

Lake Waynoka

Facilities Rental Policy

- A. Purpose** – Provide a single point reference for all Lake Waynoka facilities rental guidelines.
- B. Scope** – These guidelines apply to the following Lake Waynoka facilities that are available for private use and rental. The Health and Recreation Center Gym, the Pool Pavilion, the Lodge, and the Recreation Area Pavilions. These guidelines have been reviewed and approved by the Waynoka Property Owners Association (WPOA) Board of Trustees and can only be modified by that Board.
- C. Rental Policy for the Lodge**
1. The Lake Waynoka General Manager is in control of the rental of the Lodge
 2. This facility may be scheduled for use by property owners (in good standing) for private functions with a minimum 2 weeks prior notice.
 3. Procedures for reserving the Lodge:
 - a. The property owner must fill out the facilities rental request form (available at the WPOA Office Building) and return it to the General Manager or designated representative.
 - b. The General Manager must approve all events (nothing controversial or could potentially cause damage will be approved).
 - c. Approved uses are but not limited to:
 - 1) Meetings
 - 2) Anniversaries
 - 3) Dances
 - 4) Reunions
 - 5) Birthdays
 - 6) Showers
 - 7) Weddings
 - 8) Receptions
 - d. Any questionable usage must be approved by the WPOA Board of Trustees.
 - e. A \$100 deposit and \$50 per hour payment from start of event through estimated cleanup is required prior to use of the Lodge.
 - f. The \$100 deposit and any overpayment is refundable after acceptable cleanup.
 - g. Rental is free for all Lake Waynoka recognized clubs.
 - h. Signs will be posted one (1) week prior to the event announcing the hours that the Lodge main room will be unavailable.
 4. Rules for Lodge Rental
 - a. Rental is for the main room in the Lodge only.
 - b. Food and non-alcohol drinks may be brought into the Lodge but not prepared on site.

- c. Renters wanting alcohol drinks must obtain pre-approved consent from the WPOA Board of Trustees.
- d. No alcohol or alcoholic beverages can be sold for cash or donation.
- e. Decorations may not cause any damage and must be removed at the end of the rental.
- f. Any tables or chairs belonging to the WPOA that are used must be returned to the proper storage area.
- g. The property owner is responsible for clean-up of the facility and the General Manager must inspect the area prior to any deposit being returned.
- h. If WPOA employees are required to clean up after the rental to bring the area to a usable condition the renting property owner will be responsible for a \$25 per labor hour charge against their deposit.
- i. The Restaurant in the lodge will remain open and access to the bathrooms must be maintained.

D. Rental Policy for the Health and Recreation Center Gym

1. The Health and Recreation Center Manager is in control of the rental of the Gym.
2. The Gym may be scheduled for use by property owners (in good standing) for private functions with a minimum 2 week prior notice.
3. The Gym will not be available for rental on the following holidays in order to ensure availability of use to all members.
 - a. Easter Sunday
 - b. Memorial Day Weekend
 - c. 4th of July Weekend
 - d. Labor Day Weekend
 - e. Thanksgiving Day (Closed)
 - f. Christmas Day (Closed)
 - g. New Years Day
4. Procedures for reserving the Gym.
 - a. The property owner must fill out the facilities rental request form (available at the Health and Recreation Center) and return it to the Health and Recreation Center Manager or their designated representative.
 - b. The Health and Recreation Center Manager must approve all events (nothing controversial or could potentially cause damage to the facility will be approved).
 - c. Approved uses are, but not limited to:
 - 1) Meetings
 - 2) Anniversaries
 - 3) Dances
 - 4) Reunions
 - 5) Birthday
 - 6) Showers
 - d. Any questionable usage must be approved from the WPOA Board of Trustees.

