

All Homes Association members, their families and guests are welcome to use Castle Pines Village Facilities for private functions, subject to and as limited by these rules. Use of the facilities generally does not require identification, but members should properly identify themselves to Emergency Services personnel when requested to do so. Events sponsored by the Homes Association or the Metropolitan District have priority over any private event.

**Assumptions:**

- This is a private event, relatively small, and not Homes Association sponsored.
- The Homes Association does not allow charitable events sponsored by any individual using Homes Association common space or facilities.
- Attendance is by invitation only, and that list is predominantly, but not necessarily entirely, residents.
- The Castle Pines Homes Association Board of Directors will have sole discretion to deny an organization from using CPHA common facilities. This denial will be exercised only in the best interest of the Association and its members.

**Exclusions:**

- Specific resident use of the Village Lakes Fitness Center and Homes Association Meeting Room is not covered by this policy since each respective facility has its own use policy.

**Rules:**

- Unless the facility has a specific reservation policy (e.g. ball field), Homes Association facilities (e.g., Canyon Club, Pocket Parks, Trails) can not be reserved for private events. These facilities are on a first come first serve basis. A resident's private function shall not interfere with the normal use of CPHA common facilities. Events sponsored by the Homes Association or the Metropolitan District have priority over any private event.
- It is the resident's responsibility to notify Emergency Services of the date, time, and nature of the event, leave a contact number, and provide ES an outside guest list, if any. Per current policy, the Chief of Emergency Services will determine if gate coverage is required for the event. If that coverage is required the sponsor of the event will be responsible for the costs associated with that staffing.
- The resident shall be responsible for the conduct and control of all participants at the event. The resident is responsible for policing and cleaning the facility when they are done. If the HA has to incur additional costs the resident shall be responsible for such costs.
- Misuse or abuse of the facility, equipment or grounds may be cause for immediate and future denial and may result in charges imposed to correct the abuse. Recreational facilities will only be used for their specific use.
- The event must conclude no later than 10:00 pm and all guests must be vacated from the premises at that time.