

Community House Rules

Who May Use the Community House?

Any Resident who has signed a rental agreement with Van Cleave Place AND IS CURRENT IN RENT PAYMENTS may use the Community House. The Community House is for the use of the resident giving the party. The host resident must be in attendance while the Club House is in use. The Albuquerque Fire Department has inspected the Community house and has placed a **maximum of 71 people at any one time.**

What Kind of Parties Can One Have at the Community House?

Any type of social party you want to host. "Tupperware", "Mary Kay Cosmetics" and the like are commercial events and not "social" parties.

THE USE OF ALCOHOLIC BEVERAGES AND DRUGS ON THE PREMISES AT ANY TIME IS STRICTLY PROHIBITED.

What About Damages, Breakage, or Leaving the Community House Dirty?

A \$50 deposit is required at the time you reserve the community house to cover the cost of repairs or cleaning. This deposit will be returned if you leave it undamaged and clean.

What Community House Rooms and Equipment Can Be Used?

A. FRONT ENTRY HALL

The front entry hall contains a guest table & 2 chairs and coat closet with mirrored doors. Please don't move the table & 2 chairs from the entry hall. You may prop the outside door open to bring in, or take out, supplies.

B. MEN'S AND WOMEN'S TOILETS

The community house is equipped with a men's and women's bathrooms. (Toilets are constructed for Handicapped). Empty the wastebaskets and clean the fixtures using supplies in the broom closet when your event has concluded.

C. POOL TABLE

The pool table is for your use (you may also use the pool table as a buffet table using our 4'x7' top). If you want to play pool during your party, pool equipment will be checked out to you from the office. **DO NOT MOVE THE POOL TABEL.**

D. MEETING ROOM

1. **YOU MAY MOVE TABLES AND CHAIRS.** DO NOT MOVE THE TV SET, PLANTS, OR CORNER FURNITURE PIECES.
2. **YOU MAY MOVE** the wicker furniture, any throw rugs, and 6-ft. and 8 ft. tables and chairs (there are 20 chrome with gold vinyl upholstered chairs in Big Room).
3. You may use TV set or sets You are responsible for the remote control. A loss will cost \$42.

E. KITCHEN

You may use all appliances including coffee makers. **THERE IS A MICROWAVE OVEN FOR YOUR USE. YOU SHOULD DETERMINE IF THE MICROWAVE OVEN WILL ADVERSELY AFFECT ANY GUESTS IF IT IS USED. If serving food or beverages, please note the following rules:**

1. Bring your food cooked. You may use the stove tops and ovens to heat food.
2. Do not set hot pots, pans, dishes on counter-tops or tables. Use the VCP glass trivet for the large coffee maker.
3. Bring garbage bags from home for your garbage and take it home with you when you leave. Do not use the garbage disposal to get rid of garbage or to dispose of grease, rinds, coffee grounds, and like refuse. Put these items in a garbage bag with the other remains from your event.
4. In the summertime we have syrup solution in the refrigerator to feed humming birds. If it is in your way, move it to the equipment room during the party and return it when you're through.
5. Return all items you use in a clean condition to the drawers and cabinets where they came from.
6. Leave VCP dishrags & cloths hanging in kitchen. We will wash them. You should bring some from home too, since we have only one of each out.

F. SUN PORCH

The community center contains a sun porch with 7 card tables and 27 brown chairs. Chairs and tables may be moved to our equipment room if you like. Please replace them in their same positions when you are through.

G. PING-PONG TABLE

1. Check out equipment during office hours if you want to use the Ping-Pong table during your event.
2. The Ping-Pong table may be folded and stored in the equipment room if you like. This makes room for up to three additional 6-ft. tables with 6 chairs each in this area. Extra tables and black stack chairs are in the equipment room at the East end of the Sun-Porch.

H. STORAGE ROOMS

Storage rooms are to be used for equipment storage only. Please keep the door closed while your party is in progress.

WHAT COMMUNITY HOUSE ROOMS MAY NOT BE USED?

THE OFFICE AND EXERCISE ROOM ARE NOT TO BE USED DURING YOUR EVENT. These rooms must be kept locked while parties are in session.

How is the Community House is to Be Left After the Party?

- A. Clean everything you used. Cleaning supplies and equipment are located in the broom closet in the Entry Hall.
- B. Put everything back the way it was when you came in. Remove all decorations including tape.
- C. Before you leave the Community House do these things:
 1. Turn off all fans and ventilators.

2. In Summer, turn off all air conditioners.
3. Close all windows.
4. Check toilets to see that no water is left running and that no toilets are hung running water.
5. Turn off all kitchen appliances except refrigerator.
6. Turn off all lights.
7. Lock all doors and return the key through the after hours payment slot in front entryway.

WHEN WILL YOUR DEPOSIT BE RETURNED?

Your deposit, less any amount needed to return the Community House to proper condition, will be returned as soon as our office person can check the condition of the premises and has made an inventory of equipment.

Thanks for your cooperation-- with your cooperation we can continue to make this valuable facility available to our Residents without charging for its use. You are the ones that make this program work.