POLICIES AND PROCEDURES for

Lake of the Woods

Meeting Rooms and Outdoor Facilities

Administrative Resolution #2012-
INTRODUCTION

The purpose of this Policy and Procedure is to provide guidance to LOWA Management for overseeing operations. The Lake of the Woods Association owns and manages several buildings with meeting room spaces. These rooms are available for use by the Lake of the Woods Board of Directors and Management, civic, and community groups as well as LOW members and registered tenants in good standing. The Board of Directors sets the fees and charges for rental of rooms. Authority for such charges is derived from the regulations and Board Actions as listed in Appendix A.

A. USE OF FACILITIES

Permitted Uses

1. Meetings (LOWA Board, civic clubs, church groups, neighborhood groups, committees, political gatherings, town hall meetings, etc.)

2. Arts and Educational Activities (Theatrical productions, recitals, art shows, lectures, children and youth programming, dance instruction, self-help and how to courses, training sessions, clinics, private instruction through health agencies, etc.)

3. Celebrations (weddings, anniversaries, birthdays, graduations, retirements, showers, family reunions, pot lucks, private banquets, etc.)

4. Business Functions (seminars, clinics, lectures, training sessions, self-help, etc.)

5. Other appropriate uses approved by the General Manager.

Prohibited Uses and Limitations

1. Open invitation parties and similar events where alcoholic beverages are being served are prohibited.

2. Gatherings that may lead to disorderly conduct of the type prohibited in LOWA Regulation I.G. regarding member, tenant, and invited guest conduct.

3. Alcohol that is served at either the Woods Center or the Clubhouse must be purchased from those facilities. No outside alcohol is permitted to be brought to those facilities. Alcohol served at the Community Center requires an ABC permit to be obtained by the individual, group, or organization wishing to reserve that facility.
Eligible Organizations in Priority of Use

1. Lake of the Woods Association Board of Directors and Management
2. Lake of the Woods Committees
3. Lake of the Woods Community Events and Special Functions
4. Lake of the Woods Clubs, Community Organizations, and Neighborhood Groups
5. Private Member and / or Business Planned Functions
6. Member’s Private Informal Unplanned Gatherings

Groups one (1) through four (4) may use the facilities at no charge with proper scheduling paperwork in place. Group five (5) is able to use the facilities on a fee basis, with certain restrictions and proper scheduling paperwork in place. Group six (6) may use a facility that is available without charge during normal business hours, when a site manager is present, and when there is no extenuating circumstances that are deemed by LOWA Management as a group five (5) event.

B. HOURS AVAILABLE FOR USE

All LOWA facilities are available seven days a week to individuals, groups, and organizations who wish to utilize them. Operating hours are from 7am to 11pm unless previously approved by the General Manager.

C. RESERVATION POLICY

1. All users wishing to use LOWA facilities must execute a Facilities Use Agreement with LOWA and designate one contact person for the group. Applicant becomes a “User” once the Facilities Use Agreement is received and approved by LOWA Management. An applicant should use the Event Set Up form to indicate any special needs such as audio equipment, projection screen, tables, chairs and set-up of LOWA owned equipment.

2. Only those individuals who are at least 21 years of age or older may reserve facilities. All events must have one person 21 years of age or older for every 20 persons under 21.

3. Reservation applications will be accepted on a first come, first served basis after it has been confirmed that Lake of the Woods Association, Inc. (LOWA) Board of Directors, Committees and LOWA activities are not using the facility. Applicants may print the appropriate forms by accessing our website at www.lowaw.org and follow the link to “Forms”. For applicants without computer access, Facility Use Forms are available from 8:30 a.m. to 5:00p.m. at the Holcomb Administration Building, 102 Lakeview Parkway, Locust Grove, Virginia 22508 (Telephone (540) 972-2237).
5. Reservations may be made no earlier than six months in advance of the event date. Annual events or events that involve a speaker / caller may make reservations up to one year in advance with the General Manager’s review and approval.

