SCA FACILITIES RULES AND REGULATIONS

Updated and Effective: April 15, 2020

Hours of Operation

East and West Recreation Centers	
Monday – Saturday	7:00 AM – 10:00 PM
Sunday and Holidays	9:00 AM – 9:00 PM
Swimming Pools	
Monday – Saturday	8:00 AM – 8:00 PM (May – September)
Sunday and Holidays	9:00 AM – 8:00 PM (May – September)
Monday – Saturday	8:00 AM – 6:30 PM (October – April)
Sunday and Holidays	9:00 AM – 6:30 PM (October – April)
Spa	
Tuesday – Sunday	9:00 AM – 8:00 PM
Monday	Closed for cleaning
Fitness Center	
Monday – Saturday	7:00 AM – 9:00 PM
Sunday and Holidays	9:00 AM – 8:00 PM
Monday & Thursday	12:30 AM – 2:30 PM Closed for cleaning

GENERAL RULES

USE OF SCA FACILITIES

Recreational and amenity facilities owned by Sidney Colen and Associates, LTD ("**SCA**") are hereby referred to as "**SCA Facilities**," which include the recreation centers, pools, fitness centers, tennis courts, hobby shops and other amenities owned by SCA. The SCA Facilities are for the exclusive use of On Top of the World ("**OTOW**") unit owners with a valid activity card, approved tenants with a valid activity card, and guests of OTOW unit owners and approved tenants with valid activity cards who are present with such guests. Use of the SCA Facilities is at the user's own risk. Certain portions of the SCA Facilities may be reserved by OTOW unit owners and approved tenants for club meetings, special functions or other occasions through the Community Service Office located at 2069 World Parkway Blvd. E. (East Activity Center), subject to the terms and conditions hereof and any reservation agreement required by SCA. Exclusive use of the SCA Facilities is not permitted, and access by other residents to the SCA Facilities will be permitted during such functions. Use of the SCA Facilities by or for non- residents is not permitted, except in areas where guests are permitted and so long as such guest is accompanied by an OTOW unit owner or approved tenant with a valid activity card. Only SCA, SCA Staff and any other party expressly designated by SCA in writing may enforce these Rules.

Under no circumstances may furniture or equipment be removed from any portion of the SCA Facilities without prior written approval from SCA or staff of SCA ("**SCA Staff**"). Items may not be placed on or removed from the facility walls without prior written approval from SCA Staff.

Storage cabinets, boxes and other club items may not be stored in the SCA Facilities without written approval from SCA Staff.

It is the duty of whoever uses the SCA Facilities to clear away all rubbish and leave the room or rooms in a clean and tidy condition.

Any damages to the SCA Facilities must be reported to management immediately or the morning of the next business day. If any such damage is due to the actions of a resident or their guest, repairs will be billed to the resident.

The facilities will be **closed** in observance of the Christmas holiday. The facilities will operate with a reduced schedule on all other holidays as determined in SCA's sole discretion. See the Hours of Operation for more information.

Prior to being granted access to the SCA Facilities, each user must complete and submit the Use and Release Agreement at the Community Service Office, acknowledging and agreeing to use due care in and around the SCA Facilities as well as when participating in any activities in and around the SCA Facilities.

USE OF THE SCA FACILITIES IS SUBJECT TO ALL TERMS AND CONDITIONS OF THE USE AND LICENSE AGREEMENT BY AND BETWEEN SCA AND THE ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION, INC., A FLORIDA NOT FOR-PROFIT CORPORATION.

