

Bristol Harbour
Community Center

Rules

And

Regulations

Revised 12-2-10

Part A-General

The Rules and Regulations are set forth in order to enrich the enjoyment of all members of the Bristol Harbour Village Homeowners Association. The Board of Directors, management and staff of the Association encourage participation in the many activities within Bristol Harbour.

1. The following rules, having been adopted by the Board of Directors of the Association, are hereby set forth for the residents.
2. The owner is responsible for ensuring all members and guests of the owner's household observe and comply with the rules, regulations and the directions of the staff. The owner has the ultimate responsibility to ensure that these rules and regulations are adhered to by all in the household and all guests.
3. The Board of Directors may, for good cause shown on its motion, or upon written request, waive or modify any of the rules and regulations contained herein or make additions to these rules and regulations, provided appropriate notification of such changes or additions is provided to the residents. An abbreviated version of the Rules and Regulations will be posted on the Community Center bulletin board and complete and current copy of the Rules and Regulations are available on the Bristol Harbour Association web site. www.bhva.com
4. Children under the age of sixteen must be accompanied by an adult in any room of the Community Center. In the event there is noncompliance, a letter will be sent to the resident stating that a second non-compliance will result in the loss of Community Center privileges for 3 months. In the event of intentional damages to the facility or grounds occurs, no warning will take place and the cost of the damages will be assessed. Privileges of the Community Center will be reassessed and privileges of the Community Center will be lost for 12 months.
5. BHVA is not responsible for lost or stolen items.



Mission Statement

The Bristol Harbour Community Center is to be used to promote recreational, social and educational activities for residents of Bristol Harbour Village.

Residents of Bristol Harbour have long recognized the uniqueness of this area. One of the qualities that give this area a special charm is its commitment to community life and its rich tradition of social and cultural activities.

As early as 1971, residents recognized the need to provide a facility that would promote and enhance the community. The need was met with the construction of the 2,200 square foot Caprini Center.

In the past 10 years, Bristol Harbour Village has witnessed an upswing in population and the construction of many new single-family homes. The Caprini Center, was no longer adequate to fill the needs of the community as outlined in the mission statement.

In October 2006 the residents of the community overwhelmingly agreed to fund the construction of a new community center. The new \$500,000.00, 5,650 square foot Bristol Harbour Community Center, located on the site of the Caprini Center was officially opened on September 2, 2007.

The Facility

The Bristol Harbour Community Center is a **smoke-free** building that consists of the following facilities:

First Floor: (Located on the first floor and available for rent are):

1. **The Bernice J. Caprini Great Hall**

29'1''x 21'10''

Capacity-50 people for parties

Suitable as a gathering place for the community, the reading and relaxing area has full access to bathrooms and kitchen. Furniture is arranged to promote socialization and is not to be moved.

It has a cathedral ceiling, oversized stone-gas fireplace and large windows with sweeping vistas of the hills and the lake.

2. Titus Meeting Hall
24'3" x 21'1"
Capacity for 72 people
Suitable for large meetings, family gatherings and educational forums with full access to bathrooms and kitchen but not the fitness center.

Kitchen door and serving window make this room appropriate as a staging area for serving food.

3. Conference Room
Suitable for small meetings with up to 12 people at a table.

- **No lighted candles, open flames or helium filled balloons are permitted in the building.**
- **Damage from any food or beverage spill will be assessed and charged to renter or community group using facility.**
- **There can not be any amplifiers used for music on Sundays.**

Also located on the first floor are:

4. Fred W. Sarkis-Founders Library
This loft area contains a comfortable reading area and a library maintained by the residents with shelving for numerous volumes donated by the residents.

Library is accessible during normal BHVA business hours as well as after hours with the completion of a special application. Checkout and return of books is on an honor system.

5. Kitchen
The 75 square foot kitchen is a cater-in kitchen. It contains an oven, microwave, refrigerator and dishwasher.

6. 2 Offices
Two separate offices, each 120 square feet, provide administrative space. In addition, adjacent to the offices is a reception area and record storage facility.

Lower Level:

7. Physical Fitness Center
The 700 square foot physical fitness center has an entry card access system. Equipment provided for residents may include the following:

- 3-Treadmills
- 2-Elliptical Machines
- 1-Recumbent Bike
- 1-Upright Bike

- 1-Multi Gym
- 1-Power Crunch
- 1-Stretch Machine
- 1-37" Plasma T.V.

