

Perry Park Resort Owners Association, Inc.

P.O. Box 112 Perry Park, KY 40363

<http://www.perryparkresort.com>



COMMUNITY CENTER RULES AND POLICIES

MAY 14, 2016

RESERVING THE COMMUNITY CENTER

The Perry Park Resort Owner's Association (PPROA) Community Center may be reserved/rented for an event of the Perry Park Property Owner who is in good standing with the PPROA. To reserve the Community Center, a Reservation Form and Agreement must be submitted to the Community Center Manager (hereafter referred to as the "CCM") to ensure your reservation. (Contact the CCM for all Attachments referenced.)

1. Reservations must be made to the CCM at least fourteen (14) days in advance and no reservation will be accepted more than sixty (60) days in advance. Considering the nature of the event, more or less time may be given for the acceptance of reservations at the discretion of the CCM.
2. The Property Owner Member/Renter reserving the Community Center is required to be current on all assessments and in good standing with the PPROA.
3. A "Reservation Form & Agreement" must be completed, signed and returned to the CCM within fourteen (14) days in advance of the scheduled event unless circumstances dictate otherwise. (Attachment #1)
4. 2 checks or money orders (1 for the rental/usage fee and 1 for the deposit) along with the signed copy of the "Reservation Form & Agreement" are to be submitted to the CCM. The checks or money orders are to be made payable to the PPROA Community Center. If alcoholic beverages are to be served, then additional requirements will apply. Refer to Attachment #2, Rules & Policies, Paragraph IV Alcohol Policy, Page A-2-3.

Rental	Fee	Deposit
1 Room Property Owner	\$75.00	\$400.00
2 Rooms Property Owner	\$150.00	\$400.00
1 Room Non Property Owner	\$300.00	\$500.00
2 Rooms Non Property Owner	\$450.00	\$500.00
Hourly Rate Property Owner	\$20.00/hr, 2hr Minimum	\$400.00
Hourly Rate Non Property Owner	\$75.00/hr, 2hr Minimum	\$500.00

5. The CCM is to meet with the Renter to review the Community Center Rules & Policies with Attachments 1 thru 3 thereto prior to the scheduled event and to conduct a pre-rental inspection condition assessment between the CCM and the renter. A post-rental inspection will be conducted between both parties on day after the event.
6. Entry to the Community Center will be provided to the Rental no later than 10:00AM the day of the event and may be given earlier at the discretion of the CCM. Entry will be prohibited after the post-rental inspection.
7. Decorations; prior to any event, all decorations inside and outside of the Community Center must be approved by the CCM. If the Renter is providing alcoholic beverages, then additional alcohol liability insurance will be required of the Renter.

COMMUNITY CENTER APPOINTMENTS

Community Center Manager (CCM) Judy Martin 859-802-2623 pproaandppla@perryparkky.com
Assistant Manager Jim Baird 606-402-1364
Social Committee Members Judy Blasingame, Shirley Caudill, Evelyn Huser, Lisa Placke and Kathy Thomes

ATTACHMENT #1

RESERVATION FORM & AGREEMENT

The object of this form is to better serve the community by improving communication of what is required when using the Perry Park Resort Community Center and so that no scheduling conflicts occur. Usage/Rental of the Community Center is on a first come, first serve basis.

NAME: _____

EMAIL ADDRESS: _____

PHONE: WORK: _____ **HOME:** _____ **CELL:** _____

ADDRESS: PERRY PARK: _____

OTHER: _____

DESIRED DATE OF USE: _____ **TIME: FROM** _____ **TO** _____

EVENT DESCRIPTION: _____

AGREEMENT

ENCLOSED: 1 check/money order for usage/rental and 1 check/money order for deposit

\$ _____ SECURITY DEPOSIT \$400.00 for Property Owner \$500.00 for Non Property Owner

