

# Village Grande at English Mill Homeowners Association

## PROCEDURE 106 – Room Reservations

Process/Procedure Owner: Site Manager

### 1.1 Purpose

This procedure describes the process to follow to request use of a Clubhouse facility.

This procedure applies to the HOA, all HOA Committees, VGEM HOA sanctioned Clubs, and VGEM residents.

### 1.2 Roles and Duties

**Requester** – Prepare Form 106 (Room Reservation Request Form).

**Site Manager** – Site Manager shall review any requests and confirm availability of Room. Site Manager shall keep record of all reservations.

### 1.3 Procedure

Facilities available for reservation by the HOA, HOA Committees or HOA sanctioned Clubs and Organizations include:

1. The Grande Room (Multipurpose/Ballroom)
2. The Board Room (Meeting Room)
3. The Arts & Crafts Room
4. The Billiards Room (Table A or B or Both)
5. Card Room #1 (Table A, B or C or All )
6. Card Room #2 (Table A, B or C or All )
7. Bocce Courts (A or B or Both)
8. Tennis Courts (A or B or Both)

Each Room or facility has capacity limitations that need to be reviewed by the Requester before making a Reservation.

The Requester shall fill out a Facility Reservation Request Form as early as possible to avoid potential conflicts. The Form is to be completed in full including name and contact information of the Requester, Organization sponsoring the event, the specific facility(ies) requested, a description of the event, date and time of the event, set-up time requirements and any other comments. The form should be Emailed to the Site Manager or placed in the mailbox outside the Site Manager's office.

The Site Manager will review the request and advise Requester if the facility is available and has been reserved. Although the HOA will be as accommodating as it can be, it reserves the right to cancel a reservation at any time if the facility is needed to conduct HOA business.

Individual residents may reserve a facility in the same manner as described above in accordance with the Clubhouse Rules in effect at the time of reservation request.

#### **1.4 Definitions and Acronyms**

**Requester** – The person seeking to use the facility.

**HOA** – Village Grande at English Mill Homeowners Association, Inc.

**Site Manager**- The person responsible for the day to day administration of the HOA and the person who maintains the reservation log.

**VGEM** – Village Grande at English Mill

#### **1.5 Attachments**

**Form 106** – Facility Reservation Request Form

#### **1.6 References**

**Form 106** – Facility Reservation Request Form

#### **1.7 Inquiries**

Questions regarding this procedure should be directed to the Site Manager.