VIOLATIONS

SCA may fine users or may suspend the privileges of any OTOW unit owner, tenants, their guests or any other user to use the SCA Facilities in the event such OTOW unit owner, tenant or other user violates any of these Rules or in the event any OTOW unit owner, tenant or other user has injured, harmed or threatened to injure or harm any natural person within the SCA Facilities, or harmed, destroyed or stolen any personal property within the SCA Facilities, whether belonging to such user,

a third party or to SCA. SCA may restrict or suspend, for cause or causes described in the preceding sentence, any user's privileges to use any or all of the SCA Facilities. By way of example, and not as a limitation, SCA may suspend the privileges of a tenant if such tenant's guest violates any of these Rules. In addition, SCA may suspend some privileges while allowing a user to continue to exercise other privileges. All OTOW unit owners and tenants are responsible for all fines incurred and any damage caused by such user or its guests.

GENERAL CONDUCT

Respect and general consideration by all residents for all other residents and all users of the SCA Facilities shall be exercised at all times.

SCA reserves the right to order off the premises any individual who displays disruptive conduct or interferes with use of the SCA Facilities by others. SCA, in its sole opinion shall determine what is considered to be unacceptable behavior. If necessary, SCA Staff may contact local law enforcement to assist.

RULES AND GUIDELINES FOR HOSTING AN EVENT AT ANY SCA FACILITIES

The following policies and procedures apply to all events and activities held at any SCA Facilities. The terms and conditions of each event reservation may vary in SCA's sole and absolute discretion, and the specific terms and agreement for reservation with SCA shall be governed by the Facility Reservation Agreement entered into by the Unit Owner, which supersedes all other statements.

FACILITY RESERVATION AGREEMENT AND FACILITY REQUEST FORM

These forms may be found at the East Activity Center Community Service Office. As a condition to reserving any portion of the SCA Facilities, OTOW unit owners with a valid activity card or approved tenants with a valid activity card must complete and submit the proper Facility Reservation Agreement and Facility Request Form at the Community Service Office. A copy of the approved forms will be retained by the Community Service Office and must be with the individual resident when utilizing any room/ rooms. Should a reservation change need to be made, the resident must be able to provide a copy of the approved forms if requested by SCA Staff.

No reservations may be made for any outside organizations including but not limited to charities/ persons, or for commercial / for-profit purposes. Events may ***not*** be promoted or advertised to the general public, outside the On Top of the World community. *No organized religious or worship services are allowed within SCA Facilities, and the SCA Facilities are for social and recreational purposes only. For example, a religious worship service shall not be held within the SCA Facilities, however, a religious or faith based club may host a social bible study or holiday party.*

BUILDING PROPERTY

All building equipment and supplies assigned to a building are part of the SCA Facilities and are the property of SCA and may not be removed. This pertains to, but is not limited to, tables, chairs and any other equipment and supplies that were purchased for the building.

CATERING & ALCOHOLIC BEVERAGES

A refundable food service fee will be assessed when utilizing the SCA Facilities when food is involved for any event, whether it is catered, pot luck or brought in from take-out locations. The food service fee will be applied as follows:

People	Fee
1- 75	$100.00
75- 125	$150.00
125-200	$175.00
200-400	$250.00

Any deposit paid as required through a reservation will be refunded after the staff has verified the area has been cleaned and no damage has occurred to the SCA Facilities. After use, the reserved area must be cleaned up by the resident reserving such facilities, with tables and chairs wiped and returned to their original set up positions. No food or other trash may be left on the floor or tables. Garbage must be bagged and placed in the receptacles outside or in the West Activity Center trash room. Each user must leave the SCA Facilities with no spills, and no damage or stains which would require additional clean up or carpet cleaning.

CLEAN UP

No items may be stored overnight within the SCA Facilities without prior written consent of SCA Staff. Any non- approved items left after any event will be regarded as trash and discarded or will become the property of SCA. SCA shall have no responsibility for any items left within the SCA Facilities. In the event any areas are left in disarray, a clean-up fee will be assessed and billed to the resident responsible for the room reservation and/or the room deposit will not be refunded, as determined in SCA's sole discretion. Rooms should be left according to the room schematic posted on the wall in each room.