\$ _____ RENTAL/USAGE FEE PAYMENT

Property Owner

\$75.00 for Room #1 or \$150.00 for Rooms #1 & #2

\$20.00 per hour, Room #1, 2 hour minimum, 2 Hours _____ 3 Hours _____

Non Property Owner

\$300.00 for Room #1 or \$450.00 for Rooms #1 & #2

\$75.00 per hour, Room #1, 2 hour minimum, 2 Hours _____ 3 Hours _____

All checks are to be made payable to:

PPROA Community Center, P.O. Box 112, Perry Park, KY 40363

RENTER WILL: (Please circle) Serve Food (Y) (N) Dancing (Y) (N) Tent (Y) (N)

Provide Music (Y) (N) Type (band, stereo, DJ, etc) _____

Provide Alcohol (Y) (N) Alcohol **may not be sold at any time.** If alcoholic beverages are to be served refer to Rules & Policies, Paragraph IV, Alcohol Policy, Page A-2-3 for requirements.

Post Rental cleaning available. Please ask CCM for details.

ATTACHMENT #2

I. PROCEDURES DURING EVENT

1. Events may not begin before 12:30 PM except with prior consent of the Community Center Manager (CCM). Activities at the Community Center must end no later than 12:00 Midnight.
2. The Renter reserving the Community Center must be in attendance and present at **all** times during the event. He/She is responsible for the conduct of **all** guests.
3. Vehicle Parking. Parking of vehicles will be in designated parking areas.
4. **Under no circumstances shall alcoholic beverages be sold at events.** The Renter is responsible for preventing the serving of alcohol to minors and intoxicated guests. The Renter shall hold Perry Park Resort Owner's Assoc. (PPROA) harmless from any and all liability or damage resulting from the actions of their guests. Refer to page A-2-3, Rules & Policies, Paragraph IV, Alcohol Policy for alcohol liability insurance that the Renter must obtain if serving alcohol.
5. The Renter and his/her guests are not permitted in the lake and **no open fires** will be permitted. Candles with flames of any kind are not permitted inside the Community Center.
6. No pets are permitted in or around the Community Center during an event with the exception of medically prescribed companion animals.
7. **No smoking** is allowed in the Community Center. Smoking containers are located outside of each Community Center exit door. Do not throw cigarette butts or tobacco products on the ground or in garbage containers. Smoking containers must be emptied at the end of the event and then placed inside the building.
8. Garbage. Garbage containers with an initial supply of plastic can liners (bags) are provided within the Community Center. During the event and thereafter, when garbage containers are full, securely tie each bag and place it in the large garbage containers outside the building. **Do not** place any garbage in containers without bagging it.
9. Doors and Windows in the Community Center are to be kept closed when heat or air conditioning is in use. When the event ends, all windows and doors must be closed and locked by the individual reserving/renting the Center.
10. Fireworks of any kind **are not** permitted inside the building or outside on surrounding areas.
11. Coolers. Only standard size coolers are permitted within the Community Center.
12. Toilets. **Do not** dump any paper, liquid, food items, etc in any toilet.
13. Tents & Decorations. Unless prior approval has been granted by the CCM, tent(s) or decorations provided by the Renter cannot be installed any earlier than one (1) day, and no earlier than 9:00am prior to the event and removed no later than one (1) day after the event before 6:00pm. Also, tent(s) cannot be installed on the cement patio or asphalt parking lot.

II. PROCEDURES FOLLOWING EVENT

1. Cleaning the Community Center is the responsibility of the Renter and shall be completed no later than 10:00 AM the day after the event. It is the duty of the CCM or his/her authorized representative to inspect the premises for violations and complete the checklist (Attachment #3). Not complying with all areas of the checklist will result in forfeiture of all or part of the security deposit and fees levies, if necessary.
2. Entry to the Community Center will be provided to the Renter by the CCM no later than 10:00 AM the day of the event. However, authorization for entry may be given earlier at the discretion of the CCM. The Community Center may be made available one day in advance with prior approval of the CCM for special occasions, wedding decorations, etc. A fee of thirty-five dollars (\$35.00) will be charged for each additional day unless prior approval had been given to the Renter by the CCM.
3. It is the responsibility of the CCM with the approval of the PPROA Board of Directors to effect the repair or replacement of the Community Center property damaged during a private or community event. The Renter's Security Deposit will be refunded within five (5) business days after the event provided the Renter has cleaned the Community Center and surrounding areas as indicated on the checklist, no damage or loss has occurred, and there have been no infractions of the Community Center rules. For non-compliance the CCM and the PPROA Board of Directors shall have jurisdiction over all disagreements in the matter. Appeals shall be made in writing to the PPROA Board of Directors.

