

# Facility Request and Use Policy 2011

## General Rules

Facilities are primarily reserved to benefit LVPOA members and their accompanied guests. The facilities cannot be used for any purpose associated with financial gain without prior approval from the Board of Directors. The facilities may never be used for illegal activities. All Major Events must have prior approval from the Board of Directors.

Reservations are to be made (sponsored) only by LVPOA members in good standing. LVPOA members who are not in good standing may not make reservations and may not use any LVPOA facilities or attend any functions held in an LVPOA facility. *LVPOA members who have transferred their rights to a tenant may not make reservations and may not use any LVPOA facilities.*

Any member found in violation of LVPOA rules and regulations may have LVPOA privileges rescinded or restricted. The member or the organization the member represents is fully responsible for the facility during the period of use and will be responsible for all damage to LVPOA property occurring during the period of use. The member or the organization the member represents is also responsible for assuring use and attendance only by LVPOA members in good standing or authorized guests.

The member reserving the facility must be physically present from opening until closing. The facility will not be opened unless the member is present. In the event that the member is not able to be present, that member or another member with an interest in the reservation/event would need to notify the Facilities Manager at least one working day before the reservation/event of the change to the reservation request.

## Definitions

**LVPOA Member/Associate Member** – Every person or entity who is the owner of property and who is subject to the annual assessment either present or future, by the Association pursuant to the provisions relating to such assessment, shall be a member of the Association. The rights of membership are subject to the payment of the annual assessment and other legally assessed fees. LVPOA members in good standing are permitted to invite guests to common areas and facilities provided they accompany and accept responsibility for their guests. LVPOA members not in good standing are not permitted use of any facilities.

**Clubs** – Organized to provide benefit for the members of the organization and/or other entities as they see fit. LVPOA members who are not in good standing are not permitted to be sponsored as a guest at club meetings or functions.

**Eligibility:** To be recognized as a Club the club must:

- Schedule at least 4 reservations/events per year
- Provide a roster of members
- *Consist of at least 65% LVPOA members*
- Agree to support and follow LVPOA rules and regulations
- Provide a point of contact for the club
- Provide a roster indicating members/guests in attendance each time the club meets
- Be approved by the Board of Directors

**Commercial Organizations:** Organized to make a profit for themselves and/or other organizations as they see fit. It is not exclusively for the benefit of the POA or its members. Their association with the LVPOA is primarily for the use of LVPOA facilities.

**Eligibility:** To be recognized as a Commercial organization they must:

- Schedule at least 1 event per year.
- Agree to support and follow LVPOA rules and regulations
- Provide a point of contact for the event
- Be approved by the Board of Directors

**Event** - An event is any activity that utilizes more than one facility; runs consecutive days; requires additional services such as garbage dumpsters or port-a-lets, or additional/special parking requirements, etc. If a club/organization would like to conduct an event, a separate request will have to be submitted and approved by the LVPOA board at least two months prior to the intended date of the event. Please contact the LVPOA to obtain information on submitting your request.

**Financial Gain** – A term used to describe commercial activities resulting in a profit for a member or an organization and/or other entity. Clubs and organizations which are certified under provision 501C3 and use proceeds from their fund raising activities for philanthropic purposes only are not considered as making Financial Gain under this policy.

**Sponsor** – A term used inclusively to identify the person(s) who reserves LVPOA facilities. The sponsor must be a LVPOA member in good standing or an associate member in good standing.

## **Facility Requests**

1. No organization will be allowed to hold more than two weekend events, annually, at the K-Oaks Clubhouse or the Bar-K Grande Pavilion. These weekend events will not be allowed to run consecutively. This policy does not

automatically grant every organization two weekends, but establishes a limit on requests by clubs. All weekend requests require Board approval

