

CHRISTMAS LAKE VILLAGE RECREATION CENTER RULES

Revised 12/10/2020 • Effective 12/10/2020

1. The key to the Recreation Center may be picked up at the Gatehouse the day of the event, no earlier than 7:30 AM. Under no circumstances will Recreation Center Key be picked up prior to day of event.
2. **Rental Fees & Sign Restrictions:**
 - All fees must be paid at the time the reservation is made.
 - The rental fee is \$160.00.
 - Any signs and/or decorations used shall be freestanding and at no time shall be attached to, or be placed in such a manner as to obscure or obstruct any Christmas Lake Village (CLV) sign.
 - Signs shall conform to CLV size rules. (Not to exceed 5 square feet).
3. **Cancellation Policy**

Cancellations made 30 days or more in advance of the event date, will receive a 100% refund. Cancellations made within 29 to 14 days will receive a 50% refund. Cancellations made within 13 days of the event will not be refunded
4. The key must be returned to the Gate Officer on duty no later than 1:00 AM the day following the function.
5. The property owner who is renting the facility must be at the Recreation Center on the date of the rental and is responsible for the behavior of anyone in attendance and for any damage to the building, its contents, or Association property going to and from the center.
6. As a courtesy to nearby residents, the renter must close the Recreation Center by 12:00 midnight. All outdoor activities must cease by 10:00 PM. Shelter houses are included in the 10:00 PM outdoor closing.
7. **WHEN CLOSING:**
 - All tables must be wiped clean, folded, and stacked in table storage closet in an orderly manner.
- All chairs must be folded and returned to chair storage racks.
- Trash must be bagged and put behind the kitchen wall.
- Counters sink, and appliances must be wiped down.
- Floors must be swept, and spills mopped with a damp mop. Brooms, mops, and cleaning supplies will be found behind the partition.
- Lights must be turned off.
- All doors must be locked.
8. Outdoor PA/audio systems are prohibited.
9. Recreation Center Renters who violate these rules will be refused privileges in the future.
10. Functions may not be booked more than one calendar year in advance.
11. The Recreation Center is booked through the CLV Properties Office ONLY.
12. Recreation Center Renters shall adhere to all legal codes and have sole responsibility of securing any and all necessary licenses and permits from state and local governments for use of food, beer, wine, and intoxicating beverages. Illegal drugs are not allowed at any event or activity.
13. Smoking or the use of candles is prohibited in the Recreation Center.
14. No climbing on deck railing.
15. No pets permitted in building (except for service animals).
16. No tacks, nails, tape, staples, etc... (which may cause damage to paint or drywall, trim, cabinets, etc...) in or on wall.
17. No decorations attached to ceiling fans.
18. No fireworks permitted in Rec Center, on its decks or grounds.

Please sign below to indicate that you have read these rules.

X _____ Date _____

LOT # _____ RENTAL DATE: _____ Gate Attendant: Do not file until key is returned.

Gate Attendant Initials _____ Key Returned time _____

**Thank you for your cooperation in keeping the Recreation Center
clean and available for others to use after you have finished.**