

**BURNT STORE LAKES
PROPERTY OWNERS ASSOCIATION, INC.
POLICY/PROCEDURE STATEMENT**

COMMUNITY CENTER USE

PURPOSE: The purpose of this policy is to establish guidelines to permit BSLPOA property owners and other groups use of the Community Center.

SCOPE: To define the responsibilities of the Association as well as property owners and other groups to enjoy the use of the Community Center located in the BSLPOA office facility at 16500 Burnt Store Road, Unit #101 (Turtle Crossing).

PROCEDURE:

All approvals for use of facilities shall originate from the BSLPOA Office Supervisor/Manager or designee. Use and maintenance of the Community Center shall be organized and adhered to as follows:

1. **BSLPOA Property Owners**

- a. All BSLPOA property owners are entitled to the use of the Community Center (hereinafter referred to as Center) at no charge.
- b. All BSLPOA property owner “groups” must register with the BSLPOA Office the date, day, time and frequency of use (i.e., Bridge Group every 1st and 3rd Thursday from 1-4 pm). It is possible that two groups may be using the facility at the same time.
- c. Each group must designate one person to be responsible for opening, closing, clean up and securing the Center. Key and access code may be obtained from the BSLPOA Office.

2. **Other Groups**

- a. Other Groups (9.e., outside or other Associations or Communities) may use the Center by scheduling the date, day, time and frequency (if applicable) by contacting the BSLPOA Office.

- b. The fee for each use is currently set at \$65.00/use with an additional \$65.00 security deposit. The fee(s) may be paid prior to use, at the time of use, or billed after use.
- c. Organized Group(s), i.e., Property Owners/Home Owners Associations, Political Parties, or some other organized formal group, must designate one person to be responsible for opening, closing, clean up and securing the Center. Key and access code may be obtained from the BSLPOA Office.
- d. The Groups must provide a Certificate of Insurance naming the Burnt Store Lakes Property Owners Association, Inc. as payee.

3. **General Rules for All Users**

- a. General hours of operation for the Center shall be 9:00 a.m. to 5:00 p.m. However, the Center may be available for earlier or later use by making arrangements accordingly through the BSLPOA Office.
- b. Access to the Center shall be from the rear entrance (Unit 101) ONLY.
- c. Parking is available in the rear of the building.
- d. Use of the Kitchen facilities:
 - 1) No cooking is permitted other than the use of the microwave, toaster or other equipment provided.
 - 2) All food brought into the Center may be temporarily stored in the refrigerator but must be removed at the end of the event. Bottled water is available in the refrigerator for a small donation in the container provided.
 - 3) All dishes, utensils, glassware, etc., must be cleaned and put away at the conclusion of the event.
 - 4) Some paper products will be available, however, large groups are asked to bring their own or donate for the use of existing supply.
 - 5) Upon departure the Center must be put back in the same condition as when you entered, i.e., table and chairs taken down and stored.
- e. Use of the TV is permitted, i.e., sporting events, etc. If unsure on proper operation of the equipment seek assistance from office personnel.
- f. Upon departure, the thermostat in the summertime must be set at 78 degrees, and turned off in the winter unless there is extreme cold weather.

- g. All garbage, trash, and recyclables must be placed in their respective containers (provided).

4. **Reports**

The Secretary or his/her representative shall submit a written report to the Board of Directors at each monthly meeting listing the party/parties who have made use of the facilities. The use of the facility shall include whether the use is/was one (1) time or regularly scheduled use.

Policy #22: Community Center Use

Adopted: July 16, 2013