

## HIDDEN VALLEY LAKE COMMUNITY ROOM RULES

### **1.) WHO MAY USE:**

- a) The HVL POA and committees of its Board of Directors may reserve the community room for events as needed.
- b) HVL POA clubs and organizations may reserve the community room for meetings and Board approved events.
- c) Members of the HVL POA in good standing may reserve the community room for approved activities.
- d) The community room is not available to the general public, unless approved by the Board of Directors.

### **2.) ACTIVITIES PERMITTED**

- a) In general the community room will be available for meetings, dances, reunions, anniversaries, birthdays, showers, card parties, club meetings and other activities as approved by the HVL Community Manager.
- b) All activities shall be conducted in compliance with applicable federal, state and local laws, as well as within the HVL POA Bylaws and Rules and Regulations of the Association.
- c) Any activity judged by the Community Manager or Board of Directors to be destructive to the community or the room facilities or to be otherwise improper shall not be permitted.
- d) The Board of Directors reserves the right to refuse any individual, club, or organization the right to use the community room.
- e) No commercial events shall be allowed.
- f) Alcoholic beverages will only be allowed at the discretion of the HVL Community Manager.
- g) Any activity at which food, drink, or other items are offered for sale, or at which admission or cover charges are contemplated must have prior approval of the HVL POA Board of Directors.
- h) The entire Community Center is a non-smoking facility.
- i) No outdoor games (ie. Corn hole, soccer, etc.) shall be permitted inside the building.

### **3.) FACILITIES AVAILABLE**

- a) The community room is 31 x 40 feet in size with a small anti-room, or approximately 1,500 square feet.
- b) Limited kitchen facilities are available (small refrigerator, microwave and sink without a disposal).
- c) Table service and cutlery is not available.
- d) Handicap accessible restrooms are available, as well as a handicap access road to the rear of the building for drop-off and pick-up only.

- e) The outside patio may be used and smoking is permitted in this area. All smoking materials must be placed in appropriate containers or policed by the renter during the renter's cleanup.
- f) Access to facility will be by HVL Security staff and shall be by means of the back doors and the front door using the main stairwell
- g) A bulletin board is available in the main lobby to post items of general interest.
- h) Occupancy of the community room is limited to 100 persons.
- i) One hundred stacking chairs are available along with ten tables, each 8 ft. x 30 in.

#### **4.) HOURS**

- a) Sunday through Thursday: all activities shall cease prior to 10:00 p.m. (cleanup may continue quietly).
- b) Friday and Saturday: All activities shall cease prior to 12:00 midnight (cleanup may continue quietly).
- c) The hours may be extended by the Board of Directors for special functions.

#### **5.) FACILITY FEE**

- a) All functions of the Association, their designated committees, and HVL clubs and organizations will be permitted without charge. The specific organization, club or committee is responsible for cleaning the room, rest rooms and common areas after use. The cleanliness of each should meet or surpass the conditions prior to use.
- b) Functions will be charged a \$75.00 facility fee.
- c) All monies shall be collected in full by personnel in the HVL POA office when the facility is booked.
- d) If you need to cancel your event, the \$75.00 facility fee will be returned within 2 weeks. If cancellation is made less than 2 weeks prior to the date of your event, you will forfeit \$25.00 of your facility fee as a cancellation fee and \$50.00 will be returned to you within 2 weeks.
- e) If inspection reveals damage to the facility or insufficient cleaning, it will be the responsibility of the resident booking the room to reimburse the POA for damages and/or excessive personnel time to clean or repair any damages. These charges will become part of the resident's account along with dues, fines and assessments and be subject to finance charges and late fees.

#### **6.) SCHEDULING**

- a) All scheduling shall be done by personnel in the HVL POA office during regular office hours.
- b) A calendar of events and reservations will be available in the office.
- c) The Association and Board, committees and HVL POA clubs, and organizations may schedule the community room up to one year in advance.
- d) Members may reserve the community room up to six months in advance.

- e) Reservations must be made at least 2 weeks in advance of event.
- f) If you need to cancel your event, please do so no later than 2 weeks prior to the event.
- g) A rental agreement must be completed and signed at the time a reservation is made requiring the \$75.00 facility fee paid in full. A copy of the contract and rules will be provided to and signed by the renter.

## 7.) DECORATING

- a) No nails, staples, tacks or tape are to be used on walls, ceilings, doors or trim. Only table decorations or free standing decorations will be permitted.
- b) Due to fire concerns, no lighted candles or other open flames will be permitted.
- c) If scheduling permits, decorating may be done in advance of reservation time. Please check with the POA office to check availability.
- d) You will be responsible to set up the appropriate number of tables and chairs you wish to use. Tables and chairs will be stored in the storage closet.

## 8.) CLEAN-UP

- a) The community room shall be cleared of all decorations and disposed of properly.
- b) The area outside of community room must be policed for litter resulting from the function.
- c) All trash must be removed prior to leaving the community room, and disposed of by persons in charge.
- d) The bathroom sink will not be used as a means to clean any dishes or serving pieces.
- e) Excess food will be disposed of in the trash, not down the sink or toilet. Do not dispose of any food down the kitchen sink, as there is no garbage disposal.
- f) Final cleanup must be completed prior to leaving the premises the day of event.
- g) Every effort will be made to provide the necessary cleaning equipment. Trash bags and cleaning supplies are the responsibility of the **renter**.
- h) All tables are to be wiped down and stored in the storage closet. Chairs shall be stacked and stored in the storage closet.
- i) Follow the prepared checklist when cleaning and closing the room.
- j) The HVL POA will provide a cleaning service to clean the bathrooms and floor prior to the next scheduled event.

## 9.) EQUIPMENT USAGE

- a) Tables, chairs and other equipment shall not be removed from the community room.

## 10.) GENERAL PROVISIONS

- a) The member scheduling the rental function must attend that function.
- b) No wet swimsuits will be permitted in the community room.
- c) No pets are allowed.

- d) No smoking shall be permitted at any time in the Community Center.
- e) Alcoholic beverages will be allowed only at the discretion of the Community Manager.
- f) No minors will be permitted without sufficient adult supervision.

#### **11.) ENFORCEMENT OF THE COMMUNITY ROOM RULES & REGULATIONS**

- a) Enforcement is the primary responsibility of the sponsoring organization or member.
- b) Enforcement may be by any HVL POA Board Member, HVL POA employee or HVL Security.
- c) Where punitive action is deemed necessary by the HVL POA Board of Directors, enforcement shall be as provided for in the Association By-Laws and Rules and Regulations.