# STMA ROOM RESERVATION POLICY AND CHECKLIST

**The Sea Trail Master Association requires you, the property owner, to take responsibility for keeping our buildings in excellent condition by observing the checklist procedures below:**

- A property owner must be on premises for the entire length of the reservation.
- The use of tape, adhesives, nails, staples, or thumb tacks on windows, walls, columns, or door frames is **prohibited**.
- The use of sterno is allowed by caterers only. All others must use the electric tray warmers.
- The use of candles or any open flame is prohibited.
- Sweep floors, clean tabletops, counter tops and appliances.
- Empty the trash receptacles into the outside trash containers using the black trash bags. Put new bags in the trash receptacles.
- Return chairs and tables back to their original location.
- If you have used the stacked chairs, return them to the closet in the Pink Palace, or in the MAC.
- The use of any tobacco, smoking, chewing, or vaping is not permitted inside our properties or on the grounds within 50' of the buildings.
- Do not keep any doors open as this will send an alarm to the access committee necessitating action.
- Do not leave anything that you brought into the building (this includes food, dishes, drinks etc.) in the kitchen refrigerators or any other area of the building. Do not leave anything in the dishwasher.
- If you've used the audio/video equipment turn everything off. In the Pink Palace only: return the remote controls to the charging stand and, if the microphones are used, remove the batteries and place them in the charging stand.
- No glass allowed in the pool area. Do not access the pool area after dusk.
- No wet bathing suits are allowed in any rooms.
- When using the grills, return the cover after they have cooled down. Do not wash grill/grates in the dishwashers.
- Check that the men's and ladies' bathrooms are left clean and locked.
- Make sure all doors are locked before leaving. Lock the bathroom doors and return the key to the key stand (Pink Palace only). Lock the doors to the porch at the MAC.
- Turn off all lights and fans.
- Take home and clean all dish towels, potholders, etc. and return to STMA within 24 hours.

**IF YOUR EVENT ENDS EARLY, YOU MUST CALL THE ACCESS COMMITTEE AT (910) 575-8284 TO HAVE THE DOORS LOCK REMOTELY.**

**Violations of any stated STMA rules are subject to assessment charges, and loss of access privileges.**