

## **Member's / Residence Room Use Policy**

**Effective Date:** July 1, 2002

**Purpose:** Due to growth and change in our community we have found it necessary to establish a written policy for use of the Resident's/Member's Room. We ask for your cooperation in making this change which will benefit all members.

**Policy:** The Resident's/Member's Room are to be made at the Administrative Office at least seven (7) days in advance of activity. Office of Primary Responsibility (OPR) will be the General Manager's Administrative Assistant, Christy Roper, 625-3010. Membership status will be confirmed at that time. Reservation will be confirmed after payment of a refundable \$50.00 cleaning deposit is made. The key may be picked up the last business day prior to the event. (Key should be picked up Friday for a Sunday event.)

Individuals reserving the room are responsible for cleanup after use. Key shall be returned to OPR the day following the event at which time the room will be inspected for cleanliness before the return of the cleaning deposit.

Abuse of the room, failure to clean-up following use, or failure to comply with these procedures will result in loss of deposit and withdrawal of future use privileges.

Adopted 05/20/02