III. GENERAL RULES

1. The PPROA Board of Directors may sponsor community events, at no fee, on dates not booked by private events. At least one Board Director or a member of the Social Committee must be present at these affairs. Any damage occurring shall be the responsibility of the Property Owner Member causing the damage. Cleaning is the responsibility the sponsoring party (usually the Social Committee or Community Volunteers.)
2. Perry Park Owner's Assoc. (PPROA) (i.e. Board, Committee, Social) may reserve the Community Center for their meetings. The Board's Annual Meeting in September and all Board meetings, monthly and otherwise, have preference over any other schedules for reservations. Committees using the Community Center are subject to the same rules stated herein, however, they are not subject to a usage fee, security deposit or completion of a rental agreement. However, the individual requesting meeting space for the Committee must contact the CCM to reserve the Center. Reserving the Community Center is on a first come, first serve basis.

3. The Perry Park Ladies Assoc. (PPLA) may reserve the Community Center for their special meetings. Any damage occurring shall be the responsibility of the Property Owner Member causing the damage. Cleaning is the responsibility of the PPLA member reserving the Community Center. The PPLA members are subject to the same rules stated herein excluding a usage fee and security deposit. The chairperson or officer of any PPLA event must complete a reservation form and submit to the Community Center Manager (CCM). Reserving the Community Center is on a first come, first serve basis.
4. A Property Owner or Immediate family of a Property Owner in good standing may reserve the Community Center for the purpose of holding a memorial service, wake or celebration of life for said Property Owner or juvenile child of a Property Owner in good standing at no charge. Property owner or immediate family member must abide by the damage and cleaning requirements.
5. A Community Sponsored event may have use of the Community Center at no charge.
6. A Property Owner may be denied use of the Community Center for the following reasons: a) Delinquency in payment of PPROA Assessments. b) History of damage to the Community Center. c) History of negligence concerning Community Center rules, regulations and policies. d) Unpaid fines and unresolved PPROA rules violations. e) Other reasons deemed substantial by the CCM and PPROA Board of Directors.
7. Duties and Responsibilities of the Community Center Manager are addressed in Form #CCM-01. He/she is appointed by and responsible to the PPROA Board of Directors. The CCM is responsible for the day-to-day operation of the Community Center.
8. PPROA Community Services Advisory Committee. This committee will oversee the operation of the Community Center, recommend any amendments of the Community Center Rules & Regulations and Community Center Manager's responsibilities to the PPROA Board of Directors for approval, resolving problems/issues that may occur, planning social events/activities and assisting the Community Center Manager when necessary. This committee of 3 but no more than 5 members will be appointed by the PPROA Board of Directors, each to serve a 2 year term.

IV ALCOHOL POLICY

1. If the Renter intends to serve alcoholic beverages at your function, you must obtain a liquor law liability insurance (special events policy) with a minimum limit of two million dollars (2,000,000.00) naming the Perry Park Resort Owner's Association (PPROA) as the insured party.
2. You must provide a copy of the required insurance policy to the Perry Park Resort Owners Association Community Center Manager one week prior to your event or the event will be cancelled.