DELIVERY

Items for an event may not be delivered to any of the SCA Facilities prior to the contracted event date. The SCA Staff shall not be used for the loading/ unloading, moving or conveying any deliveries, equipment or decorations, and each resident responsible for the reservation shall be solely responsible for the loading/ unloading, moving or conveying any deliveries, equipment or decorations.

EVENT TIMES

Subject to approval by SCA, and with at least two-weeks prior written notice and completion of the Facility Reservation Agreement, events may be scheduled beyond normal business hours. If any such event is approved by SCA, a fee in the amount of $25 per hour will be assessed for each hour the SCA Facilities or any portion thereof is open past the normal close time. Scheduled event times must be honored and all clean-up must be completed by said time. Clubs or individual residents who violate these terms may be prohibited from scheduling future events and may incur additional fees, as determined by SCA in its sole discretion.

ROOM USE

The Community Service Office Activities Department, located at 2069 World Parkway Blvd. E. (East Activity Center), is responsible for scheduling rooms. Rooms are to be used for their intended purposes only. SCA RESERVES THE RIGHT TO CANCEL REGULARLY SCHEDULED EVENTS OR PROGRAMS WITHOUT NOTICE. SCA FURTHER RESERVES THE RIGHT TO CANCEL AN EVENT AT ANY TIME UPON LEARNING OF AN INFRINGEMENT OR VIOLATION OF THE RESERVATION AGREEMENT AND/OR FACILITY RULES. SCA RESERVES THE RIGHT TO REASSIGN USERS TO A MORE SUITABLE SPACE AT ANY TIME.

LOST AND FOUND

Articles found in the SCA Facilities should be turned in to the Community Service Office in the East Activity Center. Items may be claimed at the Community Service Office during regular hours of operation. Items will be held for 30 days; after that time, they will become property of SCA and may be disposed of or donated to charity, as determined by SCA in its sole discretion.

EMERGENCIES

When the fire alarm sounds, all persons must evacuate the building immediately. Individuals must follow the exit signs. If the building is staffed, individuals must follow instructions from the SCA Staff. When exiting the building, individuals should leave in an orderly manner and exit to the parking lot. Individuals may not congregate around the doors.

HEALTH & RECREATION BUILDING

GENERAL FACILITY RULES

- **No smoking within 25' of building entrances as per the Florida Clean Air Act.**
- No pets are allowed; Service Animals are welcome.
- No smoking, vaping, E-Cigs, or tobacco chewing within the buildings.
- No Spitting.
- This facility is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. All guests must be accompanied by the unit owner or approved tenant who has a valid activity card.
- Each user must present a valid activity card upon the SCA staff's or event host's request.
- Clubs, committees, classes, games, tournaments and services are for On Top of the World residents only. Guests may participate only in designated activities deemed open to guests by SCA staff or event hosts.
- Residents may bring one (1) guest to the Bingo games.
- **USE OF THE FACILITIES IS AT YOUR OWN RISK. BY USING THE FACILITIES, EACH USER AGREES, ON BEHALF OF THEMSELVES AND THEIR GUEST(S) TO USE THE FACILITIES SAFELY AND ALSO AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE CAUSED BY USE OF THE FACILITIES.**

FITNESS CENTER GUIDELINES

- The fitness center facility is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card only.
- Use by guests is strictly prohibited.
- Users must present a valid activity card upon SCA staff's request.
- Any non-compliant or disruptive persons will be asked to leave the facilities.
- Failure to comply with any of these Rules will result in the individual being asked to leave.
- Users Are advised to consult a physician before beginning any exercise program. IF YOU EXPERIENCE DIZZINESS, SHORTNESS OF BREATH, PAIN IN CHEST, ARMS OR NAUSEA STOP EXERCISING IMMEDIATELY.
- **USE OF THE FITNESS CENTER IS AT YOUR OWN RISK. BY USING THE FITNESS CENTER, EACH USER ACCEPTS THE RISK OF EXERCISING AND /OR THE USE OF THE FACILITIES AND EQUIPMENT. BY USING THE FITNESS CENTER, EACH USER AGREES TO USE THE FITNESS CENTER EQUIPMENT SAFELY AND ALSO AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF THE FITNESS CENTER.**