6. Cancellation of events must be made in writing at least 30 days prior to the date reserved. Failure to cancel an event will result in that user, group, or organization being suspended from being able to make reservations for a period of six months.

7. Reservations are subject to modification due to unforeseen circumstances beyond the LOWA’s control.

D. FEE POLICY

1. The Association reserves the right to adjust fees or require a deposit for extraordinary circumstances with the General Manager’s approval.

2. Payments of cash check or credit cards are accepted. Checks shall be made to the Lake of the Woods Association (LOWA). Payments may be made at the Holcomb Administrative Building at 102 Lakeview Parkway, Locust Grove, VA 22508.

3. Receipt and approval by LOWA Management of the Facilities Use Agreement is necessary to finalize a reservation.

4. The User Fee will be determined in accordance with the rate schedule and the hours that the building is made available to the user. This includes opening of the building for rental equipment, florist, or catering company deliveries, furniture set-up and decorating. Full payment of the User Fee must be received by the day of the event. If full payment of the user fee is not received, the fee amount will be billed to the sponsoring member’s LOWA account.

5. Damage to LOWA facilities will be assessed by the General Manager and charged to the User, in addition to any User fee. Types of damage include but are not limited to:

- Damage to building or grounds
- Damage to A-V equipment or appliances
- Failure to properly clean up food, beverage, trash
- Incomplete removal of decorations, rental furniture or equipment
- Failure to vacate 1 hour after scheduled conclusion of event
- Other reasons as outlined in the Policies and Procedures

E. BUILDING RULES/PROHIBITIONS

1. User is responsible for all damages to the building or grounds occurring during use.

2. User is responsible for enforcing law and order or obtaining at his/her own expense the services of the Orange County Sheriff’s Office to do so.

3. User must comply with all smoking, fire, alcoholic beverage, noise, and other lawful regulations.

Revised and Approved April 18, 2012
4. No pets or animals (with the exception of service dogs) are allowed in LOWA buildings. Pets are allowed in LOWA parks and outdoor facilities. All regulations regarding pets must be observed including leash laws, clean up, etc.

5. No loud music. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding residential areas.

6. No tobacco chewing or smoking in the building.

7. No rice or birdseed inside or outside of any LOWA buildings.

8. No open flames, except decorative candles no larger than a small votive in glass containment, are permitted.

9. No alcohol without proper permit and explicit conditional approval as stated in the Facilities Use Agreement.

10. No sale of items without the approval of the LOWA Management.

11. Collection of money or admissions only as approved in the Facilities Use Agreement.

12. Promotional materials, advertising materials, and decorations must not list LOWA as a co-sponsor and must be approved prior to posting.

13. Use of tape or adhesives, nails, tacks on doors, windows, or ceilings is forbidden, unless prior approval is obtained by LOWA Management.

**Set Up Procedures**

1. Requests for specific arrangement of LOWA furnished tables and chairs must be received in writing at least one week prior to the event. If the LOWA is not given advanced notification, the user will be responsible for the setup.

2. Setup of LOWA owned furniture and equipment will generally occur at least one hour prior to building availability. Set up and break down of rental furniture and equipment is the responsibility of the user.

3. Delivery, decorating, and set up time should be included in the hours reserved. Once the user fee has been established, any requests for earlier entry may result in additional user fees being charged.

4. Storing of materials in advance of event must have prior approval of the LOWA Management.
Clean Up Procedures

1. The building must be cleaned, decorations and trash removed and vacated by the stop time indicated on the reservation agreement. Otherwise the cost of cleanup and additional hourly usage will be billed to the sponsoring member.

2. User is responsible for removal of all personal articles, including leftover food, beverage containers, decorations, etc., and depositing waste in the trash cans or dumpsters.

3. The User is required to spot clean spills. Sweeping and mopping of the floors is the responsibility of LOWA staff.

4. LOWA takes no responsibility for any rental items, equipment, or other personal effects left at the facility at the conclusion of an event.