2. There will be a flat fee (non-refundable) of \$100.00 for all K-Oaks reservations which fall on Friday, Saturday or Sunday. This fee would include table set-up and removal of garbage; however, some minimum cleaning requirements will remain, such as clearing tables, removing cups, bottles etc. from around the building, sweeping and mopping up spills. For events like the Arts & Craft Shows, LV Players plays and Hill Country Singers performances, which may fall on both a Saturday & Sunday, only one \$100.00 fee would be required per event. Weekday use of the facilities will remain the same as is currently in place in that the K-Oaks will maintain a standard set-up of 18 round tables and four banquet tables. Members wishing to change this set up may do so themselves and return the building to the standard set up, or they may request the POA to change the set up for a fee. Fees for use of the facility are required when making a reservation and are non-refundable.
3. There will be a flat fee of \$50.00 (non refundable) for the Bar-K Grande Pavillion for reservations which fall on Friday, Saturday or Sunday. For events which may fall on both a Saturday & Sunday, only one \$50.00 fee would be required per event. Fees for use of the facility are required when making a reservation and are non-refundable.

## **Early Reservations**

### Event Requests

**June 30, 2010.** Requests for Events are to be submitted by this date. Events are those functions that will use a facility on a **weekend**, use a facility for **consecutive days**, or will open their event to the **public**. Typical Events are the Lago Vista Players, the Lago Vista Singers, the Lions Club Chili Cook Off, Women's Club Gala, Community Christmas Celebration, July 4<sup>th</sup>, etc. Event requests must be submitted in writing by hard copy or email. Event requests will require a formal agreement between the sponsor and the LVPOA.

### Club Meeting Requests

**August 16 – 20, 2010.** Requests by existing Clubs to schedule meetings/regular activities. Reservation requests by Clubs must be submitted in person at the LVPOA office.

Clubs may reserve any facility for regular meetings or activities during the Weekday time periods. Requests may be submitted to the Association Office during the early reservation period which begins on August 15 (or first Monday after August 15) for meetings or activities planned for the ensuing year. The Facility Requests are valid for one year only. Any request by a club for use of a facility on a Saturday or Sunday must be in writing and approved by the Board of

Directors. Clubs desiring additional periodic non-scheduled use of the facilities must confirm reservations with the Association Office at least 14 days in advance.

If your club does not submit its request between August 16 and August 20, requests will be accepted until August 31<sup>st</sup> however, scheduling will not be guaranteed. After August 31, club requests will not be taken until October 1, 2010.

Social organizations which are not considered Clubs desiring more than one calendar date will submit such requests in writing to the Association for consideration after August 15 for the ensuing year. Social Organizations using a facility exclusively during the Morning time period may be scheduled up to 3 one-hour times weekly.

**August 23 – 31, 2010.** Reservation requests by new clubs wishing to use POA facilities for 2011 will be accepted. Reservation requests by Clubs must be submitted in person to the facility manager at the LVPOA office.

## **Reservations for Private Functions/Parties**

### General Membership/Private Function Requests

The Association will not approve reservations by an organization or individual property owner on successive days or successive weekends so that facilities are available to as many property owners as possible for private functions. *Reservations for/private parties/functions for the following year may be made beginning the day after Labor Day of the current year. No more than one (1) reservation/event per property owner will be allowed during a calendar year.*

*Property owners in good standing may reserve any facility for the use of the member or the member's direct relatives (ie., parents, children, grandchildren, etc.) for private parties or functions, by written request to the Association Office. Examples of private parties or functions include weddings, birthdays, anniversaries, etc.*

*Property owners in good standing may request an exemption to allow use of a facility for a private party or function for other family members. Property owners in good standing may request an exemption to allow use of a facility for a second private party or function during a calendar year. The exemption request must be addressed to the Board of Directors in writing; the Board will review the request and make a decision based upon the circumstances. The Board reserves the right to require payment of additional fees for the use on behalf of non-direct relatives or for multiple uses by one property owner in a calendar year.*

## Reservation Requests

**September 7, 2010.** Reservation requests for private parties/functions for 2011 must be submitted in person beginning 8:00am at the K-Oaks Clubhouse on September 7, 2010. Reservations will be based on a first-come first-served basis. Thereafter, reservation requests may be made in person at the LVPOA office at 21309 Paseo de Vaca, Lago Vista TX, by fax to 512-267-9580, or by email to [facilities@lvpoa.org](mailto:facilities@lvpoa.org).

## **Insurance/Liability**

The Board of Directors reserves the right to request proof of liability insurance for events or private functions.

