

REQUEST FOR PRIVATE PARTY USE OF PORTION OF RDTA COMMON AREA

The Common Areas of the RDTA complex are for the use and enjoyment of all RDTA owners and tenants. The Common Area is any portion of the RDTA complex outside of the private units. When residents of one specific unit want to use a portion of the RDTA Common Area for a private party, authorization must be arranged in advance.

Exception is made for very small parties. As of September, 2006 the definition of very small parties is 4 guests. Prior authorization would still be needed if the resident hosting the small party were to desire exclusive use of a portion of the common area.

COMMON AREA USE REQUIREMENTS:

1. Guests must receive personal invitations. Parties with open invitations are in violation of the RDTA Bylaws and would result in a fine against the unit owner.
2. Unit owner must add RDTA onto their liability insurance coverage (Homeowner's or Landlord's policy) as an Additional Insured with respect to the activity.
3. Unit owner must provide a Security Deposit to be held in case of damage.*
(The check will not be cashed unless there is evidence of damage to association property.)
4. Resident accepts responsibility to leave area in same condition as it was at the beginning of the activity.
5. Resident must see that the noise level during the activity is not disturbing other residents.
6. Activities must be scheduled with the Property Manager.
(At least five business days advance notice preferred).
7. A copy of the request approval must be available during the activity.

*Deposit does not discharge owner's responsibility for indemnification in the event of damages or other loss.

Unit owner's initials: _____

Resident's initials: _____
(if resident is not the unit owner)

AUTHORIZATION PROCESS

The Property Manager and Association hope to accommodate these requests; however, some may be declined. Some possible concerns that *could* lead to declination:

- Time and place conflict with an activity scheduled earlier;
- Large party expected to crowd pool area during a popular swim time;
- Insufficient number of adults for supervision of the children.

Please send your request early, in order to leave time for communications and other measures that could 'clear-up' or 'fix' any concerns. You do not need to wait until the date or specifics are certain before sending the application to the Property Manager.

- Initial the Common Area Use Requirements (above).
- Check with your insurance agent.
- Complete and sign the Request Form.
- Sign a check made out to RDTA.
- Mail the two documents and checks to the Property Manager (P.M.).
- You may wish to also call the P. M. and fax a copy of the completed Request Form.

REQUEST FORM FOR PRIVATE PARTY USE OF COMMON AREA APPLICATION

ACTIVITY DESCRIPTION

Name of RDTA unit owner: _____

Name of resident: _____
(if resident is not the unit owner)

RDTA address: _____

Phone #: _____ E-mail: _____

Part of Common Area: _____

Types of activities: _____

_____ Date and time: _____

Number of people participating: Adults _____ Children _____

(If a party for children, please advise the age group: _____)

**OWNER'S AND RESIDENT'S AGREEMENT
TO ACCEPT RESPONSIBILITY AND LIABILITY**

The unit owner and resident agree to the above terms and further agree to be personally and financially responsible for supervision, clean up at the end of the activity, and any damage or injury resulting from the activity.

Resident's signature: _____ Date: _____

Owner's signature: _____ Date: _____
(if resident is not the unit owner)

Mail this completed and signed Request Form, the initialed Common Use Area Requirements, and a \$100 check (made out to RDTA) to: Rancho Dominguez Townhomes Association
c/o Golden West Property Management Inc.
6101 Ball Rd Ste 301
Cypress, CA 90630

You may wish to also call Golden West at (714) 220-5920 and to subsequently fax the Request Form to (714) 220-9327.