F. FOOD AND BEVERAGE POLICY

1. In order for a User to serve alcoholic beverages at the Community Center, a one-day beverage license from Virginia ABC Commission is required. Use of a caterer with an ABC license is recommended. ABC license must be posted in the Community Center Building before the start of the event.

2. Where the User elects to have a one-day beverage license, the sponsoring person or organization accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization or member.

3. Alcohol may NOT be brought onto the premises of the Clubhouse or the Woods Center. Any alcohol consumed at those locations must be purchased from that facility.

4. No alcohol may be consumed in any other area except the designated area of the Event provided that the required ABC License has been obtained and is properly posted.

5. Cold Food is allowed in all facilities however any professionally catered event must have prior approval of LOWA Management. No outside commercial catering will be permitted in the Community Center, Woods Center and Clubhouse without the expressed approval of the General Manager. The Clubhouse will have the right of first refusal for any commercial catering in the Community Center, Woods Center and Clubhouse. Commercial catering is defined as any food that is either prepared on sight by a commercial entity, served in commercially owned equipment and/or served by paid professional staff. Use of LOWA Clubhouse or Fareways is recommended.
G. DISCLAIMERS

1. LOWA is not responsible for property placed in or on the premises. All property must be brought in and removed the day of event.

2. LOWA reserves the right to deny applicants or cancel approved reservation dates for unforeseen circumstances such as inclement weather or electrical outages.

3. LOWA reserve the right to request security of events at the expense of the applicant.

4. LOWA reserves the right to remove from the premises any person or persons failing to abide by LOWA's Facility Use rules, including disorderly conduct and inappropriate behavior.

5. Persons failing to abide by Facility Use rules shall be prohibited from applying for future use of LOWA facilities for a period of six months.

6. TheLOWA will not be liable for accidents, injury, or damages of users of the facility.

H. USE OF A TENT ON LOWA PROPERTY

1. Users may erect tents on LOWA property provided all necessary Permits have been obtained, and all laws and regulations are followed. Arrangements for tents are the sole responsibility of the User.

2. Tent location on the site (foot print) must be approved prior to the event by LOWA Management.

3. All decorations must be non-combustible or treated with an approved flame retardant.

4. Open flames are not permitted except for small votive candles in glass containers.

5. Cooking is not permitted in the tent used for an event. Cooking is permitted in a separate tent separated by at least 30 feet and used solely for that purpose. A fire extinguisher must be on site.

7. Heating equipment must be listed by an approved testing agency such as UL or FM. Proper clearances must be maintained.

8. Placement of tents of any size must be coordinated with the LOW Management at least one week prior to the event.

9. Tents must be erected on the day of the event and must be disassembled and removed from the facility no later than 10a.m. the following day, unless otherwise approved by LOWA Management.
### I. Facilities Rental Information Chart

