



Parkwood Village Homeowners Association  
**Community Room Policy**

**11. Community Room:**

Residents of PVHA are encouraged to use the Community Room for personal events such as meetings, birthdays, wedding/baby showers, family gatherings, and the like. A \$50.00 deposit in the form of a check is required to reserve the room for an event and to obtain a key to access the room. The deposit will be returned once the key has been turned in and an inspection of the room confirms that it was properly cleaned as required, no damage was sustained, and the room was left in good order.

**There is a 25 person maximum allowance in the Community Room.**

- **Who May Reserve the Community Room**

**Only Residents in good standing with the Association may reserve the Community Room.** This means that all fees are current and there is no legal action pending against the condominium. Resident refers to Homeowners of the PVHA community and/or their Tenants who reside within the unit and whose name appears on the current rental agreement. Tenants must obtain authorization from the Owner of their unit; and, the Owner must contact Management via email to confirm they have given their authorization. The Resident sponsoring the event must be in attendance throughout the **entire** event as they are accountable for rules enforcement and for any damages incurred as the result of the event or their guests.

- **How to Reserve the Room**

**Residents may not schedule use of the Community Room any earlier than thirty (30) days in advance of the date being requested. Reservations are required at least 48 hours prior to any event date to allow sufficient time to ready the room and secure a key holder.** If you have a specific date and time in mind, check the Community Calendar to confirm the date is available by going to: [www.parkwoodvillage.org](http://www.parkwoodvillage.org). If "Reserved" does not appear in the date box, contact Management to schedule your event and make the necessary arrangements. Please avoid contacting the keyholders as they do not have the means with which to reserve online event dates.

- **Hours of Use**

The Community Room may be used between the hours of 8:00 AM and 9:00 PM. Due to the close proximity of neighbors, noise must be kept to a minimum during the evening hours.

- **How to Obtain a Key**

Once your event is placed on the online calendar, Management will notify the key holders. Someone will contact you to make arrangements for picking up a key to the Community Room. Key holders are as follows: Current Board President, Current Vice President, Current Board Secretary, Current Board Treasurer, Current Neighbor-To-Neighbor Chair, Current Management Company, and a Current Homeowner.

- **Onsite Supplies and Furnishings**

Though event supplies may be present at the time of your event, they are for community sponsored events by the Committees and are not for personal use. You are responsible for providing the necessary items for your event such as plates, cups, utensils, beverages (water/soda), paper towels, trash bags, etc. Furnishings may be rearranged to suit the needs of your event but must not be removed from the Community Room.

- **Parking**

All PVHA rules, including parking, must be observed by the Resident and all guests. Parking is to be in dedicated stalls only, preferably in the large back parking lot in the northwest corner of the property. Do not block drives or park in fire lanes or on the lawn.

- **Community Room Rules**

- The Resident sponsoring the event must be in attendance throughout the event.
- Smoking is not allowed in the Community Room or inside the pool area.
- Open flames of any kind are not permitted.
- Use the provided indoor trash and recycle containers appropriately.
- No one is allowed in the pool area once the pool has closed for the season. Keep the patio door and exterior bathroom door locked at all times to prevent access to the pool.
- Be considerate of the neighbors. Excessive noise is not permitted indoors or outdoors.

- **At the End of Your Event**

- All tables and chairs must be wiped down.
- Clean the counter and sink area.
- If the coffeepot was used, be sure to clean it and see that it is unplugged.
- Empty the refrigerator of your dishes and beverages.
- Sweep the floor and mats.
- Mop the floor if there were spills or the floor was dirtied during the event.
- If moved around, put the furniture back to its original placement.
- Dispose of the trash and recyclable bags in the bins located outside of the Community Room.
- Make sure both the interior/exterior doors to the bathroom, the patio door, all windows and the entrance door to the Community Room are locked before leaving.
- Be sure to return the key to the person who gave it to you at the agreed upon time.

The Community Room is a very nice amenity for the Association. Thank you for following the rules. We hope the room was adequate for your needs and that your event was a success.