IV. RULE ENFORCEMENT PENALTIES. The CCM shall attempt to adjust any infractions informally. If this is not possible, the CCM shall refer the matter to the PPROA Board of Directors who will attempt to adjust the matter informally by inviting the complaining party, witnesses, and alleged responsible property owner member to a closed meeting of the Board to be held at a time and place to be determined by the PPROA Board of Directors. If informal adjustment is not possible, the PPROA Board of Directors shall, based upon the facts made known to it, determine what penalty, if any, is appropriate. Regarding a failure to restore the premises to pre-event conditions, penalties may be imposed consisting of reimbursement for damage to the premises (if the forfeited security deposit is insufficient to cover the restoration costs), a fine, and/or suspension from use of the Community Center for a period to be fixed by the PPROA Board of Directors. In the event of non-payment within thirty (30) days of imposition, restoration costs and fines, if any, may be imposed on the property interests of the responsible person as a lien. Guests responsible for serious misbehavior or damage to the premises may only be suspended or banned from the facility. If the PPROA Board of Directors deems that the guest's behavior was also the responsibility of the Property Owner Member host, the Property Owner Member may be fined in addition to any action taken against the guest. The decision of the PPROA Board of Directors regarding the impositions and amount of any damage reimbursement or fine shall be final.

V. AMENDMENT OF RULES. These rules may be amended at any time by the majority vote of the PPROA Board of Directors. The PPROA Board of Directors shall be the final authority with the ultimate decision to amend rules, resolve any issues regarding rule enforcement, penalties, expenditures and any other matters that need to be resolved. The Community Center Manager (CCM) shall be the only person having authority for the day-to-day operation of the Community Center (reservations, collecting usage and security deposits, pre and post inspection of the Community Center with the individual renting/reserving the Community Center.

ATTACHMENT #3

CLEANING AND USAGE CHECKLIST

It is the responsibility of the Renter reserving the Community Center to immediately tour the Community Center with the Community Center Manager (CCM) to conduct a pre-rental assessment prior to the scheduled event. It is imperative the Renter thoroughly inspect the Community Center and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessment for damage or loss of Community Center property will be based on the visual inspection and review of the "Cleaning & Usage Checklist" by the Renter and the CCM. The Renter reserving the Community Center is responsible for the payment of any and all damaged items. This responsibility will remain in effect until the CCM completes his/her portion of the checklist, and the checklist is signed by both parties.

CHARGE	ACCEPTABLE	MINIMUM
<u>AREA</u>	<u>(INITIAL)</u>	<u>NOTE EXCEPTIONS WHEN</u>
<u>UNACCEPTABLE</u>		
Renter responsible for Items 1-4 if not paying the \$50 cleaning fee		
1. KITCHEN AREA		
Clean & empty Counter tops & sink. Sweep & clean floor _____		\$10.00
Floors – clean spills and spots with damp cloth only		
2. RESTROOMS		
Clean toilets, Wash basins, mirrors. Empty trash cans. Sweep & clean floor _____		\$10.00 Each
Floors – clean spills and spots with damp cloth only		
3. GENERAL		
Clean spills from tables and floors, chairs, & window ledges. Wipe smudges from walls & windows. _____		\$25.00
4. GARBAGE REMOVAL		
Empty all trash cans. Replace all plastic bag liners Place trash in outside cans provided _____		\$35.00

5. FOOD
Remove all food from
counters & cabinets _____ \$10.00
6. COMMUNITY CENTER EXTERIOR
Remove all party related
debris (paper, cups, cans,
discarded cigarette butts on
patio & ground areas _____ \$10.00
7. DOORS & WINDOWS
Close & lock all
doors & windows. _____ 25.00/infraction
- Keep all doors & windows
closed during the event when
furnace or air conditioner is
in use. _____ \$25.00
Return Thermostat settings: Winter 62, Summer 75
8. CLOSE COMMUNITY
CENTER NO LATER
THAN 12:00 Midnight _____ \$100.00
9. INSIDE LIGHTS
All lights turned off
after event. _____ \$25.00
10. CHAIRS & TABLES
All chairs & tables
returned to original
location. _____ \$25.00
Return chairs to chair racks
11. CANDLE VIOLATION
Candles are not permitted inside
the Community Center _____ \$100.00

Community Center Manager (Signature)

Date

Renter (Signature)

Date