

## **Lake Waynoka**

### **Facilities Rental Policy**

**I. Purpose - To provide a single point reference of all facilities rental guidelines.**

**II. Scope - These guidelines apply to the following Lake Waynoka facilities that are available for private use and rental. The Recreation Center Gym, the Pool Pavilion, and Recreation Area Pavilions. These guidelines have been reviewed and approved by the Waynoka Property Owners Association Board of Trustees and can only be modified by that board.**

### III. Health and Recreation Center

#### A. Gym Rental

1. The Health and Recreation Center Manager is in control of the rental of the Gym.

2. This facility may be scheduled for use by property owners (in good standing) for private functions with a minimum 2 week notice.

3. The Gym will not be available for rental on the following holidays in order to ensure availability of use to all members.

- a) *Easter Sunday*
- b) *Memorial Day Weekend*
- c) *4<sup>th</sup> of July Weekend*
- d) *Labor Day Weekend*
- e) *Thanksgiving Day*
- f) *Christmas Day*
- g) *New Year's Day*

4. Procedures for reserving the Gym.

a) *The property owner must fill out the attached facilities rental request form and return it to the Health and Recreation Center manager or their designated representative.*

b) *The Health and Recreation Center Manager must approve all events (nothing controversial or could potentially cause damage).*

c) *Approved uses are but not limited to:*

- (1) Meetings
- (2) Anniversaries
- (3) Dances
- (4) Reunions
- (5) Birthdays
- (6) Showers

*d) Any questionable usage must be approved by the WPOA Board of Trustees.*

*e) A \$400 deposit and \$75 per hour from set up through clean-up must be paid at the time the reservation is made.*

*f) Rental is free for all Lake Waynoka recognized clubs.*

*g) Signs will be posted by the Health and Recreation Center Manager 1 week prior to the event announcing the hours that the gym will be unavailable.*

**5. Rules for Gym rental**

*a) Rental is for the Gym area only. If the property owner has non-member guest that would like to use other parts of the Recreation Center and pool area a guest pass or day pass must be purchased.*

*b) Food and non-alcohol drinks may be brought in to the gym but not prepared on site.*

*c) Renters wanting alcohol drinks must obtain pre-approved consent by the WPOA Board of Trustees.*

*d) No Alcohol can be sold for cash or donation.*

*e) Decorations may not cause any permanent damage and must be removed at the end of the rental.*

*f) Any tables or chairs belonging to the Recreation Center that are used must be returned to the proper storage area.*

*g) The property owner is responsible for clean-up of the facility and the Recreation Center Manager must inspect the area prior to any deposit being returned.*

*h) If WPOA employees are required to clean up after the rental to bring the area to a usable condition the renting property owner will be responsible for a \$25 per labor hour charge against their deposit.*

**B. Pool Pavilion**

- 1. The Health and Recreation Center Manager is in control of the rental of the Pool Pavilion.**
- 2. At this time the Pool Pavilion can be used by members in good standing on a first come first serve basis.**

#### **IV. Pavilions**

##### **A. Little Turtle, Beach Pavilion, and Kiddie Corral Rental**

- 1. The Security Department is in control of scheduling these areas.**
- 2. These facilities may be scheduled for use by property owners in good standing.**
- 3. The property owner must fill out the facilities rental request form and return it to the Security Department a minimum of 1 week prior to the rental.**
  - a) A fee of \$25.00 will be charged to reserve the pavilion*
  - b) The reservation is free for all Lake Waynoka recognized clubs*
  - c) Security will post written notice of the reservation no later than 8:00 am the day of the reservation at the pavilion.*
- 4. Outside of a reservation pavilions are available at a first come first serve basis at no cost.**

##### **B. Rules for Pavilion rental.**

- 1. The Security Department must approve the event**
  - a) Nothing controversial.*
  - b) Nothing that could cause potential damage to WPOA facilities.*
  - c) If Security refuses the event it must be approved by the WPOA Board of Trustees.*
- 2. Alcohol may be consumed by persons over the age of 21.**
- 3. No Alcohol can be sold for cash or donation.**
- 4. The renting member is responsible for cleaning the area after the event.**
  - a) Any repair or clean up required or damage caused by the rental will be charged at \$25 per labor hour and is the property owners responsibility.*

