



PARKWOOD VILLAGE HOMEOWNERS ASSOCIATION

A Great Place to Live • Established 1981

For Use Of the PVHA Community Room

Use of the Community Room is available to the Residents of Parkwood Village Homeowners Association. This year, we will not have a calendar on the website as Management will be responsible for taking reservations. It will be necessary to call 608-284-9676 to confirm the availability of a specific date. Keep in mind that Board meetings, Neighbor-to-Neighbor Committee events, special meetings by Board Members, Management, and PVHA Committees will have priority over the selection of dates.

- Reservations must be arranged no sooner than 30 days prior to the event for which you are requesting the room.
- A key to the community room will be made available to the Resident reserving the room.
- A \$50.00 deposit will be required in the form of a check to reserve the room; and, the check will be returned following the event as long as the room is in a clean condition, trash removed, and the assigned key is returned.
- If the room is not cleaned and/or the key is not promptly returned, the check will be cashed to pay for cleaning and/or replacement of the key to include those of all key holders and a lock change. Please do not give the key out to anyone as you are responsible for it.
- There is also a \$15.00 charge for using the community room to be made payable to PVHA which helps to cover the cost of lights, utilities, water, sewer, etc.
- You will receive two free uses of the room through-out each year; however, you will still be responsible for the deposit, regardless if you use the room a few hours, half the day or a full day. (See third bullet above.)
- There is a 25 person maximum allowance in the room.
- The Community Room may be used between 8:00 AM and 9:00 PM. After 9:00 PM, volume must be kept to a minimum so as not to disturb the neighbors or violate city ordinances. The room should be cleaned and locked up by 10:00 PM.
- No furniture or equipment shall be removed from the community room and smoking is not allowed in the community room.
- Use of the pool is not included with your community room reservation.
- Homeowners/Residents are responsible for any damage caused by themselves or their guests.
- Paper plates, cups, trash bags, refrigerated items, etc. are the property of the Neighbor-To-Neighbor Committee and are not available for community use.

We are currently in the process of updating policies to make them current with today's needs. The complete 2023 updated Community Room Policy will be available soon on the PVHA website (www.parkwoodvillage.org) under Policies.