



COMMUNITY ROOM RENTAL AGREEMENT

Resident's Name: _____ Phone: (____) _____

Address: _____ Lot # _____

Email: _____ Event date: _____ Day of Week: _____

Description of Event: _____

Time building open by: _____ Time cleanup completed by: _____

I understand and agree:

- There will be **no smoking** in the facility
- Alcoholic beverages are allowed only at the discretion of the Community Manager.
- Offering food, drink or other items for sale, or charging admission or a cover charge, requires advance approval from the Board of Directors.
- I will pay the facility fee of **\$75.00** at the time of reservation.

As a member in good standing of the Hidden Valley Lake Property Owners Association, I agree to rent the Hidden Valley Lake Community Room for the date and the times specified, and to abide by the policies, rules and regulations that have been provided.

Signature: _____ Date: _____

Alcohol Policy:

Serving alcohol at the Community Center at is a privilege we extend to POA members. You are responsible for:

- Ensuring that no attendees at your function are inebriated beyond the State of Indiana legal limit.
- Guaranteeing that no minors are served alcoholic beverages.
- At least one sober designated driver is in attendance at your event.

Cancellation Policy:

If you cancel your reservation more than 2 weeks before the event, the \$75.00 facility fee will be credited to your POA account within 2 weeks. If less than 2 weeks before the event, a cancellation fee of \$25.00 will be deducted, and \$50.00 will be credited to your POA account within 2 weeks.

Damage/Extra Cleaning Policy:

Any expenses incurred to repair damage to the facility or for extra cleaning will be charged to your POA account. These charges will be subject to any finance charges and late fees incurred on your account.

Security Cell: (812) 584-4136 or Dispatch: (812) 537-3431

Facility fee paid \$ _____ Date: _____ Method of Payment: _____ By: _____

Inspected by: _____ Condition of room: _____



COMMUNITY ROOM RULES

1. WHO MAY USE:

- a) The HVL POA and committees of the 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 activities such as meetings, dances, reunions, anniversaries, birthdays, showers, card parties, club meetings and other activities approved by the HVL Community Manager.
- d) The community room is not available to the general public, unless approved by the Board of Directors.
- e) The Board of Directors reserves the right to refuse use of the community room to any individual, club, or organization.

2. GENERAL PROVISIONS

- a) The member scheduling the rental function must attend that function.
- b) Occupancy of the community room is limited to 100 persons.
- c) The entire Community Center is a **non-smoking facility**.
- d) The outside patio may be used and smoking is permitted in this area. All smoking materials must be placed in appropriate containers or removed by the renter during cleanup.
- e) Alcoholic beverages are allowed only at the discretion of the Community Manager.
- f) No commercial events are allowed.
- g) Offering food, drink or other items for sale, or charging admission or a cover charge, requires approval of the HVL POA Board of Directors in advance.
- h) No pets are allowed.
- i) No minors are allowed without sufficient adult supervision.
- j) Tables, chairs and other equipment may not be removed from the community room.
- k) No wet swimsuits are permitted in the community room.
- l) No outdoor games (corn hole, soccer, etc.) are permitted inside the building.
- m) All activities will be conducted in compliance with applicable federal, state and local laws, as well as the HVL POA Bylaws and Rules and Regulations of the Association.
- n) Any activity judged by the Community Manager or Board of Directors to be destructive to the community, the room facilities or otherwise improper is not permitted.

3. HOURS

- a) Sunday through Thursday: all activities must end by 10 p.m. (cleanup may continue quietly).
- b) Friday and Saturday: All activities must end by 12 a.m. (cleanup may continue quietly).
- c) Board of Directors may extend the hours for special functions.

4. FACILITIES AVAILABLE

- a) The community room is 31 x 40 feet in size with a small anti-room for an approximate total 1,500 square feet.
- b) Limited kitchen facilities are available (small refrigerator, microwave and sink without a disposal).
- c) Table service and cutlery are 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) 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. **Please check the door before calling.**
- f) A bulletin board is available in the main lobby to post items of general interest.
- g) One hundred stacking chairs are available as well as ten 8 ft. x 30 in. tables.

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 facility fee to be paid in full to the HVL POA Office when the facility is booked.
- c) If you need to cancel your event, the \$75.00 facility fee will be credited to your POA account within 2 weeks. If cancellation is made less than 2 weeks prior to the date of your event, you will forfeit a \$25 cancellation fee and \$50.00 will be credited to your POA account within 2 weeks.
- d) 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) A calendar of events and reservations is available from the POA Office.
- b) Scheduling is done by the HVL POA Office during regular office hours.
- 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 of reservation 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) You may not use nails, staples, tacks or tape on walls, ceilings, doors or trim. Table decorations or freestanding decorations are allowed, but no confetti or glitter.
- b) Due to fire regulations, we cannot allow lighted candles or other open flames.
- c) If scheduling permits, decorating may be done in advance of the event. Please check with the POA Office to check room availability.
- d) You will be responsible for setting up the tables and chairs. You will find them in the storage closet.

8. CLEAN-UP

- a) Follow the prepared checklist when cleaning and closing the room.
- b) All decorations must be removed from the community room and disposed of.
- c) The area outside of the room must be cleared of litter from the function.
- d) The responsible parties must remove and dispose of all trash before leaving the community room.
- e) The bathroom sink may not be used to clean any dishes or serving pieces.
- f) Excess food must be disposed of in the trash, **not** down the bathroom sink or toilet. Do not dispose of any food in the kitchen sink, as there is no garbage disposal.
- g) Final cleanup must be completed prior to leaving the premises the day of event.
- h) Every effort will be made to provide the necessary cleaning equipment. Trash bags and cleaning supplies are the responsibility of the **renter**.
- i) All tables are to be wiped down and stored in the storage closet. Chairs must be wiped down and stacked in the storage rack.
- j) The HVL POA will provide a cleaning service to clean the floors prior to the next scheduled event.
- k) If the Cleaning Service finds the room in unsatisfactory condition, the Renter will be charged and/or fined for additional cleaning.

9. 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.

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COMMUNITY ROOM CHECKLIST

****PLEASE COMPLETE AND RETURN TO THE POA OFFICE. *Thank You!* ****

Resident's Name: _____ Phone: (____) _____

Address: _____ Lot # _____

Email: _____ Event date: _____

Was the room clean and in order when you arrived? _____

Signature: _____ Date: _____

CHECKLIST:

- _____ 1. All water turned off in bathrooms and kitchen area
- _____ 2. All floors swept
- _____ 3. Bathrooms and kitchen area cleaned
- _____ 4. Spills and spots cleaned off tables, floors, walls, windows
- _____ 5. Decorations removed and disposed of
- _____ 6. Tables wiped down, folded and placed in storage closet
- _____ 7. Chairs wiped down and stacked in storage rack
- _____ 8. All trash removed
- _____ 9. Litter removed from outside area
- _____ 10. Lights turned off, including restrooms

COMMENTS:

Damage/Extra Cleaning Policy:

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