

POLICIES AND PROCEDURES
LAKE ROYALE CLUBHOUSE/PAVILION RENTAL
0910-005

1. **GENERAL:** This document establishes the policies and procedures for renting the POA Clubhouse or Pavilion.

2. **RESPONSIBILITY:** The Lake Royale POA General Manager is responsible for implementation of all aspects of the Lake Royale Clubhouse/Pavilion rental program. The Lake Royale POA General Manager may delegate to a member of his staff responsibility for implementing this Policy and Procedures Document.

3. **FACILITY AVAILABILITY:** The Clubhouse or Pavilion may be rented, subject to availability, only by a POA member in good standing. It may be rented only for social events: rental for commercial activities, including selling products or conducting profit generating ventures will normally not be permitted.

- The POA General Manager may make an exception to this policy with the approval of the President of the POA Board of Directors.
- THE POA General Manager has the authority to reject any rental application.
- Rental of the Pavilion is limited to the roofed area only. POA members will have access to the recreational areas, Concession stand and the designated concession area (including one table), as well as to the restrooms and park.
- Clubhouse rental will not exclude POA members use of the rest rooms or the library via the Snack Bar or exterior beach doors.

4. **RENTAL CONDITIONS**

- Rental fees for the Clubhouse will be based on a “per hour” basis of \$100.00 per hour (2 hour minimum) paid in advance. In addition to the rental fee, the sponsor will be required to pay in advance a deposit of \$300.00 for events where alcohol will be consumed and \$200.00 for all other events. The deposit will be refunded subject to completion of the contract.
 - Renter will not be charged for decoration or “set up” time providing that the decoration/set up time does not exceed 12 hours and does not conflict with a previously scheduled POA sponsored event. Decoration/set up time must be coordinated at the time the rental agreement is signed.
- Rental fees for the Pavilion will be based on a “per hour” basis of \$50.00 per hour (2 hour minimum) paid in advance. In addition to the rental fee, the sponsor will be required to pay in advance a deposit of \$200.00 for events where alcohol will be consumed and \$100.00 for all other events. The deposit will be refunded subject to completion of the contract.
- In the event of cancellation (provided one week in advance) for either the Clubhouse or the Pavilion, a \$50.00 Administrative charge will be deducted from the deposit fee. The balance of the deposit fee and the rental fee will be remitted within two weeks.
 - If the event is not held and cancellation is not provided at least one week in advance, the rental fee will be refunded but the deposit will be forfeited.

- Immediately following the event, the sponsor/organization will be required to return the facility to the same condition as when the rental occurred. This includes cleaning of the facility, the furniture, the Clubhouse kitchen area and refrigerator (if used), and the restrooms. An inspection will be scheduled at the time of rental. Refunds will be made within two weeks.
 - If the facility is not cleaned to acceptable standards and the renter refuses to correct deficiencies noted by the inspector, the entire deposit will be forfeited and the renter may be barred from future rental of POA facilities.
- If the event involves consumption of alcohol beverages by the renter or his/her organization, the renter/organization will be responsible for paying the salary of a sworn Law Enforcement Officer (Lake Royale Police Department or Franklin County Sherriff Deputy—approximately \$30.00 per hour) who will be present in the Clubhouse or at the Pavilion for the duration of the event. Arrangements for coverage will be coordinated by the POA office when the contract is approved.
- A POA representative/staff member may be present in the Clubhouse or at the Pavilion or visit either facility at any time during a scheduled event. If the terms of the contract are violated, the POA representative/staff member may terminate the event.
- The POA member in good standing who has signed the contract and rented the facility must be present throughout the duration of the activity/event.
- In order to preserve the appearance of the Clubhouse, decorations may only be affixed to existing nails or hooks or mounted on pillars/walls using removable tape. Balloons must be tethered.
- Doorways and halls shall remain unobstructed.
- All events (Clubhouse and Pavilion) must conclude by 11:00 P.M.

5. CANCELLATION IN THE EVENT OF AN EMERGENCY:

- All contracts will be subject to cancellation if a State of Emergency is declared by the President of the POA Board of Directors or the POA General Manager.
- If the event is in progress and an emergency is declared, event must be terminated immediately.
- If an event is cancelled as a result of a declaration of emergency, all fees and deposits will be fully refunded.

6. PROCEDURES:

- The POA member desiring to rent the complex completes the attached Contract and submits it along with appropriate fees (check or credit card) to the POA General Manager for processing.
- If the General Manager determines that the requested event falls within the spirit and letter of these Policies and Procedures (e.g., is an appropriate event), the Responsible POA authority (the General Manager or his designee) will determine that the event does not conflict with a Lake Royale approved event scheduled in the POA calendar.
 - Reservations normally may not be made more than six months in advance of the scheduled event. Exceptions may be made for a wedding reception or similar events that require long term planning. If an exception is to be made,

the Responsible POA authority will contact all Lake Royale approved organizations that normally meet on that day of the week to ensure that a scheduling conflict does not exist.

- The Responsible POA authority will ensure that the closure of a facility due to a rental contract is entered on the Activity Calendar published in the Royale Reporter (if time permits) and entered on the master Calendar maintained by the POA Office Staff.
- The Responsible POA Authority will sign the contract on behalf of the POA.
- The Renter will arrange for gate access for all visitors, catering vehicles and musicians/entertainers.
- The responsible POA Authority will arrange for opening and closing of the Clubhouse.

**LAKE ROYALE POA
FACILITY RENTAL CONTRACT**

Name _____ Telephone (1) _____
(First Name) (Middle Initial) (Last Name)

E-mail _____ Telephone (2) _____

Address _____
(Street Address) (City) (State) (Zip)

Event _____ Desired Date _____

Facility _____ Times _____

Will Alcohol be consumed? _____ Fee _____ Deposit _____

I certify that I am a member in good standing of the Lake Royale POA.

I desire to rent the above designated for a social activity on the indicated date for the activity listed above.

I understand that I will be responsible for the conduct of my guests.

If alcohol is consumed, I agree to pay for the presence of a Law Enforcement Officer (coordinated through the POA office).

I understand that a Lake Royale POA representative/staff member may visit or be present in the facility at any time during the event.

I have read the information regarding Clubhouse decorations and use of the kitchen and agree to abide by it.

I agree to hold the Lake Royale POA blameless for any injury to guests during the event.

I will be responsible for any damage done to the rented facility or surrounding infrastructure.

I agree to pay the Lake Royale POA in advance the designated required fees.

I understand that the facility must be returned to its original state before the refund is returned. If the facility does not meet the standards of the responsible POA Authority at the scheduled inspection, I understand that I must to return it to a satisfactory condition immediately or risk loss of the refund.

I understand that the Lake Royale POA may preempt my use of the facility in the case of an emergency/natural disaster.

I certify that I have read and understand the current policy (0910-005) related to the rental of the Clubhouse and Pavilion.

My post event inspection is scheduled for: _____ at _____.

(Activity /Instructor Signature)

(Date)

(Lake Royale POA Authorized Representative Signature)

(Date)