

**COMMUNITY CENTER USAGE POLICY**

**HOURS**

The High Vista Clubhouse is open to High Vista Residents during the following times:

**5:00 AM – 11:00 PM Weekdays, Weekends, and Holidays**

These hours include the Ballroom, Pub, Activity Room 1, Activity Room 2 and the Fitness Center.

**GENERAL USE BY RESIDENTS**

* **High Vista Owners:** Residents who own deeded property in High Vista.
* **Renters:** Renters who are listed on a rental agreement and their immediate family members. **Renters may not book any room in the community center for a private party unless the property owner signs the reservation form and assumes all responsibility for the event.**
* **Guests:** Out of area guests who are overnighting or staying for a large portion of the day with an owner or renter may make use of the Community Center when accompanied by the owner or renter, or when the owner or renter has provided them with an access key card.
* **Age Limitations: Please note age limits and requirements for adult supervision for specific areas of the Community Center. The Fitness Center requires that children sixteen (16) years of age and under must be accompanied by a responsible adult resident or guest. In the Pool area, children fourteen (14) years of age and under must be accompanied by a responsible adult resident or guest. In the Spa, children twelve (12) years of age and under must be accompanied by a responsible adult resident or guest. “Responsible” means a person physically capable of and of sufficient mental and emotional maturity to render meaningful assistance and supervision should the need arise.**

**COMMUNITY CENTER AMENITIES**

* **Library:** The Library is open to all residents and renters who reside in High Vista and their guests. The hours for the Library are posted on the door, in the Newsletter, and on the High Vista Website. A copy machine will be available for resident use at no charge during Library hours.
* **Fitness Center:** The fitness center is open during normal community center hours.
* **Pool:** The pool is open from sun up to 9:00 p.m. with lights. Pool rules are as posted. **Anyone using the pool after dark must manually turn on the lights at the switch. No one is permitted in the pool after dark without proper lighting**.
* **Ballroom:** The ballroom is available during normal hours of operation except when reserved for an event. Availability is subject to change due to reservations. To reserve the ballroom, contact Pauline Constantine at [pmlc@yahoo.com](mailto:pmlc@yahoo.com) or call at 863-420-1011.
* **Activity Room 1 and/or Activity Room 2:** These two rooms are smaller and are available during normal hours of operation except when reserved for an event. To reserve one of these rooms, contact Pauline Constantine at [pmlc@yahoo.com](mailto:pmlc@yahoo.com) or call at 863-420-1011.
* **Kitchen:** Only High Vista residents have total use of the kitchen and equipment. If the reservation form indicates a need to use the warmer or the stove, resident must contact Chris Constantine at 863-420-1011. Outside caterers will be permitted to use the warming oven with a user’s fee of $75.00 and a refundable cleanup fee of $200**. If an outside caterer is being used, Resident must indicate on the reservation form and must attach a copy of the caterer’s Certificate of Insurance and Food License.**
* **Pub:**  The pub is available during normal hours of operation. Residents bringing guests into the pub must remain with those guests until the guests leave the pub. Only residents with an access key card are allowed behind the bar, and an access key card is required to purchase any alcoholic beverage.

**Reservation/Usage Agreements are available in the Communications Room and posted on the High Vista Website**

**A RESERVATION FORM MUST BE SUBMITTED TO THE ROC FOR ALL ACTIVITIES TO BE SCHEDULED IN THE HIGH VISTA CLUBHOUSE**

**COMMUNITY CENTER RESERVATIONS**

**The Community Center exists to serve the community of High Vista. Reservation policies are designed to serve the residents and their guests.**

**NO FEE RESERVATIONS: The term “No Fee Reservation” is used to indicate reserving a room or area for an event that is open to the entire community. No Fee Reservations must meet the following guidelines:**