Residents are required to sign in/out. Residents are required to clean equipment. No gear or shoes are to be left behind. No bare feet allowed.

8. Richard Booth Youth Center

The room is located in the center of the lower level. This room will be the social center for the youth of our community, in addition to serving as a craftwork area for both our youth and adults. It may contain the following:

- Ping Pong Table
- Pool Table
- Nintendo Game
- T.V.
- Bumper pool table

9. Multipurpose Room

The 400 square foot third major room in the lower level is designed for multipurpose uses. It can be a meeting area, workroom or lounge.

10. Lavatory Facilities

1.) Upper Level

- Male and female lavatories are located near the Titus Meeting Hall and Bernice J. Caprini Great Hall. They are easily accessible from the outside, designed for convenience of residents and guests using the tennis courts, basketball court and the picnic area.

2.) Lower Level

The lower level contains the following:

- 1 unisex bathroom
- 1-Male shower/locker room
- 1-Female shower/locker room

Management of the Community Center

The BHVA Board of Directors or its designee will be responsible to oversee the following:

1. Establish the Rules and Regulations.
2. Set:
 - Hours of operation
 - Rental Fees
 - Calendar
 - Fitness Center rules and regulations
3. Equipment acquisition and replacement.
4. Determine operational needs.

5. Exterior building and grounds:
 - Parking lot
 - Basketball Court
 - Picnic Area
6. Exercise prudent fiscal management.
7. Foster community involvement.
8. Oversee maintenance and general upkeep of the facility.
9. Develop an annual budget.

**Access to the Community Center,
including the Fitness Center and the Recycling Center
(Use of Entry Card)**

The Community Center is monitored by a security system. A special access card is needed for use of the facility and to access the Recycling Center.

Each member household is provided with one (1) entry card at no charge and may purchase one (1) additional entry card for \$10.00 by contacting their respective managing agent. Entry cards are good for as long as you own your home and should not be discarded. Lost entry cards will be replaced at the member's expense (\$50.00). Contact your managing agent for replacement of an entry card. Entry cards reported lost will be deactivated. If an owner rents his or her property, it is the owner's responsibility to provide the entry card to the long-term renter (6 months or longer). The entry card cannot be shared. It can only be used by the owner and family or the long-term renter and family. The owner remains responsible for any damages to the Community Center.

Entry cards will automatically be deactivated upon the sale of the residence and a new entry card(s) will be issued to the new owner.

Admittance Procedure:

Fitness Center Entry: Hold your entry card up to the reader, which is located on the lower level to the left of the double door. The security lock will be released and you will be able to pull the door open.

Community Center Entry: When the Community Center facility is rented for an event after hours or on weekends, special entry cards are created and are operational for the length of the event only. The renter is responsible for securing the entry card on the day before the event or on Friday for a weekend event. These special event entry cards must be returned after the event.

Recycling Center Entry: The entry card is the resident's only means of accessing entrance to the Recycling Center. The entry card reader is located next to the left front door.

Rental of Facility

- A. Requests for reservation can be taken up to one year prior to the date of use.

- a. Residents must be in good standing and current with all dues, fees and assessments.

B. Procedure for Rental

- a. Obtain a Reservation Application from the BHVA office or from the BHVA web site. www.bhva.com (See appendix)
- b. Submit completed form to the BHVA office.
- c. Rental requests will be confirmed by phone or e-mail within 7 business days excluding weekends and holidays.
- d. Reservations will be finalized only after required forms are submitted and all fees and deposits have been paid.

C. Rental Payment and Deposit Information

The Bernice J. Caprini Great Hall:

\$50.00 for 4 hours, \$90.00 for 8 hours

The Titus Meeting Hall:

\$50.00 for 4 hours, \$90.00 for 8 hours

Conference Room:

No charge to residents, and based on availability.

Combination Bernice J. Caprini Great Hall and Titus Meeting Hall:

\$75.00 for 4 hours, \$140.00 for 8 hours for personal use

Note: Residents will be held financially responsible for all breakage, damage or clean-up expense resulting from their event.

There will be no fee or damage deposit required for use of the center for qualified residents' events such as Neighbor's Night, community clubs, educational forums and general interest activities for residents. Meeting dates, however, will be subject to availability. Although there is no charge for these events, a valid resident will have to sponsor the event and be responsible for any damage/clean-up that may occur.

