



**Rotonda West Association, Inc.**

**Community Center Reservation Committee & Club Application**

The Center is for the exclusive use of RWA members and their guests Monday through Friday from 8:05 AM to 3:55 PM. Approval by the RWA Community Center Coordinator is required. The Community Center Rules and Policies must be followed. You can find them attached to this application, on our website [www.rotondawest.org](http://www.rotondawest.org), or at the RWA Office located at 646 Rotonda Circle.

Please email Annette Casteel at [annette@rotondawest.org](mailto:annette@rotondawest.org) or Amanda Stuever at [amanda@rotondawest.org](mailto:amanda@rotondawest.org) with any questions.

Single Event ( )      Activity ( )

How often will your activity meet:    Once ( )    Weekly ( )    Monthly ( )

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

\_\_\_\_\_  
Type of Event/Activity

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

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



**Room Request:**

Rotonda Room: ( )

Community Center Lanai: ( )

West Piano Room: ( )

RWA Marina: ( )

West Room Game Room: ( )

Liberty Island: ( )

**Time Begin:** \_\_\_\_\_

**Time End:** \_\_\_\_\_

Set-Up Time Required: \_\_\_\_\_

Kitchen: ( ) Yes ( ) No

Alcohol: ( ) Yes ( ) No

(If alcohol is 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)

Room Layout Required for Set-Up. Please see attached form to complete and return with application.

Additional Notes:

Audio Equipment Needed: ( ) Yes ( ) No

Visual Equipment Needed: ( ) Yes ( ) No

\_\_\_\_\_  
CC Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SALES & TAXES**

- 1. Retail sales, including entrance fees, tickets, food, refreshments, and any other items or services provided at the Community Center, must be clearly listed below. The group must have proper licenses and pay all applicable taxes.

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

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

- 2. The RWA reserves the right to enforce all rules and to cancel or stop an event that violates any part of this agreement. No refunds will be issued for canceled events.

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

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**\*\*\* Respectful Behavior: Members are expected to show respect for staff, other participants, the facility, and all equipment. After two warnings, if a third incident occurs, we will take action to exclude members from the Community Center. \*\*\***

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

Date: \_\_\_\_\_





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

1. The Community Center is exclusively for RWA members and their guests, and it is usually open from 8:00 AM to 3:55 PM., Monday through Friday. The Center may be open for extended hours during the week, as well as on weekends and holidays, with prior approval from the Community Center Coordinator.
2. The list of grandfathered clubs and groups was approved by the Board before January 1st, 2018, and it is kept in the RWA Office. No additional groups will be approved as grandfathered. The grandfathered groups and clubs listed may use the Center at no cost. It is the responsibility of each group's or club's lead representative to inform the RWA Office of any changes to their status.
3. All clubs, groups, and individuals wishing to use the Community Center must submit an application and receive approval from the Community Center Coordinator. This process helps prevent scheduling conflicts, overlaps, and ensures proper staffing.
4. Any RWA member and their immediate family members living at the same residence are eligible to apply for and utilize the Community Center for family, social, or other special activities. The date and time for such approved use must be requested and approved by the Community Center Coordinator at least two (2) weeks prior to the event.
5. All events that need catering must request a quote from The Hills Restaurant. For questions, call (941) 697-4880.
6. Rotonda Golf Partners must obtain prior written approval for the routine sale of food.
7. Most guests at the event should be RWA members. This does not apply to occasions like weddings, birthdays, testimonials, or anniversaries, when extended family members and friends are present.
8. At any time and at its sole discretion, the Community Center Coordinator may ban an individual, group, or organization from using the Community Center or other RWA facilities and common areas.
9. Long-term renters, who lease at an RWA address for at least twelve (12) months, are eligible for the same Community Center benefits. Proof of the rental period, such as a rental agreement or lease, must be provided with the application.



10. If the activity or event will serve or allow alcohol to be consumed or brought into the Community Center, an insurance policy must be submitted with the application. The policy shall be a general liability policy with host liquor liability coverage and must name Rotonda West Association, Inc. as an additional insured. This requirement applies to all individuals, clubs, groups, and organizations, including those that have been designated as “grandfathered” clubs and groups.
11. No items shall be stapled, nailed, glued, attached with duct tape, painter’s tape, Scotch tape, or otherwise mounted on a wall or secured to the floor without prior approval from the Manager.
12. No alterations, changes, painting, or staining of any part of the facility, furnishings, or equipment are allowed.
13. The Community Center's maximum seating capacity of 233 persons shall be enforced.
14. RWA reserves the right to enforce all rules related to the Community Center, and to cancel or interrupt any event that violates these rules or policies. It also has the authority to cancel events due to health and safety concerns. There will be no refunds for canceled events.

[www.rotondawest.org](http://www.rotondawest.org)

**646 Rotonda Circle · Rotonda West, Florida 33947 · (941) 697-6788 · Fax: (941) 697-0788**

**Rotonda West is a Deed Restricted Planned Community**