



Rotonda West Association, Inc.
Community Center Rental Application

The Center is exclusively for RWA members and their guests. Approval from the 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, or at the RWA Office located at 646 Rotonda Circle.

Any RWA member may reserve the facility for a private event, in accordance with the rental fee schedule and the Rules and Policies.

Please email Annette Casteel at annette@rotondawest.org or Amanda Stuever at amanda@rotondawest.org with any questions.

Private Function: ()

RWA Member Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Event Date

Type of Event

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**
 Security Deposit: \$100.00 (After 1st 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 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 1 week prior to your event.

Additional Notes:

Audio Equipment Needed: () Yes () No

Visual Equipment Needed: () Yes () No

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

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, and the group must have the proper licenses and pay all applicable taxes.

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

Resident Initials: _____

2. 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 the return of any deposits. Deposits will be refunded by check within 30 days after the event. Responsibility for damages is not limited to the deposit. The sponsor is responsible for all damages and repairs.

Resident Initials: _____

3. The RWA reserves the right to control and enforce all rules and to cancel or interrupt any event that violates any part of this agreement. There will be no refunds for canceled events.

Resident Initials: _____

Rotonda West Association, Inc.





Community Center Use Policies

1. The Community Center is for the exclusive use of RWA members and their guests and is usually open Monday through Friday from 8:00 AM to 3:55 PM. The Center may have extended hours during weekdays, 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 is kept in the RWA Office. No additional groups will be approved as grandfathered. The identified grandfathered groups and clubs may use the Center at no cost. It is the responsibility of each group's or club's lead representative to notify the RWA Office of any changes to the group's status.
3. All clubs, groups, and individuals wishing to use the Community Center must submit an application and obtain 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 use 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 before the event.
5. All events needing catering must request a quote from The Hills Restaurant. For inquiries, call (941) 697-4880.
6. Rotonda Golf Partners must obtain prior written approval for the regular sale of food.
7. Most guests at the event must be RWA members. This does not apply to events like weddings, birthdays, testimonials, or anniversaries, where extended family 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 an RWA address for at least twelve (12) months are eligible for the same Community Center benefits. They must submit proof of the rental duration, such as a rental agreement or lease, with their application.



10. If the activity or event involves serving, consuming, or allowing alcohol at the Community Center, an insurance policy must be submitted with the application. The policy should 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 designated as “grandfathered” clubs and groups.
11. 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.
12. No alterations, changes, painting, or staining are allowed on any part of the facility, furnishings, or equipment.
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 interrupt or cancel any event that violates these rules or policies. The organization also retains the right to cancel an event due to health and safety concerns. No refunds will be issued for canceled events.

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