private Parties and Outside Groups are separate kinds of events, with separate rules to some extent.

The major tenet governing Social Room rules is that the Social Room is solely for the use of owners and their guests. These rules reflect the concern of the Board with the rights of owners to enjoy peaceful use of their homes and to expect satisfactory maintenance of the common areas, as well as to enjoy events that enhance owners' quality of life.

PART A: PRIVATE EVENTS

(Guests invited for a event by individual unit owners)

1. The number of guests for private parties is limited to 50 persons unless otherwise authorized by the Board on a case by case basis.
2. A deposit of \$50, in cash or check, will be required at the time the room is reserved. The room is reserved when the deposit is paid. The deposit will be refunded when it is determined by inspection that cleanup is satisfactory. (A deposit is not required for in-house events that are primarily for residents.)
3. A fee will be charged each time the room is used for private parties in accordance with the schedule listed below. The fee includes a set up if needed. It is payable after the event when the deposit fee is refunded. If an event is cancelled, no user fee is charged.
 - \$10 for up to 20 people - guests & residents, including children.
 - \$30 for 21 to 30 people - guests & residents, including children.
 - \$50 for 31 to 50 people - guests & residents, including children.
4. Reservation of the room, other than for major holidays, is on a first-come, first-served basis. Association use of the room preempts private use. Reservations for major holidays will not be accepted until 30 days before that holiday. Reservations once made and the deposit paid, cannot be preempted, even by the Association. Each unit is limited to four (4) reservations per calendar year. The room must be vacated by midnight, except for clean-up activities. **If cancellation** is necessary, a 24 hour notice is required.
5. The owner who reserves the room is responsible for any damages to the property and furnishings. If any repairs or replacements are necessary and the cost exceeds the deposit, the owner will be assessed further.
6. The owner host is responsible for seeing that alcoholic beverages, limited to wine and beer, are served in moderation. Food and drinks shall not be carried or consumed outside of the room.
7. Smoking is not permitted.

8. Music, including piano playing, and the use of the public address system must cease by 10 p.m. Piano playing is restricted to the hours between 11 a.m. - 1 p.m. and 4-6 p.m., except for scheduled programs. For other hours, special permission is required. PA system equipment, including instructions, is available from the office. (See page 6)
9. Residents are responsible for escorting visitors to and from the social room. Guests using the Social Room should confine themselves within the room as much as possible. The doors should be kept closed so as to not disturb other residents. The owner host, to whom the room is assigned, is responsible for monitoring the sound level.
10. The Social Room and kitchen must be cleaned by 9 a.m. of the following day; if not, maintenance personnel are authorized to do so. In that case, the deposit will be forfeited to the extent required for clean-up. See attached checklist for areas that are subject to inspection.
11. Catering service can be provided by the 1666 Coffman Food Service (arrange with the food service provider). Outside caterers may be used. (Coffman office to be notified).
12. The resident who reserves the room agrees, by signature on the RESERVATION REQUEST FORM (see page 4), to follow the above-listed rules.

PART B: OUTSIDE GROUPS

There are two kinds of Outside Groups:

- Individuals or groups invited to give a program for residents by a **Board approved Coffman committee**. These groups are approved by the appropriate committee. There is no charge for these groups to use the Social Room. Committees need to be approved by the Board yearly.
- Groups invited by **Coffman unit owners**. These groups need to be approved by the Board on a yearly basis, and are charged for use of the Social Room.
All groups listed below fall into this category.

I. Osher Lifelong Learning Institute (OLLI)

1. The number of outside students in each OLLI class is limited to 30. Coffman owners may also attend, not to exceed 50 in total.
2. OLLI gives Coffman owners who are OLLI teachers' preference for classes at Coffman.
3. Each OLLI class consists of up to 8 class periods, together called a COURSE. OLLI may schedule four (4) COURSES per term at Coffman, for a total of 12 COURSES during the academic year.
4. OLLI may schedule their COURSES at four of the following times: 12:30 on Tuesday, 10:30 & 12:30 on Wednesday, and 10:30 & 12:30 on Thursday.
5. OLLI pays a \$50 damage deposit and a \$30 user fee per COURSE for 12 COURSES, and a \$25 equipment fee per session if they use a Coffman projector.

6. The three OLLI Nobel Conference sessions are part of a SPECIAL EVENT. OLLI pays a \$50 damage deposit and a user fee based on the size of the group.

A Coffman Owner is designated as the contact person for OLLI arrangements.

II. Other Outside Groups

Outside groups pay a \$50 damage deposit, and a user fee including a set up if needed based on the size of the group:

\$10 for up to 20 people - guests & residents

\$30 for 21 to 30 people - guests & residents

\$50 for 31 to 50 people - guests & residents

\$25 equipment fee per session if they use a Coffman projector.

Coffman residents who wish to attend may do so without charge.

All of the following groups need yearly Board (re)-authorization.

1. U of M Women's Club Vagabonds

30 outside members maximum, plus Coffman residents.

\$50 damage deposit, and a user fee based on the size of the Vagabond group.

A maximum of 4 programs per year.

2. U of M Womens' Club Art Section

30 outside members maximum, plus Coffman residents.

\$50 damage deposit, and a user fee based on the size of the Art Section group.

A maximum of 1 program per year.

3. U of M Women's Club Nature Section:

30 outside members maximum, plus Coffman residents.

\$50 damage deposit, and a user fee based on the size of the Nature Section group.

A maximum of 4 programs per year.

4. Exercise Class (Mag Rieckenberg)

Sponsored by the Coffman Exercise Committee.

3 times a week (MWF 8:30-9-30); \$2 per person per session.

Restrict outside participants to 6 per session (to keep it a Coffman group).

