

# **Facility Request Policy 2010**

## **GENERAL RULES**

Facilities are primarily reserved to benefit LVPOA members, associate members and LVPOA Clubs. Facilities may also be reserved to benefit Non-LVPOA Clubs and Commercial Organizations at the discretion of the LVPOA Board. The facility 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. Any sponsor found in violation of POA rules and regulations may have POA privileges rescinded or restricted. The sponsor is fully responsible for the facility during the period of use and must be physically present from opening until closing. The facility will not be opened unless the sponsor is present. In the event that the sponsor is not able to be present, that sponsor 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 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. POA members in good standing are permitted to invite guests to common areas and facilities provided they accompany and accept responsibility for their guests.

**LVPOA Club** – Consists of and welcomes all LVPOA members in good standing. Clubs may invite guests who are sponsored and accompanied by a member in good standing. POA members who are not in good standing are not permitted to be sponsored as a guest. A POA club is organized to provide benefit exclusively for POA members and their accompanied guests.

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

- Schedule at least 4 reservations/events per year.
- Provide a roster of LVPOA members
- Agree to support and follow LVPOA rules and regulations
- Provide a point of contact for the club
- Provide a roster indicating member/guest each time the club meets.
- Approved by the Board of Directors

**Non-LVPOA Club** – Organized to provide benefit for their organization and/or other entities 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 Non-LVPOA Club the club must:

- Schedule at least 4 reservations/events per year.
- Provide a roster of members.
- Agree to support and follow LVPOA rules and regulations
- Provide a point of contact for the club
- Provide a roster indicating member/guest each time the club meets.
- 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
- Approved by the Board of Directors

**Reservation:** – An approved request to use an LVPOA facility.

**Major Event** - A major 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 their organization and/or other organizations/entities as they see fit. Clubs and organizations who are certified under provision 501C3 and use proceeds from their fund raising activities for philanthropic purposes only are not considered making Financial Gain under this policy

**Sponsor** – A term used inclusively to identify the person(s) who reserves LVPOA facilities. It may be a LVPOA member in good standing, associate member, LVPOA Club officer or delegate, POA member in good standing of a Non-LVPOA Club or a POA member in good standing of a Commercial Organization. In rare cases it could also be a person who is not a POA member.

## **RESERVATIONS**

**Priority** – Based on first-come first-serve.

**POA 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.

**POA Members/Associate Members** – Property owners in good standing may reserve any facility for private functions, by request to the Association Office 14 days prior to the scheduled function. Reservations made for the ensuing year may be made the day after Labor Day of the current year. No more than one (1) reservation/event per property owner will be allowed on the calendar at any one time for a private function until January 1<sup>st</sup> of the ensuing year.

**Non-POA Club** – Social organizations 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.

**Commercial Organization** – Reservation requests by these organizations will be considered after all other reservation requests have been addressed. Reservations made for the ensuing year may be made on October 1<sup>st</sup> or the first working day after October 1<sup>st</sup> of the current year.

The Association will not approve reservations by one 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.

**Fees:** - There will be a flat fee (non-refundable) of \$100.00 for all K-Oaks reservations which fall on either 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 weekend use of the facility are not required when making a reservation but are payable when completing a building orientation just prior to the reservation date.

There will be a flat fee of \$50.00 (non refundable) for the Bar-K Grande Pavilion for reservations which fall on either 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 weekend use of the facility are not required when making a reservation but are payable when completing a building orientation just prior to the reservation date.

There are no fees associated with the use of the Activity Center. 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.**

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

- K-Oaks
  - Main Room - 18 round tables and chairs accommodates 144
  - Dressing Room – Furnished
  - Johnson Room and Meeting Room – empty
- Activity Center
  - Bluebonnet Room – 10 card tables accommodates 40
  - Primrose Room – 10 card tables in a rectangle accommodates 16
- Bar-K Grand Pavilion
  - 10 Round Tables - Accommodates 80
- Point Pavilion
  - 150 People
- Pool Pavilion
  - 75 People
- Playground Pavilion
  - 75 People

If someone 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. POA 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 Clubhouse and K-Oaks Clubhouse may not be reserved for private use on the Fourth of July. The K-Oaks Clubhouse will be open on New Year's Eve for a traditional community activity.

## **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), 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, microwave ovens, ice and coffee makers.

**Activity Center** – 2601 American Drive. The Activity Center has a fitness center and two meeting rooms available for members. The fitness room requires a release of liability form to be completed by members before using. The Bluebonnet room has a maximum capacity for 50 people and the Primrose Room can accommodate up to 20 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 Primrose is mainly used for small meetings and for arts and crafts. These rooms can also accommodate small parties. The Bluebonnet has a small kitchen with a refrigerator, microwave oven, ice machine and coffee makers.

**Bar-K Grand Pavilion** – 6608 Bar-K Clubhouse Court. Available by reservation only. The Bar-K Grand Pavilion has eight round banquet tables that can accommodate 80 people. The facility is equipped with restroom facilities, a kitchen area and ceiling fans. The facility can also be closed up 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 picknick tables only.

## 2010 LVPOA FEES

<b>K-Oaks Clubhouse</b>	
Rental Fee (Monday - Thursday)	No Charge
Rental Fee (Friday, Saturday, Sunday)	\$100.00
Set up fee	\$100.00
Table Cloths	\$4.50 each
Piano rental	\$50.00 payable to Hill Country Singes
Dishes	\$1.25 payable to the Women's Club
<b>Activity Center</b>	
Rental Fee	No Charge
Set up fee	\$30.00
<b>Pavilions</b>	
Bar-K Grande Pavilion-Mon-Thur Rental	No Charge
Bar-K Grande Pavilion- Weekend Rental	\$50.00
Point Pavilion	No Charge
Playground Pavilion	No Charge
Pool Pavilion	No Charge
<b>Marinas</b>	
20ft Slip	\$110.00 monthly
24ft Slip	\$140.00 or \$145.00 per month
30ft slip	\$175.00 or \$180.00 per month
36ft slip	\$230.00 or \$245.00 per month
Sail Boat Slips	\$85.00 or \$100.00 per month
<b>Campground</b>	
Members	No Charge
Guest – 20 Amp, Tent Camping	\$15.00 per night/per site
Guest – 30 Amp, Campers & RV's	\$20.00 per night/per site
Guest – 50 Amp, Campers & RV's	\$25.00 per night/per site

