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RECREATION BARN - USE POLICY and CLEANING GUIDELINES

USE POLICY

1. Per HROA Bylaws, any property owner in good standing, or his/her tenant, may reserve the Recreation Barn for private, non-commercial use. Non-commercial use is defined for this purpose to mean individuals shall not charge fees, fundraise or use the Recreation Barn to obtain profit for themselves.
2. With the approval of the Board of Directors, a non-HROA member may be invited to conduct an event in the Recreation Barn to benefit HROA members.
3. Reservations for private use shall not conflict with regularly scheduled Heritage Ranch activities (e.g. meetings, planned social events) unless prior arrangements are authorized by the General Manager.
4. A reservation for private use shall not be valid until the use fee is paid and the Rental Application and Use Permit are accepted by the HROA Office.
5. The HROA Office shall maintain a reservation calendar which shall contain all authorized reservations to ensure that conflicts do not occur.
6. One "do not duplicate" key will be provided. Others who are permitted to enter the Recreation Barn will contact HROA Security to request access to the facility.
7. The person who reserves the Recreation Barn is responsible for its condition during the use period. Any damage to the Recreation Barn area will result in privileges being revoked until such time as reimbursement for damage is received.
8. Guest lists must be provided to the Main Gatehouse prior to the event.

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SECURITY AND CLEANING GUIDELINES

1. Any pre-existing damage or unsatisfactory conditions should be promptly reported to the HROA Office.
2. **Before the Event:** 1) Clearly label as "property of" the user any event items that are set-up/staged/stored in advance to ensure they are not accidentally used by others, and 2) keep perishables in sealed containers.
3. **After the Event:** The Recreation Barn should be left in the same condition it was received. 1) put tables and chairs put away, 2) wash dishes, 3) remove food and drinks from and wipe down kitchen & appliances, 4) remove bathroom trash, 5) remove decorations, 6) sweep floors and wipe up major spills, 7) pick up outdoor areas, 8) seal trash in bags and leave them just inside the front door, 9) turn off inside and patio lights, air-conditioning, and/or heaters.

THANK YOU!

YOUR CARE ENSURES THE REC BARN REMAINS A QUALITY VENUE AVAILABLE TO ALL MEMBERS