Must re-authorize for each year, with a contract.

5. 55-Alive Drivers Class

Possibly once a year

Needs Board approval for each appearance.

RESERVATION REQUEST FOR USE OF THE 1666 COFFMAN SOCIAL ROOM

A. Reservation date _____ From _____ to _____ a.m./p.m.

B. Reservation No. _____ (Limit of four reservations per year per unit)

C. Number of guests _____ Piano will be used _____

D. Catering: 1666 Coffman _____ or outside firm name _____

E. Name of organization, if applicable _____

F. Purpose of meeting _____

G. Deposit amount paid \$ _____ Paid by _____ Check No. _____

H. Deposit amount refunded \$ _____ Date refunded _____

I. User's fee paid \$ _____ Paid by _____ Check No. _____

Unit No. _____ Telephone _____

Resident's signature _____

Manager's signature _____

The resident who reserves the room agrees, by signature above to follow the rules.

This is an example
Get the form from Office

POLICIES FOR MUSIC AND THE USE OF THE PIANO

Due to the absence of appropriate sound insulation, the host reserving the Social Room should consult with the Music Committee about the suitability and placement of musicians before arranging for music at the event.

No objects of any kind (cups, glasses, plants, flower arrangements, etc.) may be placed on the piano.

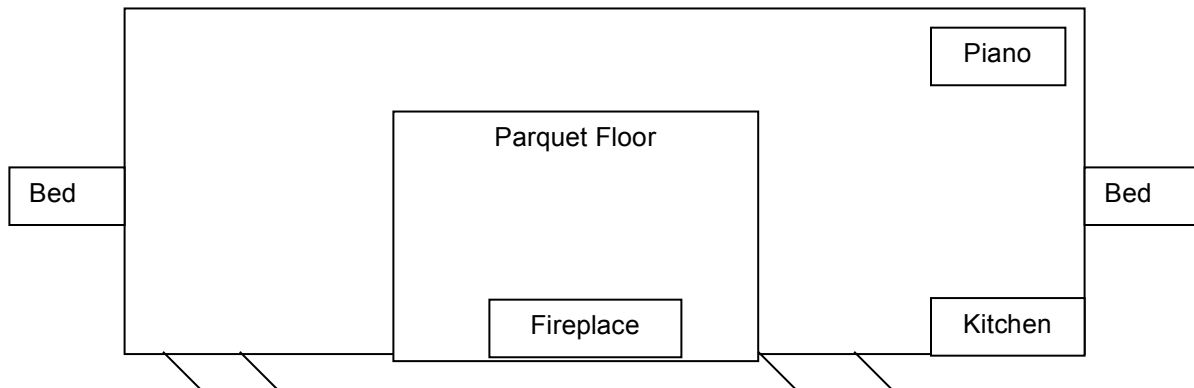
Leave the piano cover in place during parties unless the piano is to be used.

If the piano will be played during a social event, it needs to be moved away from the southwest corner of the room and toward the parquet floor area. If assistance is needed, the maintenance staff will move the piano without charge for a condominium committee sponsored event; for private parties, a charge is made. However, the piano is not to be moved for practices. Instructions to move the piano should be given when work orders are placed with Site Manager.

The piano and other music can be clearly heard by those in adjoining Units. It would be considerate to alert residents on either side of the Social Room (Units 301 and 302) as to when and by whom it will be used-for private parties and / or for practice before a concert.

Only competent pianists should use the piano.

The sponsoring resident of a private event is responsible for following these policies and will be held responsible for any damage.



Music groups, such as quartets, bands and others should perform in front of the fireplace since the lack of insulation combined with holes in the ceiling for recessed lights allow the transmission of sound.

CHECK LIST FOR CLEAN UP OF 1666 COFFMAN SOCIAL ROOM

The following checklist reflects specific expectations for cleaning up the Social Room following private parties by a homeowner.

Kitchen

1. Wash dishes, flatware, and glassware using the dishwasher.
2. Return cups, dishes, and silver to designated spaces in cupboards and drawers. Remove any articles not belonging to Social Room kitchen.
3. Hand wash and dry large utensils, such as punch bowls and stock pots.
4. Hand wash, dry, and polish the coffee maker.
5. Remove your food from the refrigerator.
6. Clean and dry counter tops, stove, refrigerator, and sink.
7. Sweep kitchen floor. Use sponge mop for spills and spots. Clean mop and empty mop pail in bathroom.
8. Bag trash and dispose of bag(s) in trash chute. (Supply of bags is in drawer on west wall. Recycle if possible.)

Social Room

1. Sweep parquet floor. Wipe up spills on furniture and floor.
2. Use carpet sweeper to clean carpeted areas. (Sweeper is in coat/storage closet.)
3. Sweep the hearth if fireplace is used. Maintenance will clean the fireplace itself.
4. Wipe tables or dust surfaces as needed.
5. Restore chairs, tables, and sofas to their pre-party positions. (Furniture arrangement plan is on coat/storage closet door.)
6. Fold up tables and replace in coat/storage closet.
7. Replace stacked chairs in east wall storage and along west wall. **(DO NOT LIFT THESE CHAIRS BY THE ARMS.)**
8. When cleaning up, move and replace furniture, especially the chairs, as quietly as possible. The East and West walls of the Social Room abut the headboards of beds in the master bedrooms in the adjacent apartments and the **bumps are very disturbing.**

Resident's Responsibility

1. Note and report in writing to the Site Manager broken, damaged, or missing items.
2. Seek advice on dealing with stains on carpets or upholstery.

Clean-Up Help Available

For residents who prefer to hire cleanup of the Social Room, this service is available from the management company for a fee. This does not include dish washing or cleaning the kitchen.