



*Rotonda West Association, Inc.  
Community Center Application*

The Center is for the exclusive use of RWA members and their guests from 8:05 am to 3:55 pm Monday through Friday. Approval by the Board of Directors is required. The Community Center Rules and Policies must be followed. The Rules and Policies are available on the website and at the RWA Office.

Any RWA member may use the facility for a private function, subject to the rental fee schedule and the Rules and Policies.

**Single Event ( ) Activity ( ) or Private Function ( )**

Name (RWA Member or Club or Group) \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Type of Activity

How Often will you Meet:    ( ) Weekly

( ) Monthly

( ) Once

\_\_\_\_\_  
Number of people attending

\_\_\_\_\_  
Percentage of RWA Members attending



**Facilities Required & Fees:**

Rotonda Room: \$250.00 {includes access to the Kitchen} -4 Hours  
 West Room: \$100.00 -4 Hours  
 Fred Warner Room: \$ 75.00 -4 Hours  
 Security Deposit: \$100.00 (After 1<sup>st</sup> occurrence if Community Center is damaged)

Time Begin \_\_\_\_\_ Time End \_\_\_\_\_

\*\*If outside of normal hours, staff overtime will be required and will be charged at \$25/hour\*\*

Kitchen ( ) Yes ( ) No Alcohol ( ) Yes ( ) No

(If alcohol will be served or consumed proof of insurance will be required at least 1 week prior to the event, please see the Policies for more information.)

Number of Tables and Chairs requested \_\_\_\_\_  
 (Tables) (Chairs)

Audio Equipment Needed: ( ) Yes ( ) No

Visual Equipment Needed: ( ) Yes ( ) No

Total amount due upon Board Approval: \$ \_\_\_\_\_ Check, Money Order or  
 Credit/Debit card

\_\_\_\_\_  
 President (Signature) (Date)

Please email Annette Casteel – [annette@rotondawest.org](mailto:annette@rotondawest.org)



**Sales & Taxes**

Retail sales, including entrance fees, tickets, food, refreshments and any other items/services conducted at the Community Center must be clearly stated below and the group must possess proper licenses and pay any and all taxes.

List of intended sales items, {If none, write none and initial below}

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Resident Initials\_\_\_\_\_

Return of security deposit; after the facility has been inspected by an RWA staff member and it has been determined that no damage has occurred, the Manager will authorize any deposits to be returned. Deposits will be re-paid by check within 30 days after the event. Damage responsibility is not limited by deposit. Sponsor is responsible for all damage and repairs.

Resident Initials\_\_\_\_\_

The RWA retains the right to control and enforce all rules and the right to interrupt or cancel an event that is in violation of any portion of this agreement. There will be no refund for a cancelled event.

Resident Initials\_\_\_\_\_



### ***Community Center Use Policies***

1. The Community Center use is for the exclusive use of RWA members and their guests and is normally open Monday through Friday from 8:00 am to 3:55 pm. The Center may be open for extended hours during the week and on weekends and holidays with advanced approval from the Board of Directors.
2. The list of grandfathered clubs and groups was approved by the Board prior to January 1, 2018, and the list is maintained in the RWA Office. No further groups will be approved as grandfathered. The identified grandfathered groups and clubs may use the Center without cost. It is the sole responsibility of the lead representative of each group or club to notify the RWA Office of any change to the group's status.
3. All clubs, groups and individuals who desire to use the Community Center must apply and be approved by the Board of Directors. This is done to ensure there are no scheduling conflicts, overlaps and to ensure proper staffing is maintained.
4. Any RWA member and his/her immediate family members living at that residence are eligible to apply for and use Community Center for family, social or other special activities. The date and time for such approved use must be applied for and approved by the Board no later than three (3) business days prior to the activity or event. Please note that the Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month and applications are due at the RWA Office by the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month by 4 pm.
5. The member sponsoring the approved event must attend the event.
6. A majority of guests of the event must be RWA members. This does not apply to events such as weddings, birthdays, testimonials, or anniversaries, where extended family members and friends are in attendance.



7. At any time and in its sole discretion, the Board may deny and individual, group or organization from using the Community Center or other facilities and common areas of RWA.
8. Persons who are long-term renters, renting for a period of no less than 12 months at an RWA address, are entitled to the same benefits of using the Community Center. Proof of the length of the rental period, such as a rental agreement or lease must be submitted with the application.
9. If the activity or event will be serving or allowing alcohol to be consumed or brought into the Community Center, an event insurance policy must be submitted with the application. The policy shall be a general liability policy with host liquor liability coverage and shall name Rotonda West Association, Inc. as additional insured. This requirement applies to all individuals, clubs, groups, and organizations, including those who have been designated as “grandfathered” clubs and groups.
10. No items shall be stapled, nailed, glued, attached with duct tape, painters’ tape, scotch tape or otherwise mounted on a wall or secured to the floor without prior approval from the Manager.
11. There shall be no alterations, changes, painting, staining of any part of the facility, furnishings, or equipment.
12. The maximum seating capacity of 233 persons of the Community Center shall be enforced.
13. RWA retains the right to enforce all rules relating to the Community Center, retains the right to interrupt or cancel an event that is in violation of any portion of the rules and policies and retains the right to interrupt or cancel an event due to any health and safety concerns. There will be no refund for a cancelled event.



14. For more information, contact the Rotonda West Association office at:

Telephone: 941-697-6788

Email: [info@rotondawest.org](mailto:info@rotondawest.org)

Address: 646 Rotonda Circle, Rotonda West, FL 33947