

Sand Creek Village

COMMUNITY ASSOCIATION



Community Room

Features and Reservations

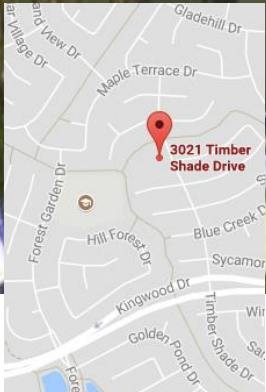
July 2017

Community Room History

- Sand Creek HOA Board has been considering the addition of a community room at the Sand Creek Pool for 15 years.
- Sand Creek needs are changing, as younger families with more children are locating here.
- The Sand Creek Village Community Room was funded by Sand Creek residents.
- Community Room was designed and permitted in 2016 under the supervision of the Sand Creek HOA Board. Sand Creek board reviewed bids for the construction and approved the construction contract in early 2017.
- Community room construction started at the end of January 2017 and finished in mid June 2017.
- Sand Creek open house was held on July 8, 2017 for all community members and it started the opening of the community room scheduling for Sand Creek events.

Community Room Location

Located immediately adjacent to the Sand Creek swimming pool at 3021 Timber Shade Drive. The Room's main entrance is located at the left end of the building closest to the Pool's entrance.



Community Room Pool Access

Located adjacent to the swimming pool. Access is only allowed during the pool season and also requires approval from the pool operating management company and with lifeguard supervision.



Community Room Features

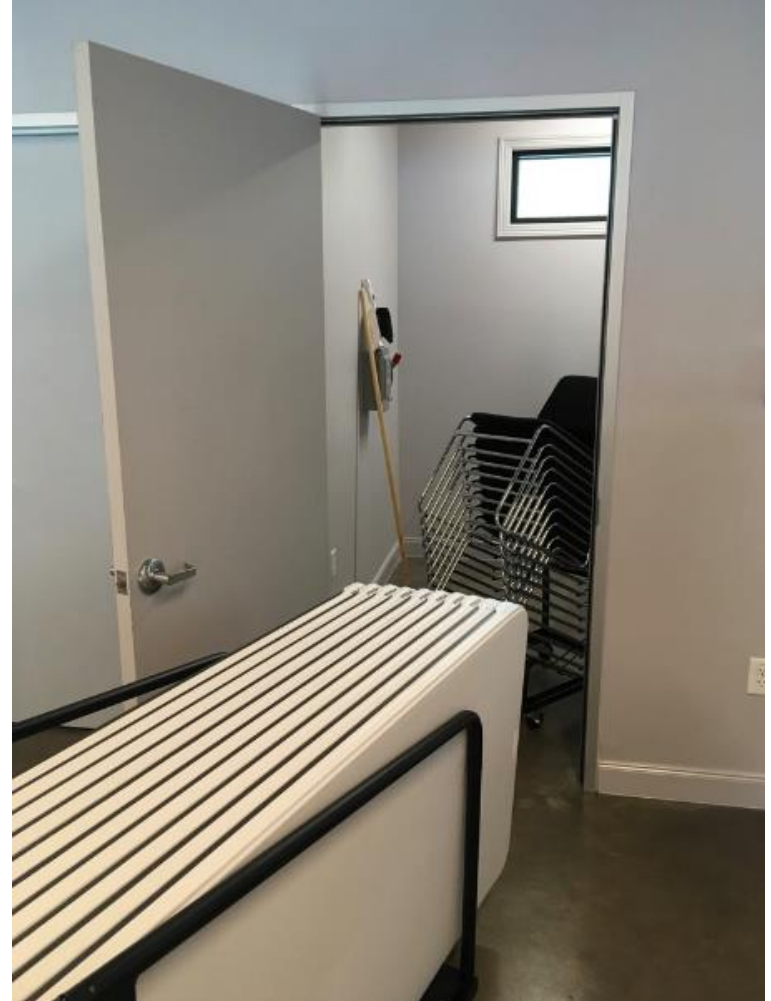
Spacious 20' x 40' Conference Room with capacity of 61 people and fully Compliant with American Disability Act.