* Open to all High Vista Residents and their guests, but is not a formal association sponsored function.
* One resident must be identified as Group Contact and shall be responsible for ensuring that Community Center requirements are met.
* Clean-up of area used must be accomplished immediately following the event. The resident identified as the group contact will be responsible for the clean-up.
* Notice of the event will be posted in the Communications Center, Community Calendar, and the Community Website.
* Showtime and Holiday Dances (New Year’s Eve, Valentine’s Day, Halloween) have reservation priority and can be booked one year in advance. These events have priority over any other activities, including Bingo. Theater productions and the High Vista Chorus show/s can be booked after the Showtime schedule has been finalized. All other Alliance Groups (Benefits, Computer Club, Café Vista, etc.) may reserve the ballroom for special events after all of the above events have been scheduled.
* HOA Board meetings are scheduled on the Fourth Monday of each month but take priority over all other events if the date needs to be changed. Official Association Functions have priority over any other activities, including Bingo.
* **Other activities may be booked 9 months in advance providing the dates for all the above events have been booked.**
* Arrangements for additional chairs, tables, bar, use of the sound system, etc. must be made two weeks in advance by the person booking the event.
* 50/50 Alliance group may sell tickets at any board-sponsored event held in the clubhouse.
* **All events must have a High Vista bartender behind the bar during the event.**

**RESIDENT USAGE AVAILABILITY:** Residents who reserve an area and want to include **only selected guests** will pay a Resident Reservation Fee.

Resident Reservation usage will be available to:

* High Vista Residents in good standing.

**PERMITTED USES BY HIGH VISTA RESIDENTS:** High Vista Residents in good standing may reserve the designated areas for personal non-commercial events. **Resident events are considered private and not open to other uninvited residents of High Vista.** Areas available for reservation for a maximum 4-hour period are the **Card Room/Multipurpose Room for a fee of $10.00** and the **Ballroom** for a fee of **$25.00. If more than 4 hours are needed, you must specify that need on the reservation form.**

**The Pub may be reserved by a High Vista resident for private events at no charge, with the understanding that the bar and pool table area will still be open to all residents. A reservation form must be completed and returned to Pauline Constantine. The event can be made no more than 30 days prior to the event. No more than 30 people may be in attendance and only 7 tables can be used/reserved for such event. A High Vista bartender must be used and all alcoholic beverages (beer and wine) must be purchased from the High Vista Bar. No other alcoholic beverages may be brought into the clubhouse for Pub private events.**

**RULES FOR RESIDENT PERSONAL USAGE OF THE COMMUNITY CENTER:**

* The High Vista resident on record reserving the facility (“Group Contact”) must be on-site for the duration of the event. **This type of reservation can be made no more than 6 months in advance.**
* The High Vista ROC (Recreational Oversight Committee) must have the following in hand:
* Completed Reservation Form
* The reservation fee paid in full (made payable to High Vista HOA).
* Any private group must pay to have the HOA cleaning company clean the rooms used by said group at a rate of $80.00/per hour with a minimum of two (2) hours and a maximum of three (3) hours. A deposit of $240.00 must accompany the reservation form. If cleaning only requires two hours, a refund will be given to the individual booking the event.
* Any private group must obtain Event Insurance in the amount of $1,000,000 to cover said event, naming High Vista at Ridgewood Lakes HOA as the primary insured.
* No private event can exceed 112 guests which is the capacity of the ballroom table seating area.
* There will be no hard liquor permitted on the premises.
* Beer, wine and soft drinks will be served by the High Vista bartenders at the prevailing prices. High Vista bartenders have the right to refuse to serve beer or wine to anyone who in his/her judgment has had enough to drink. Upgraded wine can be ordered for any event from our vendor in case lots only with a two week advance notice and a 10% upcharge. Tickets will be provided to the resident sponsoring the event for all beverages from the High Vista bar, and the tab will be paid by responsible resident at the end of the event.
* All private events must end by 11:00 p.m. and the room must be vacated by midnight.
* Private bookings will not be permitted on holidays (New Year’s Day, Easter, Thanksgiving, Christmas Eve, Christmas Day, etc.)

**OTHER FACILITY USAGE:**

**The facilities may be available to residents for private use for functions listed below but must be approved by the ROC (Recreational Oversight Committee).**

