

ENCINO PARK COMMUNITY CENTER: USE AND CLEAN-UP RULES

All rules, regulations, policies, and procedures contained within this document are approved and adopted by the EPHOA Board of Directors for the benefit of the EPHOA and are subject to change without prior notice.

1. Misuse and damage of the Center, grounds and facilities will not be tolerated and will subject violators to loss of use of the Center along with criminal and civil liabilities, if applicable.
2. Lessee shall be responsible to the EPHOA for damages and theft and shall, by signature of the Lease, agree to and guarantee payment for the same. The measure of these damages shall be (but are not limited to) the actual costs incurred by the EPHOA for repair or replacement of damaged and/or missing items.
3. Loud or disturbing noise, music or behavior will not be tolerated in the Center or on the grounds.
4. No pets are allowed in the Community Center.
5. Lessee shall, by signing the lease, agree to comply with all rules and regulations as set by the EPHOA Board of Directors.
6. Lessee shall ensure that all rules and regulations are observed by all occupants during each use of the premises.
7. Prior pick-up and return of keys will be Monday through Friday during the EPHOA office's regular business hours. Keys shall be returned no later than closing of the office on the following business day. Keys may be returned to the drop-box upon departure.
8. Set Air Conditioner to 80 degrees or heat to 65 degrees as appropriate and turn off lights.
9. Lessee shall ensure that oven, range and tabletop appliances shall be turned off and that all windows/doors are closed and properly secured prior to vacating the premises.
10. All personal articles shall be removed from the premises upon termination of usage and securing of the premises. The EPHOA will not assume responsibility for any personal item not so removed.
11. Lessee shall be responsible for collection and bagging of all trash in the Center and on the grounds prior to vacating the premises. Filled trash bags shall be removed from the Community Center and placed in the dumpster behind the building.
12. Lessee shall not be permitted entry to or use of the private offices at the front of the center for any reason.
13. Only non-permanent types of tape shall be used in the decoration of the Center, inside or out. Nails, staples, tacks, electrician's tape or any similar types of fasteners are prohibited.
14. Wire, strings, hooks or other similar types of fasteners shall not be used nor affixed in any manner to the ceiling, walls, blinds, vents or fans. Do not attach any object to the ceiling fans.
15. No candles or confetti may be used as decorations.
16. Tables, chairs and other equipment may NOT be removed from inside the Community Center building.
17. There shall be no alteration of any permanent facilities and Lessee shall utilize electrical, mechanical and sanitary facilities in the condition and configuration in which they are provided.
18. Report any unsafe condition immediately to the Association Manager and report items that need repair when returning the key.
19. Wipe off all tables and chairs and return all tables and chairs to the storage room. Proper storage of tables consists of folding up the legs and placing the tables horizontally in the table holder in the storage closet with table tops and table bottoms contacting each other in an alternating manner to prevent scratching. Proper storage of chairs consists of stacking the chairs vertically against the walls in the storage closet no more than 16 high per stack. Keep middle aisle free of obstacles.
20. Park vehicles on paved areas only.
21. If beer is served from a keg, the keg must either remain in the bay or in a vessel that will prevent water from standing on the floor surrounding it. Security is required if serving alcohol.
22. Violation of these rules or unacceptable conduct may result in suspension of a lessee's use of the Community Center.

Updated 2/15/08