

# *The Villages of St. John's Woods POA*

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## **Gazebo Rental Rules and Procedures**

The Villages of St. John's Woods gazebo is open for the use of VSJW property owners and their accompanied guests. Property owners may rent the gazebo area for hosting private events. There are several reservation requirements and procedures that must be followed:

- Owners must be current on their HOA assessments in order to make reservations.
- All reservation requests should be submitted and scheduled through John Schaaf at IMC Charleston – [info@imcchs.com](mailto:info@imcchs.com) or (843) 297-8590.
- The HOA reserves the right to refuse any reservation request that poses potential danger.
- Two separate fees are required prior to the event:
  1. \$35 Rental Fee
  2. \$100 Cleanup Fee – This amount is refundable if the area is left in the condition in which it was found. All garbage generated is to be bagged and disposed of. Any damage noted will be deducted from the deposit. Any damage in excess of the cleaning fee will be billed to the hosting property owner.

**\*\*Checks made payable to Villages of St. John's Woods POA\*\***

- Private parties are allowed to decorate underneath the gazebo.
- Private parties shall not exceed 25 people.
- **NO GLASS ALLOWED**, even for private parties. You will be asked to remove glass.
- The HOA nor IMC Charleston assume any liability for personal injury to property owners or their guests or for the loss of personal property.
- Homeowners are solely responsible for the conduct, and liable to any damages caused by, family and/or guests.
- Homeowner hosting the event must be present at all times.
- Events organized for minors MUST be supervised by responsible adults (21 years or older) at all times and in all areas.
- Homeowner agrees to and is responsible for making sure all guests respect the “quiet enjoyment” of the residents of the community.

**Managed by IMC Charleston**

1 Carriage Lane, Suite C-100 Charleston, SC 29407  
PHONE 843-297-8590 | FAX 843-952-7192

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## **GAZEBO USAGE WAIVER**

Name of Hosting Owner: \_\_\_\_\_ # of Guests:

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

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

Date of Rental: \_\_\_\_\_ Hours: \_\_\_\_ am/pm until \_\_\_\_ am/pm

Purpose of Event: \_\_\_\_\_

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### **ACKNOWLEDGEMENT:**

Applicant hereby agrees to hold The Villages of St. John's Woods Property Owners Association, Inc., its Board of Directors, the individual members thereof, and all officers, agents and employees free and harmless from any loss, damage, liability, and cost of expense that may arise in any way by such loss or occupancy of park or recreation facilities.

I hereby certify that I have read the Rules and Regulations for Rental of the Gazebo Facilities and will see that my activities will abide by these rules.

I, the undersigned, hereby certify that I will be personally responsible and held liable, billed and/or fined, for any cleaning fees, damages sustained or any violation of this rental agreement.

\_\_\_\_\_ Date \_\_\_\_\_  
Owner Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Community Representative