<table>
<thead>
<tr>
<th>Facilities and Rooms available</th>
<th>Per Hour for private Members use tax included</th>
<th>Per Hour Member use w/ Profit tax included</th>
<th>Size of Room</th>
<th>Max Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craft Room – Community Center</td>
<td>No Charge</td>
<td>No Charge</td>
<td>14x11' 154 sq²</td>
<td>12</td>
</tr>
<tr>
<td>Multipurpose Room – Community Center</td>
<td>$52.50</td>
<td>$78.75</td>
<td>73.5x44' 3212 sq²</td>
<td>230 Theatre Style</td>
</tr>
<tr>
<td>Teen Center – Community Center</td>
<td>$26.25</td>
<td>$39.37</td>
<td>44x19' 836 sq²</td>
<td>35 Theatre Style</td>
</tr>
<tr>
<td>Cardinal Room – Woods Center</td>
<td>$26.25</td>
<td>$39.37</td>
<td>22x16' 292 sq²</td>
<td>40 Theatre Style</td>
</tr>
<tr>
<td>Dogwood Room – Woods Center</td>
<td>$26.25</td>
<td>$39.37</td>
<td>22x28' 296 sq²</td>
<td>40 Theatre Style</td>
</tr>
<tr>
<td>Combined Rooms- Woods Center</td>
<td>$52.50</td>
<td>$78.75</td>
<td>22x34' 746 sq²</td>
<td>80 Theatre Style</td>
</tr>
<tr>
<td>Conference Room – Holcomb Building</td>
<td>$26.25</td>
<td>$39.37</td>
<td>25x28' 700 sq²</td>
<td>40 Theatre Style</td>
</tr>
<tr>
<td>Rappahannock Room – Lower Level Clubhouse</td>
<td>$26.25</td>
<td>$39.73</td>
<td>46x37' 1702 sq²</td>
<td>70 Theatre Style</td>
</tr>
<tr>
<td>Rapidan Room – Lower Level Clubhouse</td>
<td>$26.25</td>
<td>$39.73</td>
<td>27x41' 1107 sq²</td>
<td>60 Theatre Style</td>
</tr>
</tbody>
</table>
J. AVAILABLE EQUIPMENT

Community Center
6 Tables 6' long
14 Tables 8' Long
6 Card Tables 34"x34"
236 Fold up chairs
12 Oval Folding Tables (10-Top)

Woods Center
82 Chairs
8 Card Tables
½ Podium (Table top Podium)
12 6' Tables
8 5' Round

Holcomb Building
36 Chairs
8 Tables 8' long
4 Card Tables

Lower Level Clubhouse
85 Fold up Chairs
135 Wedding Chairs (Only available through the Clubhouse Manager)
10 Card Tables
8 Tables 6'
4 Tables 8' long

Sweetbriar Park-Lions Pavilion
22 - 8' Park Tables with Attached benches

Campground-Pavilion
12 - 8' Park Tables with Attached benches
APPENDIX A

LOWA Regulation XV.A

A. GENERAL

User fees, when established by the LOWA Board of Directors, shall be charged for the use of the facility. User fees shall be set to encourage the use of the facility and produce revenue for LOWA.

LOWA Regulation VIII.E.1.a

VIII. USE OF THE CLUBHOUSE
E. USE OF THE CLUBHOUSE FOR GROUP AND ORGANIZATION ACTIVITIES (2/2009)

1. Lower Level of Clubhouse (Rapidan and Rappahannock Rooms) (2/2009)
   a. These rooms are designated as areas to service LOW civic/service, social and recreational groups which are nonprofit-making activities. Simple cold food and non-alcoholic beverages may be brought in for consumption by the group itself. These rooms shall be available to such groups seven (7) days a week by making arrangements with Management. (2/2009)

LOWA Regulation XVII.F.2.

XVII. USE OF THE COMMUNITY CENTER
F. RESERVATIONS

2. Individuals, groups, or organizations wishing to reserve space in the COMMUNITY CENTER must make advance arrangements with the LOWA Activities and Wellness Director. A user's fee may be charged as well as clean-up fee at the discretion of the Management.

Board Action of March 4, 2006

Motion by Dynes, second by Thoms, to accept and approve the recommendations of the Meeting Space Working Group, specifically as described in the report as to addressing the issues of scheduling priorities, security deposits, and user responsibilities, and that they be applicable to all LOWA facilities. Motion by Dynes, second by Rogers, passed unanimously, to amend the motion to remove the wording "and approve." Vote on the original motion as amended passed unanimously.

Board Action of August 7, 2010

"Discussion of Facility Use and Fees. (D-10-65)"
Motion by Kay, second by Kelly, passed unanimously, that the Board institute a policy that all activities of members using LOWA facilities (e.g. Community Center, Woods Center, Clubhouse) for club events not be charged a fee for setup or cleanup, and that those costs be absorbed through LOWA's assessment."