D. Damage/Compliance Deposit Fee:

Damage/Compliance Deposit Fee is \$250.00. Deposit is refundable if the conditions of the rental are met. Damages exceeding \$250.00 will be billed to renter.

Conditions that lead to withholding part or all of the Damage/Compliance Deposit include, but are not limited to the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Use of the room exceeds the scheduled rental time.

- The number of persons attending the event exceeds the number listed in the agreement.
- If the managing agent staff has to be called in for any purpose relating to a rental, there may be a mandatory fee, and if so, that fee will be deducted from the damage/compliance deposit fee.

E. Cancellation/Refund Policy:

Once the reservation request has been accepted and rental confirmed, a reservation may be cancelled but the following penalties will be assessed:

For cancellation prior to 30 days of rental, the full fee will be refunded.

For cancellations within 30 days of rental, ½ of the rental fee will be refunded.

All requests for cancellation must be submitted in writing to the BHVA office.

Checks should be made payable to BHVA Community Center. Two separate checks need to be submitted at the time of application for rental. One check will be for the rental fee and the other check will be for the \$250.00 damage/compliance deposit fee.

Rules for Renters

The rooms will be rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed use of the facility. Renters will not be allowed to enter the room/rooms until the reserved day. Set-up time as well as clean-up time should be factored into the rental time requested. Anyone entering before the day, for any reason, will be charged for an additional day. Entry cards must be picked up at the Bristol Harbour Village Association office (BHVA) located within the Community Center. Renters are requested to call the office prior to picking up the entry card. The number is 585-396-2700.

Renters are responsible for cleaning the room/rooms included in the contract. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Renters will be given a Clean-up Checklist from the BHVA office (See sample in appendix.) Cleaning equipment is provided. All trash must be properly bagged, sealed and taken to the Recycling Center, located at the entrance to the Community Center parking lot. Your entry card will allow access to this recycling center.

- **No lighted candles, open flames or helium filled balloons are permitted in the building.**
- **Damage from any food or beverage spill will be assessed and charged to renter.**
- **There can not be any amplifiers used for music on Sundays.**
- **No equipment/furnishings may be removed from the building at anytime.**
- **Do not attach decorations to either the exterior or interior walls. Posters or signs should be free standing.**
- **All personal items and decorations must be removed at close of the event; this includes any decorations placed on road signs or mailboxes.**

The following Holidays are not available for rent: Memorial Day weekend, July 4th weekend and Labor Day weekend.

NO SMOKING, NO SALE OF ALCOHOL AND NO PETS. ALL LIGHTS SHOULD BE OFF, THE FIRE PLACE MUST BE TURNED OFF, AND DOORS LOCKED AS YOU EXIT.

Fitness Center

Hours of operation: Monday-Sunday 5:00 am to 10:00 pm

Access:

Use your entry card at the access reader located to the right of the lower level double doors. The entry card will need to be utilized again once inside. This reader is located to the left of the fitness center door and will unlock the fitness center.

Informed Consent Waiver:

Prior to being allowed to use the BHCC fitness center an Informed Consent Waiver (see attached) must be signed and returned to the BHVA office. Only upon receipt of this waiver will a resident's entry card be activated allowing access to the fitness center.

Fitness Center Rules and Regulations

- Members must have valid "Entry Card" to enter fitness center
- Proper workout attire is required, i.e. t-shirts, sweatshirts, shorts, athletic shoes.
- You will not be allowed in fitness center in street clothes.
 - No denim shorts or pants
 - No open-toed shoes
 - No belts or loose fitting jewelry
 - Shirts and athletic shoes must be worn at all times
- Must sign the sign-in sheet and indicate the equipment you intend to use.
- When others are waiting to use the equipment you are limited to 30 minutes.
- Wipe down all equipment after use. Paper towels and liquid cleaner is provided.
- Report any broken equipment to the Community Center staff.
- Leave the machine in start-up position for the next person.
- No food or drink allowed in the fitness center. Only plastic water bottles with lids are allowed.
- No pets are allowed in the fitness center.
- No bare feet allowed.
- Any person using the facility must be 16 years or older and have a waiver form on file. Children under 16 years of age must be accompanied by an adult.
- Fitness center will be opened from 5:00 am to 10:00 pm, seven days a week.
- There is a phone located in the Richard Booth Youth Center for emergencies only.
- Last person to leave facility must initial sign-in sheet and turn off lights.