## **Fees**

There will be a flat fee for use of K-Oaks or BarK (Grande) Pavilion on Friday night, Saturday or Sunday. This fee includes table set-up and removal of garbage; however, the sponsor of the function must agree to minimum cleaning requirements including clearing tables, removing cups, bottles, etc., from around the building, sweeping and mopping up spills.

Fees for weekend use of the facility are payable at the time of making the reservation. If the function is cancelled less than thirty (30) days prior to the scheduled function, no refund will be made.

The non-refundable fee is \$100.00 for all K-Oaks reservations which fall on Friday night, Saturday or Sunday. For events like the Arts & Craft Shows, LV Players plays and Hill Country Singers performances, which may fall on both a Saturday & Sunday, only one \$100.00 fee would be required per event.

There will be a flat fee of \$50.00 (non refundable) for the Bar-K Grande Pavilion for reservations which fall on Friday evening, Saturday or Sunday. For events which may fall on both a Saturday & Sunday, only one \$50.00 fee would be required per event.

There are no fees associated with the use of the Activity Center for parties or functions. The Bluebonnet and Primrose rooms have a standard set up of tables. Members wishing to change these set ups may do so themselves and return the rooms to the standard set up, or they may request the POA to change the set up for a fee.

Each facility has a standard configuration of chairs and tables. The Facilities Manager will assign reservations/events based on member's request and the facility configuration. The Facilities Manager makes the final facility assignment.

If a member requests that we reconfigure the facilities, we will honor the request but there will be a set-up charge. This set-up charge will include returning the facility to its normal configuration. Members may add or remove tables themselves as long as they accept responsibility for damages and release the LVPOA from any liability associated with the moving and setting up of chairs and tables. They must also return the facility to the original configuration.

## **Hours of Operation**

Facilities are open from 8:00 AM to 11 PM Monday through Thursday, 8:00 AM to Midnight on Friday, 10am to Midnight on Saturday and 10am to 11pm Sunday.

LVPOA Facilities will be closed on New Year's Day, Thanksgiving Day and both Christmas Eve and Christmas Day and may not be reserved for private use.

Because of traditional activities in the recreation area, the Bar-K (Grande) Pavilion and K-Oaks Clubhouse may not be reserved for private use during the 4th of July Celebration.

## **Facilities**

**K-Oaks Clubhouse** – 7000 Bar-K Ranch Road. An 11,000 SF facility with stage, kitchen and meeting rooms.

The following rooms are available:

- Main Ballroom with a maximum capacity 400 auditorium style seating and 256 sitting at 32 tables (Standard Configuration is 18 tables with seating for 144 people)
- Johnson Room with a maximum capacity 20 people,
- Dressing Room /Meeting Room with a maximum capacity of 25 people

The Clubhouse has a large kitchen with warmers, commercial refrigerator, microwave ovens, ice and coffee makers. There is no freezer.

**Activity Center** – 2601 American Drive. The Activity Center has a fitness center and two meeting rooms available for members. There are restrooms near the fitness center, in the Bluebonnet Room and in the Primrose Room.

Bands and DJs are not permitted at this facility.

The fitness room requires a release of liability form to be completed by members before using.

The Bluebonnet room has a maximum seating capacity for 40 people and the Primrose Room can seat up to 16 people. Both rooms can be used together.

The Bluebonnet room is primarily a game room and is set up to accommodate card players and board games. The Bluebonnet has a small kitchen with a refrigerator, microwave oven, and coffee maker.

The Primrose is mainly used for small meetings and for arts and crafts. These rooms can also accommodate small parties.

**Bar-K Grand Pavilion** – 6608 Bar-K Clubhouse Court.

The Bar-K Grand Pavilion has ten (10) round banquet tables that can accommodate 80 people as well as two long serving tables. The facility is equipped with restroom facilities, a kitchen area (with refrigerator and microwave), ceiling fans, and an outdoor grill. There is no AC or heat provided in this building. The roll up doors can be closed during the winter months.

**Point, Playground and Pool Pavilions** - These pavilions are open to members on a first-come, first-served basis, but may also be reserved at no charge. These pavilions come with picnic tables only.

- Point Pavilion can accommodate up to 150 People
- Pool Pavilion can accommodate up to 75 People
- Playground Pavilion can accommodate up to 75 People