

# Helen Marie Community Center Guidelines

May 12, 2018

1. The community center is for use of all association members (lot owners) and their guests when it is not rented for a special function.
2. Children under the age of 14 must be **supervised by an adult association member**.
3. Any damage of property and cleaning costs will be billed to the responsible association member and/or individual/group renting the community center.
4. The community center Chairperson, treasurer, or designee is responsible for scheduling the use of the community center, completing the pre-post rental forms, collecting rental fees, returning damage/cleaning deposits, and maintaining a record of borrowed items.
5. No changes or additions may be made to the building without the prior approval of the Community Center Committee members. All decorations to walls, ceilings, and/or lights must be pre-approved. *Note: The acoustical tiles on the walls are for acoustics only and not to be used for bulletin boards or hanging pictures, etc.*
6. The Community Center Committee reserves the right to refuse renting of the building and the right to cancel a scheduled event.
7. **No smoking** in the building and **no dogs allowed** unless it is a specially trained dog for special needs (such as for a person who cannot see).
8. If alcohol is being served, a copy of the **proper liability insurance** and **Washington State Permit** must be submitted before the event takes place.
9. **Non-lot owners** renting the club house must obtain a \$1M liability insurance policy for the event and submit proof the policy before the event takes place.

Reservation pricing can be found on the [sevenbaysestates.com](http://sevenbaysestates.com) website under "Documents" – Community Center Rental Fees.

2018 Committee Members: (for reservations call Linda)

**Linda Schindler (725-0662/lshindler000@centurytel.net)**, Cheryl Scheufler (503-285-5552), Chris Nonnemacher (725-0737), Ruth Morgan, (725-0118)