Richard Booth Youth Center

Richard Booth Youth Center (Accessed via lower level)

- Summer hours of operation is determined by the BHVA Board of Directors.
- Children under 16 must be accompanied by an adult, unless community center attendant is provided.
- Sign-in at time of arrival.
- Emergency phone number and contact name are required.
- Appropriate behavior required at all times with three warnings and you're out rule in effect.
- Upper level of Community Center and Fitness Center is off limits.
- G, or PG DVDS/videos only.

Community Activities

The Bristol Harbour community schedules many events for its residents. Many of the events are held at the Community Center.

A list of events that are normally held at BHVA may include the following:

- Neighbor's Night
- Harvest Get Together-Arts and Crafts and refreshments for children/grandchildren
- Craft Night
- Easter Egg Hunt
- Memorial Day Bonfire/Music on the Beach-Meyer and McGuire
- Junior (12 and under) fishing derby runs-3 cash prizes
- Bristol Daze on beach
- Neighborhood Garage Sale
- Ladies Luncheon
- Bridge Club
- Oktoberfest-Bristol Cliffs Yacht Club

OUTDOOR COMMUNITY CENTER ACTIVITIES

Includes Tennis, Pickleball, Basketball Courts and Playground

- 1. Courts are for the exclusive use of members and guests (including hotel guests) i.e. no skateboards, roller blades, scooters, etc.**
- 2. Dress in appropriate attire, i.e. no street shoes or boots that might damage the court.**
- 3. Members must bring their own equipment.**
- 4. Inappropriate behavior (language) will not be tolerated.**

BHCC Fitness Center Application

Please Print Clearly

First Name: _____ MI: _____

Last Name: _____

Street Address: _____

Street Address Cont.: _____

City: _____

State: _____ Zip Code: _____

Office/Cell Phone: _____ Home Phone: _____

Signature: _____

In Case of Emergency Contact Information

Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Office Phone: _____

Informed Consent Waiver

Filed on: _____

Date

INFORMED CONSENT WAIVER

I, the undersigned, wish to use the fitness center at the Bristol Harbour Community Center. I certify that I am physically able to participate in exercise activities. I have a reasonable basis for this opinion due to examination and/or consultation with my physician. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I, therefore, accept any and all responsibility and assume risk of any and all injury or damage to my person which may arise, whether directly or indirectly, as a result of my participation in the fitness program, or as a result of the prescriptive advice I receive. I hereby release and hold harmless from any liability, whatsoever, the BHVA, as well as its affiliates, directors, officers, employees and representatives.

I also agree to abide by the rules and regulations as established by the BHVA with the understanding that violation of such rules may result in withdrawal of my privilege to utilize the fitness facility or engage in the prescribed fitness program.

I certify that I understand and agree to the contents of this waiver.

Signed: _____ Date: _____

Witness: _____

CLEAN-UP CHECK LIST

THE ENTRY KEY MUST BE RETURNED TO THE MAIN OFFICE BY 9:00 AM THE NEXT BUSINESS DAY

KITCHEN

- Empty refrigerator and freezer of foods, ice, etc. **Do not leave bags of ice in the freezer**
- Wipe countertops and sink
- Mop/sweep floor
- Clean stove and microwave (If Used)
- Remove all belongings from premises including trash and recyclables (Do not leave recyclables in the building)

GREAT ROOM AND MEETING ROOMS

- Return all tables and chairs to original positions
- Wipe down all tables
- Do not store chairs in the closets
- If you move chairs to the small conference room, they must be moved back after the event.**
- Mop/sweep floors
- Empty all trash and recyclables (Do not leave recyclables in the building)
- Make sure to turn off fans

- Make sure the door to the lower level is locked

BATHROOM

- Wipe down sinks
- Mop/sweep floors
- Flush toilets
- Empty Trash
- Make sure the doors to the hallway are locked

OUT SIDE OF FACILITY

- Clean up any garbage left outside (porch and grounds)
- Pick up cigarette butts; pay close attention to the flower beds
- Place benches and rocking chairs in original positions

!!ATTENTION!!

*HELIUM FILLED BALLOONS ARE
NOT ALLOWED IN THE
COMMUNITY CENTER*

*REMOVE ANY DECORATIONS OR
SIGNS FROM MAILBOXES, ETC.
WHEN YOU ARE DONE*