EACH USER OF THE FITNESS CENTER MUST COMPLY WITH THE FOLLOWING:

- Users must be courteous to others! Users should finish their set(s) and move on to the next machine. Users must limit their cardiovascular workout to 30 minutes if others are waiting to use the cardiovascular equipment.
- Shirts that cover chest and back and close-toed athletic shoes are mandatory. Any user that is not dressed appropriately (as determined by SCA staff) may be asked to leave the facilities.
- Food, sport drinks and gum in the fitness area are strictly prohibited. Only water in a sealed container is permitted within the fitness center.
- Users must promptly report any problem with a machine to the Community Service Office located at 2069 World Parkway Blvd. E. (East Activity Center).
- Lockers are for use only when using the fitness center. Each user must take all belongings when they leave the facilities, and personal belongings shall not be stored in lockers when not using the fitness center.
- Users must return the free weights to their racks after use.
- Users must wipe down equipment after each use. Cleaning stations are conveniently located throughout the fitness center.

LOCKERS

All lockers are day lockers. Please do not leave valuables in the lockers. If locks are left on the lockers they will be removed nightly. Any items left in lockers will be removed at the end of the day and can be picked up in the Community Service Office lost and found.

DRY SAUNAS

- The saunas are for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.
- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- Nudity is not allowed; a bathing suit or other appropriate attire must be worn at all times.
- Appropriate behavior is required at all times. Anyone displaying disruptive behavior or who does not present a valid activity card will be asked to leave the SCA Facilities immediately.
- Doors must be kept closed when using the sauna.
- No children under the age of 18 are allowed in the sauna.
- Users shall not exceed the recommended time for the sauna (8 minutes).
- Users should consult a physician before utilizing a high temperature sauna. Individuals should not use the dry sauna if they have a heart condition, use blood pressure medication, or any condition that would contraindicate use of this facility.
- Pregnant women, people with health problems and people using drugs and alcohol that may cause drowsiness should not use the sauna.
- **USE OF THESE FACILITIES IS AT YOUR OWN RISK. BY USING THE SAUNA, EACH USER ACCEPTS THE RISK OF USING THE SAUNA AND AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF SUCH FACILITIES.**

POOL RULES

- The pool is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are also welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.

- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- All guests under the age of 18 must be accompanied by adult.
- Guests under the age of 15 may use the facilities from 12:00pm to 4:00pm, seven days a week.
- For individual safety, pools are closed during inclement weather. Individuals may not use the pools during any storm warning or when rain or lightning are present in the area.
- Pools are closed when the gates are locked.
- Incontinent individuals must wear a "swim diaper".
- Individuals must shower before entering the pool to remove lotions, oils and sunblock's.
- All pool furniture must remain in the designated pool deck area only. Personal pool or lawn furniture is not permitted on the pool deck.
- Walkways and stairs of the pool must be kept clear at all times.
- Any person experiencing gastrointestinal symptoms or open cuts or wounds should not use the pool.
- **The pool and pool deck is a non-smoking area. Individuals may smoke in designated smoking area(s) only.**
- **USE OF THE POOL FACILITIES IS AT YOUR OWN RISK. BY USING THE SPA, EACH USER ACCEPTS THE RISK OF USING THE SPA AND AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF SUCH FACILITIES**

THE FOLLOWING ITEMS ARE <u>NOT</u> PERMITTED IN THE POOL AREA:

- Glass containers;
- Coolers;
- Food or drink, other than bottled water;
- Pets, except for service animals;
- No diving, jumping running, horseplay or throwing objects, balls, floats, or inner tubes.