* Social meetings
* Parties, birthday, anniversary
* Private events, game night

**ALL RESERVATIONS ARE SUBJECT TO HIGH VISTA TERMS OF USE AND AGREEMENT**

**TERMS OF USE**

1. Resident agrees to hold High Vista Residential Community and its Board of Directors and agents harmless from all claims, liability or responsibility for injury, death, or property damage that may occur related to use of facility.
2. High Vista and its Board of Directors are not responsible for any personal belongings lost, stolen, or left on property.
3. Resident is liable for all damages incurred regardless of amount, which may include, but is not limited to fixtures, furnishings, and other accessories. The Resident will surrender the premises in the same order and condition as they were at the beginning of the function.
4. No underage consumption of alcoholic beverages will be tolerated. Should High Vista and its Board of Directors become aware of underage alcohol consumption, law enforcement will be notified. Absolutely no alcoholic beverages are permitted to be consumed in the parking areas. Underage drinking at any event will immediately cause an event to be terminated and all guests vacated.
5. The Resident accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount. Resident shall be solely responsible for cleaning the facility following use, which shall include removal and proper disposal of all trash, refuse, and debris. Excess expenses beyond the amount of the deposit shall constitute an assessment against the lot of the resident if the resident is a lot owner, which the lot owner agrees may be collected in the same manner as other assessments if not paid within thirty (30) days.
6. Resident shall follow guidelines on the Cleaning Checklist and shall not leave cooking utensils, dishes, beverages, or food in the refrigerator or around the Community Center. Any items left on the premises will be considered abandoned and High Vista may dispose of them without notice. Applicant understands and accepts that High Vista may keep and apply such portion of the deposit as may be necessary to remove abandoned items, adequately clean, and repair the facility and premises
7. **No pets of any kind are permitted in the Community Center or Pool area at any time unless required by law.** The only exception to this is during the photo sessions for the Community Photo Directory. When you are scheduled for your photo and wish to include a pet, it must be held at all times while in the clubhouse.
8. **No smoking allowed inside the Community Center building, the patio, the pool area, or grassed areas at any time. This applies to all e-cigs as well.**
9. All decorations must be “free standing” and shall not be attached to any walls, windows, furniture or fixtures with tacks, tape, nails or glue. No glitter or glitter products may be used for decoration. Outside decorations and directional signage are not permitted.
10. Under no circumstances are any open flames permitted in the clubhouse.
11. Set-up is the responsibility of the event hosts, under the supervision of the Group Contact.
12. Tables, chairs, counters, and refrigerator must be washed and wiped clean. Facility must be vacuumed and the floor coverings must be left in a clean condition. This includes mopping the kitchen area if needed**. All garbage must be removed immediately following all events and put in the appropriate dumpster outside.**
13. All furnishings must be returned to their proper arrangement after use of the facility. Please note: Furniture or furnishings may not be removed from the Community Center at any time.
14. Resident agrees to turn off all appliances and light fixtures.
15. Resident agrees to be present at all times while guests are present at the premises and facility. Under no circumstance will resident grant access to the premises and facility without being present during the entire period.
16. Resident accepts responsibility to ensure that all guests and other users of the facility and premises follow all rules and requirements of High Vista.
17. The Resident agrees to provide adequate supervision of minors at the event.
18. Resident acknowledges that the guest capacity for any event in the Ballroom is a maximum of 217 if tables and chairs are being used. If the event requires chairs only, the maximum guest capacity in the ballroom is 227. The maximum guest capacity in the pub/bar area is 81. Also, when setting up for an event in the ballroom, the tile area in the front foyer needs to remain totally unobstructed at all times. A 6-foot walkway must be maintained across the rear of the ballroom leading to the pub or outside double side doors, and, at each corner in front of the stage, a 6-foot emergency path must also be maintained.
19. Any misrepresentation on this Reservation Agreement is subject to forfeiture of the entire deposit, and denial of the right to future use of the Community Center for private functions.
20. High Vista and its Board of Directors may monitor and inspect the Community Center and parking area at any time during the event described in the reservation form. The Resident agrees, if the Board of Directors deems the actions of the event attendees undesirable for any reasons, the Board of Directors may order the resident, guests, and employees to vacate the Community Center immediately without any refund.
21. The High Vista Board of Directors reserves the right to refuse to allow any resident use of the Community Center for any purpose it deems to be detrimental to, or not in the best interest of the Community Members. It further reserves the right to refuse to resident use of the facilities on any dates and at any time it deems inappropriate or inconvenient.
22. The High Vista Board of Directors shall not be liable for its inability to fulfill an approved reservation if such inability is due to, but not limited to, lack of cleaning, fire, flood, earthquake, foul weather, or any emergency condition that is beyond the control of management prevention.

**The High Vista Board of Directors reserves the right to refuse acceptance of any Reservation Form based on the listed criteria or other criteria not listed above.**

**High Vista Board of Directors**

**Adopted July 18, 2016**

**Amended January 23, 2017**

**Amended September 25, 2017**

**Amended November 26, 2018**