

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 5.14 BUILDING USE REGULATIONS

A. General

1. Tri-Par Club House and Recreation Hall are provided to enable residents and guests to enjoy a wide variety of recreational and social activities.
2. Groups desiring to use the buildings shall submit an application form to the office. Scheduling and reservations will be done with priority given to Tri-Par sponsored events and officially organized clubs. The office will maintain a calendar of all scheduled activities and events.
3. When not reserved for scheduled events, individuals may use Recreation Hall rooms.
4. For security the buildings will be kept locked. Residents will use their fobs for access, or upon request the doors may be unlocked by the office for scheduled public events. If unlocked the leader of the group is responsible for monitoring attendees and activities.
5. Lights may be used as needed. The leader of each group or the individuals using a space shall turn off the lights upon leaving.
6. Air Conditioning shall be maintained at 80 degrees when buildings are not being used. Temperature may be adjusted as needed for the activity. Setting shall be returned to 80 degrees upon leaving. Do not turn thermostat OFF, or change other settings on temperature controls.
7. Smoking, to include vaping, is prohibited in all buildings and common grounds.
8. Space and equipment used shall be left in a clean and orderly fashion. The group leader is accountable for this.
9. Bathing suits, even with cover ups, are not permitted in buildings. Shirts and shoes are required.
10. First aid kits, fire extinguishers, oxygen, and defibrillator units are provided in each building. If any of these are used, report to office so they may be replenished.

B. Clubhouse Auditorium

1. For events that maintenance staff set-up the room, a detailed diagram shall be submitted showing location of tables and chairs, piano, items on stage, microphones, etc. Requests to "set up as usual" will not be accepted.

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2. To allow quick exit in an emergency, for large groups the sliding glass doors to the patio must be unlocked. The person unlocking the doors is responsible to relock at end of event.

3. This room has a large screen wall mounted TV with a DVD player. Groups using the auditorium may use this TV and DVD if desired.

C. Clubhouse Kitchen

1. Kitchen is kept locked when not in use. Fobs do not provide access to kitchen. Groups using the kitchen may get a key from the office. Kitchen must be locked and key returned to office at end of event, or placed in mail slot if office is closed.

2. Inspect ovens before using them. If not clean notify the office immediately.

3. Clean up the kitchen after using it. If ovens are used clean them. Use a wet mop to clean kitchen and hall floors. Otherwise the next user may need to share kitchen with ants and roaches.

4. Never leave perishable food in kitchen.

5. Equipment brought in by a group must not be left overnight.

6. Refrigerator and freezer are for immediate use only, not for long term storage.

7. Locked storage cabinets are assigned for groups that regularly use the kitchen. These must be kept clean and orderly. Coffee, tea, sugar, salt and pepper should be stored in glass or plastic containers. The key for this cabinet should be passed from one leader to the next.

8. Cooking pots and pans, kitchen cutlery, trays, salt and pepper shakers are furnished. These must be left clean and replaced in cabinets in which they were found.

9. Dish cloths and dish towels are furnished. These must be taken home laundered and returned to the kitchen.

D. Recreation Hall Room A

1. This room is used primarily for club activities but is available for other suitable events.

2. Cabinets are provided for storage of quilting club, art club and others. Items in storage must not be disturbed by other persons or groups.

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E. Recreation Hall Room B

1. This room is suitable for social group activities, such as birthday parties, etc.

2. A small kitchen is provided so that refreshments may be served. Equipment provided in the kitchen may be used, but must be left clean and returned to proper storage. Perishable food shall not be left in kitchen. Floor must be left clean. Dish cloths and dish towels if used must be laundered and returned.
3. This room has a wall mounted TV with a DVD player. Groups using this room may use this TV and DVD if desired.

F. Recreation Hall Room C

1. This room contains a pool table and game tables for use of residents. This equipment may not be used by persons under age 18.

2. Each party is limited to one hour use of tables if others are waiting.

3. To avoid damage tables and equipment must be used with care, no sitting on table, no drinks or food placed on table. Tables are not to be moved.

4. Upon completion of use, equipment must be returned to proper place, and cover replaced on pool table.

5. This room may be under surveillance by security camera. Any person causing damage to building or equipment will be liable for all costs, and/or may be banned from further use of facilities.

G. Recreation Hall Room D

1. This room contains exercise room equipment.

2. Exercise equipment may not be used by anyone under age 18. Ping pong users under age 18 must be accompanied by resident or parent who must remain present the entire time.

3. Persons using exercise room shall sign in and out on the forms provided.

4. Persons must not use equipment that they are uncertain of proper usage. The user is totally responsible for injury caused by improper use of equipment.

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5. Equipment must be cleaned after use.
6. This room may be under surveillance by security camera. Any person causing damage to building or equipment will be liable for all costs, and/or may be banned from further use of facilities.

H. Security Deposits required

1. Groups other than Tri-Par sponsored events and officially recognized clubs will be required to provide a security deposit for use of buildings and equipment. There will be a non-refundable \$50 rental fee for Recreation Hall and \$100 non-refundable rental fee for the Clubhouse and due before event date. The deposit may be increased for certain situations by the trustees if deemed appropriate.

I. Outside groups sponsored by Residents or Clubs:

1. Residents or clubs sponsoring outside groups to use or rent facilities for commercial purposes or to provide programs, concerts, education, etc., will be permitted. (Per Section 14 Enabling Act).
2. Residents or groups that request to present their services or products at coffees or other events shall be permitted at the discretion of the designated trustee (per Section 14 Enabling Act).

Adopted by Trustees – 03/09/2018
Amended 04/02/2019; Amended 7/18/2023
Amended 10/17/2023

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