

Walden Lake Community Association
Policy for Use of Community Room
Policy # 2013-7 Rev 3
February 17, 2014

The purpose of this policy is to establish the Walden Lake Community Association policy regarding the use of the Walden Lake community building.

- 1. The Walden Lake Community Association office and community building is located at 3035 Griffin Blvd., Plant City. This location houses the Walden Lake staff offices as well as a community room.**
- 2. The office portion of the community building is not available for use by the residents of Walden Lake.**
- 3. The community room part of the building may be used by approved Walden Lake organizations, such as HOA meetings, community programs for meetings, social groups; i.e.; events that are Walden Lake groups and planning meetings for community events such as holiday events.**
- 4. The community room is not available for non-Walden Lake groups.**
- 5. All events must be scheduled with the Walden Lake Community Association office with at least 1 week's notice.**
- 6. The community room will be on a first come-first serve basis.**
- 7. The Walden Lake Community Association has the right to cancel any scheduled meeting for any emergency meeting or board request.**
- 8. Access to the community room will be to an approved representative of the approved group.**
- 9. The organization using the community room will be responsible for ensuring all lights are turned-off and the alarm has been activated.**
- 10. Any damage to the community room such as broken furniture, stained carpet, etc, will be billed to the group occupying the community room at the time of the damage.**
- 11. There is a "no alcohol" policy for the community room.**
- 12. Smoking will not be permitted in the community room or offices.**

Date policy approved by BOD _____