

## **13 POLICY FOR MAINTENANCE, USE AND RENTAL OF COMMUNITY CENTER**

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### **13.1 POLICY**

The Association has the responsibility to manage the Community Center in a way that provides the Owners with clean, efficient and well organized spaces. This space shall be available for groups to use for community events as well as for rent to groups from within the community to use for their personal use.

### **13.2 MAINTENANCE OF THE COMMUNITY CENTER**

It is the responsibility of the Board of the Association to assure that the Community Center is cared for and maintained so that all Owners can enjoy safe and comfortable spaces in which to play games, read books, have regular events and exercise.

1. The Community Center shall be cleaned on a regular basis and this schedule of cleaning shall be adjusted based on the usage by Owners. All areas shall be cleaned including:
  - Windows at least yearly in the fall after irrigation is off
  - Carpet as needed based on use
  - Counters, floors, mirrors and doors on a semi-monthly basis.
2. Snow shall be removed after any accumulation and material shall be laid on icy areas to prevent slippage.
3. Exercise equipment will be maintained so as to keep it in a safe and functioning state.
4. Pool table shall be inspected regularly and repaired based on usage.
5. Library shall be cleaned and maintained in an orderly manner.
6. Exterior of the building shall be maintained including:
  - Periodic inspection and repair of the roof
  - Yearly maintenance of the HVAC system
  - Regular painting and maintenance of the exterior stucco
  - Yearly check of the Backflow Preventer device.

### **13.3 DAILY USE OF THE COMMUNITY CENTER**

Regarding the daily use of the Community Center the following apply:

1. The main dining area is used for community wide events such as Wednesday morning coffee or large group activities. Large tables are available to residents who need space to cut material for quilts and other such activities that require large space for working. There are evening movie nights and card games that are often scheduled. Residents should keep in mind that the space is available for occasional use only when there are no other community scheduled activities in progress.
2. The exercise room has equipment available to enhance the health and physical fitness of residents within the community.
3. The exercise room is available for residents who want to exercise in groups or alone without the need for exercise equipment. A TV monitor is available for workout videos and group oriented exercise activities. This room can also be used for music rehearsals, art projects etc.
4. The library/pool room is open to residents interested in checking out books, videos and games from the library or residents who would like to play a game of pool. There is also a table top for the pool table to use for residents who would like to play table tennis.
5. A living room style room is available for groups interested in having a comfortable place to sit for ongoing activities such as book club, craft club, grief support group activities, small group meetings, etc.

6. There is a round table in the area of the fireplace which is available for small group activities such as games and meetings involving no more than 4-6 people.
7. The kitchen is used for community events which involve food service preparation and clean-up. A refrigerator, stove, microwave and dishwasher are available. There are also pots and pans, table services and serving platters. Associated with the kitchen and located in the main dining areas are several coffee makers for use during the morning coffees or for other special events
8. Outside of the Community Center there are two sets of horseshoe pits for people interested in playing the game. The equipment is stored within the Community Center close to the exercise room. There is ample room to set up a variety of outdoor games and outdoor meetings. There are also several barbeque grills on the patio which can be used for small or large gatherings.
9. Individual activities should follow the following guidelines:
  - Each area is to be used for the benefit of all residents who have signed up to use the space. Individual activities should not span more than 4 hours to allow time for other events and activities.
  - When implementing a new activity, be sure to check the calendar and the chairperson of the social committee to ensure the date and time period is available for use.
  - Sign-up sheets, the community calendar and the Cat Tales newsletter should all reflect the start times along with the duration for all events.
  - Respect for all residents who have scheduled the use of space is a priority.

### **13.4 RENTAL OF THE COMMUNITY CENTER**

Regarding the rental of the Community Center the following apply:

1. Only Residents may rent the Community Center and must be present for the entire event.
2. Rental form and necessary fees must be received at the time of application.
3. Family of deceased Residents may rent the Community Center for a one time memorial event.
4. Resident agrees to pay a rental fee (non-refundable) and a deposit (refundable if everything is clean and there is no damage to the area after the function).
5. Resident agrees to be present for the entire event and responsible for the conduct of guests.
6. Resident agrees that guests are restricted from using the exercise equipment, pool table or library room.
7. Resident is responsible for cleanup after the event, including the replacement of tables and chairs that were moved.
8. Resident is responsible to bring their own supplies like dishware, eating utensils, cups, napkins, coffee, cookware, utensils, etc.
9. Residents are allowed to use the gas grills, coffeepots, microwave, stove/oven and refrigerator.
10. Events that ARE allowed
  - Bridal/baby showers for Resident relatives
  - Family dinners, parties and functions
  - Meetings, where the Resident is member and present
  - Memorial event for a deceased resident.
  - Events that involve the selling of resident's Arts and Crafts promoted during scheduled and approved shows.
11. Events that ARE NOT allowed:
  - Events that involve selling or promoting anything commercial that are not previously approved by the Board.
  - Religious functions
  - Political functions
  - Anything conflicting with previously scheduled events.