

# ***Rancho Dominguez Townhomes Association***

## **APPLICATION FOR PRIVATE USE OF ANY 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 activity, authorization must be arranged in advance.

An exception is made for very small events. The definition of very small event is 5 or less guests. Prior authorization would still be needed if the resident hosting the small event were to desire exclusive use of a portion of the common area.

### **COMMON AREA USE REQUIREMENTS:**

1. Guests must receive personal invitations. Events with open invitations or fliers are in violation of the RDTA Bylaws and would result in a fine assessed against the unit owner.
2. Resident must add RDTA as an additional insured for the event on their liability insurance coverage with a \$1,000,000.00 minimum limit (Homeowner's or Tenant's policy).
3. Resident must provide a Security Deposit to be held in case of damage in the amount of \$100.00. \*(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 10 business days in advance of the event.
7. A signed, approved copy of the request 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)

## APPLICATION FOR PRIVATE USE OF ALL COMMON AREAS

\*Must be completed for all common area activity requests

### 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 guests attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

If this is an event for children, please advise the age group: \_\_\_\_\_

### TO BE COMPLETED IF POOL AREA IS TO BE USED:

\*Must be completed only if your activity will involve the pool.

#### Notice to applicant:

Because of the common interest in the community pool, it cannot be used on an exclusive basis. Any activity must include the availability of the pool to residents. The applicant agrees to be responsible for the behavior and safety of any guests invited or otherwise appearing at the function, and any damage caused by them or sustained by them. The Rancho Dominguez Townhomes Association is relieved of any responsibility or liability associated with this activity.

Name of Resident: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Time of usage: from \_\_\_\_\_ to \_\_\_\_\_ (including clean up)

Number of guests & their approximate ages: \_\_\_\_\_

Number of adults supervising children in pool \_\_\_\_\_

Purpose of proposed activity: \_\_\_\_\_

**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)

**AUTHORIZATION PROCESS**

Golden West Property Management and the 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.
- There are an insufficient number of adults to supervise the number of children in attendance.

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 Golden West Property Management.

- 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 in the amount of \$100.00.

**Mail all pages of this completed and signed application (including the initialed Common Use Area Requirements), a copy of your insurance endorsement naming RDTA as additional insured with a minimum coverage amount of \$1,000,000.00 and your \$100 check (made payable to RDTA) to:**

Rancho Dominguez Townhomes Association  
c/o Golden West Property Management Inc.  
6101 Ball Rd Ste 301  
Cypress, CA 90630