

## **KILN CREEK RECREATION CENTER RENTAL INFORMATION**

1. Only Kiln Creek residents/property owners may reserve the facilities.
2. Residents must be current on all homeowners' assessments and must not have any current violations on their property.
3. The following procedure for reserving the Recreation Center must be observed:
  - a. A completed application and **\$250.00** refundable Security Deposit must be turned in to the KCOA office to confirm a reservation. Reservations are on a first come basis. For availability call the KCOA office at 757-877-9835. Cancellations must be made at least one week prior to the function in order to receive a full deposit refund.
  - b. If alcohol will be present at the function, a Banquet License must be obtained from the Virginia Department of Alcoholic Beverage Control by the organization/person reserving the facility. There is a \$55.00 fee for this permit. The ABC License Board phone number is 825-7830.
  - c. Rental fee in the amount of **\$150.00** must be paid at least one week prior to the scheduled event. If the fee is not received at that time, the room reservation will be cancelled.
  - d. Deposit refunds, if applicable, will be mailed to the address on the application within thirty (30) days.
4. There is a **12:00 midnight** curfew on all activities scheduled at the VKCOA Recreation Center. **THIS MEANS YOUR PARTY MUST HAVE ENDED AND THE ROOM BEEN CLEANED AND YOU HAVE EXITED THE BUILDING BY 12:00 MIDNIGHT.**
5. The organization/person reserving the Recreation Center accepts full responsibility for the facility and the conduct of his/her guests.
6. The organization/person reserving the facility is responsible for cleaning up and ensuring that the facility is returned to its original condition. A member of the KCOA staff will conduct a walk through after the scheduled event. Your Security Deposit can be withheld if damages are noted or the facility is not returned to its original condition. A clean up checklist will be given to you at the time of rental.
7. An elevator is available at the facility. Heavy objects must be taken upstairs in the elevator. Please do not drag objects up the stairs.
8. Open containers/bags shall not be stored in the refrigerator or freezer. Please use covered containers and wipe up any spills immediately.
9. The organization/person reserving the facility is responsible for set-up of the area and for returning chairs and tables to the storage area after the event.
10. Decorations must not cause damage to the walls, carpet or ceiling. **Tape, tacks, glues, nails or any other type of adhesive are not permitted.**
11. The key to the Recreation Center must be picked up from the KCOA office between the hours of 8:30 am thru 4:30 pm, Monday thru Friday (not including Holidays). If a Kiln Creek Staff Member has to stop and open the Recreation Center for you, there will be a **\$50.00** trip charge.
12. The Managing Agent may deny the use of the Recreation Center at any time.
13. **NOTE:** No cash payments accepted. Checks must be made payable to the Villages of Kiln Creek Owners Association. If you are a **renter** you must pay by cashiers check or money order.