

**Lake Kiowa Property Owners Association
Facilities Use Policy – 2017**

POA facilities including, but not limited to the Lodge - Assembly Room, Southwest Room, Boardroom, and East and West Pavilions are subject to this policy. Space will be available on a no charge basis to Lake Kiowa members in good standing, along with non-profit organizations when sponsored by a member or other Lake Kiowa group for non-commercial purposes. Lake Kiowa members will not charge a fee to others attending the event, other than to cover the cost of the expenses, if any.

All space can be reserved one year in advance of current date and are available on a first-come-first-serve basis. Space is available in 4-hour blocks. Additional time will be available if no conflict exists with other events in the requested space prior to, or after the requested time. Events are required to adhere to the normal business hours of the Lodge and Parks, unless scheduled in advance of the event.

When personal livelihood or commercial profit is the reason for, or probable result of a member-sponsored use of the space, then a fee will be assessed as follows:

Entire Assembly Room	\$500
Assembly Room B	\$150
Assembly Room C	\$150
Assembly Room B & C	\$250
Southwest Room	\$150
Boardroom	\$100
Pavilion (east or west)	\$250

Additional costs including set-up, tear-down and clean-up costs will be charged at a rate of \$25 per hour. Any other direct costs incurred by the Lake Kiowa POA to satisfy special requests (table cloths, linens, decorations, napkins, etc.) will be assessed and will include a mark-up depending on cost to the Lake Kiowa POA.

Space charges are applied for 4-hour blocks; any additional time will be prorated per hour.

A security deposit in the amount of the space charge will be required for groups who wish to rent space within the Lodge facilities as listed above. The deposit will be applied to the final bill. A full refund will be given if the event is cancelled within 60 days. A 75% refund will be given if cancelled between 30 and 60 days. A 50% refund will be given if the event is cancelled within 30 days of the event. No refund will be given if the event is cancelled less than one week prior to the scheduled day.

If food and/or beverage service is being purchased from the Lake Kiowa POA, a negotiated per-head price or costs for such services will be quoted by the Lake Kiowa POA management to the purchaser of these services.

Exceptions to this rule include use of the Lodge facilities for “public service”, such as, a meeting scheduled for providing beneficial information to Lake Kiowa residents. Other exceptions may be allowed with Board of Directors approval, based on the recommendation of the Lodge and Tavern Committee.