

Community Center Reservation Form

Name: _____

Address: _____

Phone Number: _____

Event Date: _____

Event Start Time (include set-up): _____

Event End Time (include clean-up): _____

I have read and agree to the rules/regulations that are attached to this form:

Signature: _____ Date: _____

Instructions: Association members can reserve the Community Center for private parties. The reservation fee includes the entire facility if needed. Board activities and Social Committee events have priority over private reservations. All Board, Social Committee and private reservations must be recorded on the PRCUOA Office Bulletin Board.

Full payment is a \$50.00 deposit **prior** to reserving the Center. The deposit will be return within 30 days, if upon inspection of the facility, the Center is found to be clean and in good repair with no contents missing.

Reservations with deposit **must** be made at least seven (7) days prior to the event for exclusive use of the Center. If a deposit reservation is not provided, members may still utilize the facility at no charge; however, exclusive is **not** guaranteed.

When completing this form, please include set-up and clean-up time. **Set-up times can occur only two (2) hours prior to the start of your event and maximum clean-up times can occur only two (2) hours following completion of your event.**

For your convenience, please leave your completed Reservation Form and deposit check (made payable to PRCUOA) in an envelope in the lock box located at the entrance door to the Center. You may call the PRCUOA Part-time Administrative Assistant at 330-878-9211 during her posted office hours with any questions or to check availability of the Center. Confirmed reservations are post on the PRCUOA Office Bulletin Board.

Please review the attached Rules/Regulations/Guidelines governing the use of the Community Center.

Total Deposit Due: \$50.00

Donation Appreciated \$ _____

Date Check Received: _____

Make Check Payable to PRCUOA

Date Check Returned: _____

RULES & REGULATIONS

Revised April 9, 2019

The Community Center is a **non-smoking** facility.

A \$50.00 deposit is required to reserve the Center for your function. This will be returned in full within 30 days after inspection of the building for cleanliness and/or damage. **The \$50.00 deposit must be given to the PRCUOA Administrative Assistant to secure your reservation.**

You must make your reservation at least seven (7) days prior to the event date for exclusive use of the Community Center. If a deposit reservation is not provided, members may still utilize the facility at no charge; however, exclusive use is not guaranteed.

All reservations are based upon the deposit date and are on a "first-come, first-served" basis. Each reservation begins when set-up starts and continues until clean-up is completed. **Set-up times can occur only two (2) hours prior to the start of your event and maximum clean-up times can only occur two (2) hours after completion of your event.**

Any Association member reserving the Center is responsible for all those attending your reserved function/event at the Community Center. Additionally, Association members may reserve the Community Center a maximum of three (3) times each year.

As previously voted on by the Association, the Community Center is to remain open for use by all members on the following holidays: **Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve & Day, and New Year's Eve & Day.**

For your convenience, there is a lock box on the front porch of the Community Center for your deposit checks. Please make your checks payable to PRCUOA. You may call the PRCUOA Office Administrative Assistant at 330-878-9211 with any questions or for availability of the Community Center. Confirmed reservations are posted on the PRCUOA office bulletin board.

Guidelines For the use of the Community Center

PARKING IS NOT PERMITTED ON THE PINE RIDGE PARKWAY

PARKING IS ALLOWED AND ENCOURAGED IN THE LOT ACROSS FROM THE COMMUNITY CENTER ON DALE AVENUE. IF THERE ARE MORE THAN FIFTY (50) GUESTS, IT IS YOUR RESPONSIBILITY TO ASSIGN A PARKING MONITOR TO ENSURE CARS ARE PARKED CORRECTLY. PLEASE BE SURE YOUR GUESTS DO NOT BLOCK THE ENTRANCE WAY INTO THE YARD. IT WORKS BEST TO PARK PERPENDICULAR TO DALE AVENUE. HANDICAP PARKING IS RESERVED FOR USE IN FRONT OF THE CENTER. PLEASE REFRAIN FROM PARKING IN FRONT OF THE SIGN, ON THE WALKING PATH, OR TO THE LEFT OF THE GRAVEL DRIVE ACROSS THE STREET (IT IS PRIVATE PROPERTY).

Non-owner/residents are **NOT** to be given a key to let themselves into the Community Center. An owner/resident 21 years of age or older must accompany anyone using the Community Center and must be present the entire time they are at the Center. **Guests and non-resident family members are not to be left unattended.** No one is to let guests or family members into the Community Center and leave them unattended.

Quiet Hours for the Community Center are:

Sunday through Thursday at 10 PM – 7 AM --- Friday and Saturday at 11 PM – 7 AM.

Anyone using the Community Center at any time is encouraged to keep noise at a level that will not disturb residents who live nearby. Activities may continue after above stated times, but the noise level must be kept to a minimum. Please refrain from shooting or playing basketball after quiet hours.

Inside lights are to be turned off when leaving. Outside lights are to be left on.

All outside doors and windows should be closed and locked when leaving. Please close the inside doors to the gym when leaving.

The gym restroom is handicap accessible, please leave support bar lowered.

Please do not nail or tape anything to the walls of either area.

Meeting Room/Kitchen Area:

1. The thermostat is located on the far wall across from the Center entrance door. Adjust as needed when using the facility. It will return to its programmed temperature automatically.
2. Clean up the room after each use. Slide chairs in under the tables. The sweeper is in the restroom off the gymnasium. Cleaners & trash bags are under the sink in the kitchen.
3. Place all trash in the receptacles on the back porch of the center.
4. Leftover food should be taken with you, or thrown in the outside garbage can.
5. The electric receptacle to the right of the refrigerator is on a dedicated circuit. When using multiple heating elements, use this outlet to prevent breaker from tripping.
6. The paper and plastic products, (plates, cups, etc.) are for Association use only. Please **DO NOT** use these products or the Association's pop and water for your function.

Gym Area:

1. Lights are located at the bottom of the electric service box, as marked. Allow a few minutes for the lights to reach full illumination.
2. There is no air conditioning in the gym, but you may open windows and doors. Be sure to close and lock both windows and doors when leaving. For heat, the thermostat is located on the left wall next to the exercise equipment. Adjust as needed when using the facility. It will return to its programmed temperature automatically.

Outside Area:

1. Grills on the Patio: Please, if you use the grills make sure that you clean them! Thank you.
2. Fire Ring in the Back Yard: Please make sure that all burning embers are extinguished before you leave the Community Center.

Violations of any or all of the Rules/Regulations/Guidelines will result in no refund of the \$50.00 deposit. Any member being denied the deposit refund may also be denied future reservation of the Community Center.

Contacts: In case of problems you may contact one of the Board Members.

Emergency Phone Numbers: Please call 911

Fire Department: 330-878-5333 ----- **Police:** 330-878-7011 or 330-339-2000