5. Rental of entire Gym for your exclusive use.
 - a. A \$100 deposit and \$50 per hour payment from scheduled set up through estimated cleanup is required prior to use of the Gym.
 - b. The \$100 deposit and any overpayment is refundable after acceptable cleanup.
 - c. Signs will be posted by the Health and Recreation Center Manager one (1) week prior to the event announcing the hours that the Gym will be unavailable for public use.
6. Rental of only the back half of the gym. (none exclusive use)
 - a. A \$25 deposit and \$25 payment per hour from scheduled set up through estimated clean up time is required prior to use of the Gym.
 - b. The \$25 deposit and any overpayment is refundable after acceptable cleanup.
 - c. This is for none exclusive use. The front half of the Gym will be available for member use.
7. Rules for Gym rental
 - a. Rental is for the Gym area only. If the property owner has non-member guest that would like to use the other parts of the Health and Recreation Center and/or the pool area, a guest pass or day pass must be purchased.
 - b. Food and non-alcohol drinks may be brought in to the Gym, but not prepared on site.
 - c. Renters wanting alcohol drinks must obtain pre-approved consent from the WPOA Board of Trustees.
 - d. No Alcohol can be sold for cash or donation.
 - e. Decorations may not cause any damage and must be removed at the end of the rental.
 - f. Any tables or chairs belonging to the WPOA that are used must be returned to the proper storage area.
 - g. The property owner is responsible for the clean-up of the facility and Health and Recreation Center Manager must inspect the area prior to any deposit be returned.
 - h. If WPOA employees are required to clean up after the rental to bring the area to a usable condition the renting property owner will be responsible for a \$25 per labor hour charge against their deposit.

E. Rental Policy for the Pool Pavilion

1. The Health and Recreation Center Manager is in control of the rental of the Pool Pavilion.
2. This facility may be scheduled for use by property owners (in good standing) for private functions.
3. Rules and cost for Pool Pavilion Rental.
 - a. Rental is \$10 per hour from set up through clean up.
 - b. Date of and hours of use will be reserved when payment is received.
 - c. Clean up of the Pavilion is the responsibility of the renter.
 - d. Renting property owner must fill out and sign the Pool Pavilion Request form (available at the Health and Recreation Center).
 - e. Parties with direct access to Pools and Health and Recreation Center.

- 1) The gate between the Pool Pavilion and the Pools will be open. The outside gate will be closed and locked.
 - 2) All guests must enter through the Health and Recreation Center.
 - 3) All non-members will be charged a discounted rate of \$5 per person if they plan to swim or not. This can be prepaid by the renting property owner, but must be paid before non-member use.
- f. Parties without direct access to Pools and Recreations Center.
- 1) The outside gate will be open. The gate between the Pool Pavilion and the Pool area will be closed and locked.
 - 2) There will not be a charge for non-members to attend the party in the Pool Pavilion.
 - 3) Members must go around to the front of the Health and Recreation Center to gain access to the pools.
 - 4) Non-members can gain access to the pools by coming around to the front of the Health and Recreation Center and paying \$5 for access.
 - 5) All pool rules must be followed by your guest including all children under 12 must be with an adult.

F. Rental Policy for the Recreation Area Pavilions

1. Little Turtle, Beach Pavilion, and Kiddie Corral Rental
 - a. The Security Department is in control of scheduling these areas.
 - b. These facilities may be scheduled for use by property owners (in good standing).
 - c. The property owner must fill out the facilities rental request form and return it to the Security Department a minimum of one (1) week prior to the rental.
 - 1) A fee of \$25 will be charged to reserve the pavilion for the day.
 - 2) The reservation is free for all Lake Waynoka recognized clubs.
 - 3) Security will post written notice of the reservation no later than 8:00 am the day of the reservation at the Recreation Area pavilion.
 - 4) Outside of a reservation, Recreation Area Pavilions are available at a first come first serve basis at no cost.
2. Rules for Recreation Area Pavilion rental
 - a. The Security Department must approve the event.
 - 1) Nothing controversial.
 - 2) Nothing that could cause potential damage to WPOA facilities.
 - 3) If Security refuses the event it must be approved by the WPOA Board of Trustees.
 - b. Alcohol may be consumed by persons over the age of 21.
 - c. No Alcohol can be sold for cash or donation.
 - d. The renting member is responsible for cleaning the area after the event.
 - e. Any repair or clean up required or damage caused by the rental will be charged at \$25 per labor hour and is the property owners responsibility.