SPA RULES

- The spa is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are also welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.
- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- No one under the age of 18 is permitted to use the spa.
- Pregnant women, people with health problems and people using drugs and alcohol that may cause drowsiness should not use the spa.
- Do not exceed the recommended use time of 15 minutes.
- Individuals must shower before entering the spa to remove lotions, oils and sunblock's.
- Walkways and stairs of the spa must be kept clear at all times.
- This is a co-ed facility; individuals must change in the locker rooms and no other areas.
- **USE OF THE SPA IS AT YOUR OWN RISK. BY USING THE SPA, EACH USER ACCEPTS THE RISK OF USING THE SPA AND AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF SUCH FACILITIES.**

THE FOLLOWING ARE PROHIBITED IN THE SPA AND POOL AREA:

- Nudity;
- Bubble baths or fragrances;

- Glass containers;
- Coolers;
- Food or drink, other than bottled water;
- Pets, except for service animals;
- Running, horseplay or throwing objects;
- Balls, floats or inner tubes.

BILLIARDS ROOM RULES

- This facility is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are also welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.
- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- Shoes and shirt are required at all times.
- Drinks are permitted in plastic containers only.
- No one under the age of 18 is permitted to use the billiards facilities.
- Two (2) tables must be available for open play at all times. All other tables can be reserved for tournament play up to three (3) months in advance.
- Any tables not in use during tournaments must be made available for open play.
- Any cost incurred for negligent damage to the facilities, room contents or tables will be responsibility of the club or individual holding the reservation.
- Only SCA and SCA Staff or SCA's agents and designees may enforce these Rules.

THE FOLLOWING ITEMS ARE NOT PERMITTED WITHIN THE BILLIARDS ROOM:

- Wet bathing suits or non-appropriate attire;
- Food;
- Drink containers on billiard tables
- Jumping balls;
- Smoking;
- No one under the age of 18
- Pets, except for service animals.

TENNIS COURT / PICKLEBALL RULES

- This facility is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are also welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.
- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- The tennis courts are for tennis or pickleball only. No other uses may be permitted on the tennis courts unless approved by SCA or SCA Staff.
- Players must wear tennis shoes and appropriate attire while playing.
- Individuals must keep the gates closed.
- **USE OF THE TENNIS COURTS IS AT YOUR OWN RISK. BY USING THE TENNIS COURTS, EACH USER ACCEPTS THE RISK OF USING THE TENNIS FACILITIES AND AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF SUCH FACILITIES.**

THE FOLLOWING ARE ABSOLUTELY NOT PERMITTED ON THE COURTS:

- Pets, except service animals;
- Food or drinks, except for bottled water;
- Bicycles;
- Basketball;
- Roller skating, roller blading;
- Skate boarding.

PAVILION AREA AND GRILLS

Please note that to utilize the East Activity Center pavilion and grills, residents must fill out a Facility Request Form at the Community Service Office Activity Department prior to use. Upon request, residents must present the approved Facility Request Form as validation of approval to use the space.

- This facility is for the exclusive use of OTOW unit owners and approved tenants with a valid activity card. Guests are also welcome, but all guests must be accompanied by an OTOW unit owner or approved tenant with a valid activity card.
- Each user must show a valid activity card upon SCA Staff's request. Any individual using the SCA Facilities without a valid activity card will be asked to leave.
- There should be no expectation of exclusive use of the pavilion area. The pavilion area may be used by other individuals at all times, unless otherwise determined by SCA in its sole and absolute discretion.
- Each user is responsible to clean up the area after using the pavilion and/or grills.
- Each user must report and damages immediately or at the latest, the next business day.
- When issued a key for use of a grill, residents will need to pay a refundable deposit and return the key after such use. Such deposit will be refunded only after SCA Staff has verified the grill and surrounding area has been cleaned and no damage has occurred and the assigned grill key is returned.
- Individuals shall not feed the wildlife.
- **USE OF THE PAVILION AREA AND/OR GRILLS IS AT YOUR OWN RISK. EACH USER AGREES SCA AND SCA STAFF ARE NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE ARISING IN CONNECTION WITH USE OF SUCH FACILITIES.**