SCVCA Community Room

Community Room Features

- A Storage Room with 10 - six foot tables, and 50 chairs all on dollies for easy set up and storage.
- Two water gathering rugs for the main door (4x4) and pool door (8x4) for rainy days and pool parties. They are used to minimize water on the floor.
- Cleaning supplies include floor dry mop, dust pan, wet mop and bucket.



Community Room Features

- Single Rest Room with a baby changing table.
- All the building lights are on motion detector switches and all lights will turn off automatically. They can be switched off manually but it is not necessary.
- The pool door and pool side serving windows are normally locked and are only opened for events that reserve the pool.
- No cable or Wi-Fi service is provided.



Community Room Features

- Separate spacious Kitchenette provides an area for food organization, storage, serving, and clean up.
- Folding tables can be used in addition here.
- Cabinet space is open and includes all paper supplies, clean up products and a trash can.
- Refrigerator provides cold storage space and freezer space. It does not include an ice maker. A microwave is included.
- Sink is a dual bowl with hot and cold water supply.



Key Reservation Facts

- Sand Creek residents and resident-sponsored organizations have exclusive access. There are no rental fees, only refundable deposits.
- Sand Creek residents may request reservations starting 90 days in advance. Reservations for a recurring event/meeting can be scheduled in January for the calendar year.
- The room can be reserved for a single event or regularly scheduled ongoing events. The events can be all day from 8 am to 10 pm including setup and clean up time. Only one event per day can be scheduled.
- The events may include access to the pool during the time the pool is open to the public, with prior arrangement. The event may include access to the playground, year round.
- Kingwood Association Management (KAM) representatives maintain the Community Room booking calendar. Potential User representatives must contact KAM to determine Community Room open dates for preliminary planning. KAM will provide a “Community Room Policy, Reservation Form, And Agreement” for signature by the Sand Creek resident.
- KAM will hold a date for one week until a signed Agreement, completed Reservation Request Form and a check for the required deposits payable to Sand Creek Village Community Association are submitted to KAM for review and final approval. KAM will notify these persons of approval status within one week.

Key Agreement Facts

- Sand Creek residents are required to post refundable deposits for lost keys and damages at least two weeks prior to event. Home Owner's dues must be up to date.
- User certifies and agrees that community room will be used for stated purpose only as described on the approved Request form attached to the executed Agreement. User is liable for the behavior and actions of friends, family, guest, caterers and any other service provider hired for the event.
- Group leader must be an adult over twenty-one (21) and must be present at function. Adequate adult supervision shall consist of not less than one adult over the age of twenty-one (21) for every ten (10) persons under the age of twenty-one (21). Adult supervision includes any event participants in the Pool areas and Playground public spaces.
- Violation of the No Smoking rule will result in a special cleaning with a fee of \$500.00. Presence of alcoholic beverages will result in denial of future use of facilities.
- No decorations, banners, signs, or similar items may be attached to any surface of the Association's property. User will be liable for any repairs needed to remedy any violation of this rule.
- Sand Creek Village Community Association will not be held liable if unexpected community problems, weather conditions or building equipment failures cause the room to be unavailable for the event.

Key User Facts

- Wrist bands will be provided based on the number of attendees reflected on the Reservation Form. All attendees must wear wrist bands during the event in order to ensure there is no unauthorized access. Groups can request to waive this requirement if the group will not use the pool or playground areas and can explain how they will control access to the building.
- Initial entry should be through south door, which has a cover and is near pool entrance, in order to disable the alarm using the code assigned for the event.
- Group is responsible for setup prior to function and cleanup after function. Any décor/personal/rental items must be removed after the event. If found during the KAM inspection following the event, they will be disposed of by KAM.
- Notify KAM of any problems with the property immediately. Refrain from trying to remedy any electrical, plumbing or other malfunctions.
- Tables and chairs shall be returned to the storage room after the event. These items are not to be removed from the building for any reason.
- When leaving, ensure the Facility is clean. All unused goods, trash and garbage are to be taken off site. Turn off all ceiling fans. Lights are triggered by motion sensors and will automatically turn off approximately 10 minutes after no motion is detected. Set alarm, lock all doors, and, finally, email KAM that building is ready for inspection. Report any issues, and return the keys to KAM the next business day.