

Four Seasons POA Shawnee Bend Meeting Room Rules and Regulations for Private Events

A. Eligibility

The POA Shawnee Bend Meeting Room is available to members in good standing (all amounts due have been paid for all lots owned by that individual) for private events. **No business functions are permitted.** Included in this definition of “business functions”, but not limited to: sales presentations, Non-Four Seasons association meetings, political functions, or any “public invitation” functions. The Board or Manager reserves the right to terminate and cause forfeiture of deposit for any event which, in their opinion, violates this rule.

B. Registration and fees

1. Reservations for the POA Shawnee Bend Meeting Room or any portion thereof should preferably be made at least 1 month in advance. A confirmation of a reservation is complete **only when a signed reservation form and the appropriate fees have been received by the POA Management Office.** Registration forms may be obtained by contacting Missouri Association Management at (573) 552-8334 or by visiting www.fourseasonspoa.com.
2. Cancellation of the Shawnee Bend Meeting Room needs to be done at least two weeks prior to the scheduled event, and will be eligible for a full refund less a \$25.00 administration fee. Cancellations made within the two week period are eligible for a 50% refund.
3. Any group requesting regularly scheduled use of the POA Shawnee Bend Meeting Room **must** consist of a majority of POA members and **must** complete a registration form annually and adhere to the rules set forth.
4. When making a reservation, a *usage fee* will be collected. The *deposit* will be refunded after the event if the Community Center is cleaned as required and damage free (a detail outlined of the required cleaning is provided at the time the reservation is made). The After Party Checklist must be completed, signed and returned to the POA in order to process the deposit refund.
5. The hours shown on the application will cover the entire time which includes set-up, conduct the event and clean-up after the event.
6. An event attendant will be required for any private events which will run later than 10:00 p.m. A list of approved attendants will be provided. If your event will run later than the above stated hours you must have an attendant for the entire time of your event.

C. Cleaning for private events

All private events are required to do the following after their event:

1. Remove all items brought into the Shawnee Bend Meeting Room, (decorations, food, etc.)
2. Place any furniture moved back into the original position found.
3. Put up any extra tables/chairs used.
4. Take out all trash and place in trash receptacle located next to propane tank on side of building.
5. Clean and put away any dishes used.
6. Report any damage by calling Owners' Services at (573) 434-0021 after hours or the Management Office at (573) 552-8334 Mon-Fri 8 a.m. -5 p.m.
7. The event attendant will secure the building

All decisions concerning cleaning and damage charges are solely up to the management and are not negotiable. Charges will be based on actual cost incurred by the POA for repair and extra cleaning. Invoices will be made available.

D. Routine Cleaning

The POA Shawnee Bend Meeting Room will be cleaned daily.

E. General Rules

1. Regularly Scheduled and POA planned activities will take precedence over private events.
2. The property owner reserving the POA Shawnee Bend Meeting Room must be present for the duration of the private function he/she sponsors.
3. The maximum capacity for the POA Community Center for a private function is 50 people.
4. Reservations for private events are for the use of the great room and kitchen areas only. Please note that other property owners and their guests may use the restrooms and other areas during the time of your rental.
5. **The POA Shawnee Bend Meeting Room is a NON-SMOKING facility.** There are designated smoking areas located outside of the building. Please do not throw cigarette butts or trash in anything other than the correct designated receptacles.
6. Adhering decorations to the walls, doors, ceiling or any other surface with anything besides damage free hanging strips (i.e. Commander, 3M) and use of glitter is strictly prohibited and may result in the loss of deposit.
7. If you incur a situation where repairs are necessary or inventory is missing, please notify the Management Office at (573)552-8334 during normal business hours or by contacting Owners' Services at (573) 434-0021.

Signature of Property Owner

Date