

RECREATION CENTER RULES AND REGULATIONS

1. Application for the use of the Villages of Kiln Creek Owners Association (VKCOA) multi-purpose room and its facilities (bathrooms, appliances, tables, chairs, etc.) must be requested using an application form. Only Kiln Creek property owners/residents, who are age 21 or over, and a member in good standing, may reserve the facilities. Requests should be made at least two weeks prior to the scheduled activity.
2. A **\$250.00** refundable cleanup and damage deposit is to be paid at the time of reservation.
3. The rental fee of **\$150.00** is due ten (10) working days before the event. Cancellations must be made no later than ten (10) working days of the event for a full-refund.
4. Chaperones must be provided on a ten to one ratio for parties where the participants are younger than 21.
5. Parties where the participants are between the ages of 15 to 21 will be required to provide a law enforcement officer for the duration of the party.
6. The lessee must provide proof of insurance in the amount of \$300,000.00 liability at the time of the deposit payment.
7. **The Lessee accepts full responsibility for the facility and for the conduct of his/her guests. The endorsed application for use, signed by the VKCOA representative, indicates full understanding of these rules and regulations.**

TYPE	RENTAL FEE	DEPOSIT
Meetings for residents only (e.g. swim team, boy scouts, girl scouts, bridge clubs, etc.)	\$0	\$0
Neighborhood functions	\$0	\$0
Private parties or special events	\$150	\$250

The VKCOA Director of Operations may establish reasonable rental fees for other types of activities that fall outside the parameters noted above.

NOTE: No cash payments accepted. Checks must be made payable to the Villages of Kiln Creek Owners Association.

8. For activities scheduled after normal VKCOA operating hours, the lessee must sign for a building key from a VKCOA representative prior to 4:30 PM on the day of the activity or the preceding workday (if on a weekend or holiday). If the keys are not picked up during our normal operating hours your event may not happen. **IF** an Association staff member is available to meet you at the office or Recreation Center to give you a key there will be a \$50.00 service charge. Building keys may be dropped through the mail slot at the Homeowners Association Office after your event or be returned to a VKCOA representative the next workday after the event. If the key is not returned within two (2) working days, the Lessee will be assessed \$300 for re-keying the locks.
9. The lessee is responsible for the cleanup of the facility and for the removal of all personal items. All, or portions of the cleanup and damage deposit may be returned to the lessee if all requirements are met. The VKCOA Director of Operations has the discretionary responsibility to return all or portions of this deposit based on the results of a joint after-event inspection of the multi-purpose room and its facilities.
10. Music is allowed at levels that are non-disturbing to the surrounding resident neighborhoods.
11. Alcoholic beverages in or on the grounds of the VKCOA facilities are prohibited unless the individual or group desiring to allow alcoholic beverages obtains a Banquet License from the Alcoholic Beverage Control Board and furnishes a copy of such license to the Director of Operations of VKCOA at least 48 hours prior to the scheduled event. The foregoing notwithstanding, in no event shall a minor be allowed to consume alcoholic beverages while on the grounds of the VKCOA facilities. The host of any event at which alcoholic beverages are present shall be responsible for taking precautions to control the consumption of such alcoholic beverages so that the attendees at the function do not operate motor vehicles while intoxicated and do not cause any injury to the VKCOA for any and all liability that may result to VKCOA due to the alcoholic beverages at such function. If the individual or group renting the multi-purpose room also rents the pool simultaneously for the same event alcoholic beverages are not permitted to be used at either location.
12. There is a 12:00 midnight curfew on all indoor activities scheduled at the VKCOA Recreation Center.
13. The VKCOA Director of Operations may deny the use of the multi-purpose room and other facilities at his/her discretion.

14. The Association has several six foot (6') long folding tables and folding chairs that are available for use by the members in the Recreational Center. The member reserving the area is responsible for set-up of the area and for returning clean chairs and tables to the storage area after the event.