Title	Hampton Place Homeowners Association- Event Guidelines	History: *Revised, Approved, and Enacted 1.18.24 : rev: 5/21/24*	
Version	1.0; 2.0	Classification	Required

I. Procedures: The Hampton Place Board of Directors (BOD) may permit the use of the pool parking lot & common area located at 36200 Atlantic Ave. only for events open to all the Association's residents and approval is solely at the discretion of the Board. The following guidelines will guide the process for obtaining permission from the Board of Directors for such events:

(A) A complete Event Request shall be emailed to the HOA Property Manager or designee that includes all of the following:

(1) Name and contact information of resident/owner requesting approval;
(2) Type of event; including the name and contact information of any vendors;
(3) A layout map;
(4) Any pertinent detailed information;
(5) The date and time the resident/owner is requesting to have the event on Community Property.
(6) Incomplete requests will be returned and not considered as a request submission

(B) **The complete written request must be emailed to the HOA Management Company at least 14 business days before the proposed event date.**

(C) Submission for approval to the Board must be received at a minimum of 14 business days before the date of the proposed event.

(D) Submissions sent on weekends, holidays, or after business hours Monday-Friday, 8:30 am-5:00 pm. will be documented as received on the next business day.

(E) Requests received less than 14 business before the date of the event will be denied by the HOA Property Management Company due to untimely submission and will not be sent to the BOD for review.

(F) Requests may be submitted in advance of the 14-day timeframe. There are no restrictions on early submissions.

II. Vendor Required Insurance Information; One of the following must be submitted with the written request:

(A) Current Certificate of Insurance:

(1) The selected vendor's name and current insurance documentation must be included with the submission.
(2) The insurance must include current correct information including the additional insurance address and the expiration date OR

(B) Pending or Expired Certificate of Insurance:

(1) A Vendor awaiting an initial or renewal Certificate of Insurance, may be granted conditional approval for scheduling purposes solely at the discretion of the BOD pending the submission of a current Certificate of Insurance.
(2) Documentation of the Certificate of Insurance shall be submitted no later than 7 calendar days before the scheduled event date.
(3) Any failure to furnish updated evidence of insurance within this prescribed timeframe shall result in the automatic and immediate termination of the BOD's approval and, necessitating the cancellation of the vendor's participation in the event.

III. BOD Review and Scheduling

(A) Upon receipt of a complete and accurate submission request and all documentation the HOA Property Management Company will forward the information to the BOD for Review and a determination of approval or disapproval.

(B) The resident/owner shall not schedule the event until approval confirmation is received.

(C) BOD approval may be dependent upon other scheduled events, day of the week, etc.

(D) The use of the pool parking lot for community events is permitted only from March 15th to October 31st.

(E) The BOD reserves the right to cancel or reschedule the event if severe/inclement weather conditions are imminent including but not limited to thunderstorms, high winds, excessive rain, cold weather, snow, and lightning and /or other unforeseen events that would require cancellation to ensure the safety of the residents.

(F) The BOD may use official Home Owner communication methods to publicize BOD-approved events organized by residents/owners. The decision to use official communication is at the sole discretion of the Board and will include a statement that this is not an HOA-sponsored event.

(G) The time frame for review and approval may take up to 10 business days.

IV. Community Event Liability Waiver Agreement

In consideration of being permitted to have the event, the Resident/Owner waives, releases, and discharges Hampton Place HOA, and its agents (collectively “the Association”) from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively “damages”) whether caused by the active or passive negligence of the Association while in, upon or about the premises.