

**Community Room  
Use Guidelines  
Developed by the Social Committee, January 2016  
Vicki Eident, Board Liaison**

The **Windridge Community Room** may be reserved for use by Windridge residents for Windridge sanctioned social events or meetings. After a year, the Board will evaluate the room usage and consider changes to these guidelines.

**Reserve** the room in person by entering your **name, phone number, event, and hours of use** on the calendar that is posted in the room. Please do not call the office and request Darcy or Doug to reserve the room for you.

**Priorities for room usage is as follows:**

- Board meetings – usually the third Monday of the month at 7:00 PM
- Meetings between the Property Manager and vendors
- Board led committee meetings
- Neighborhood Watch gatherings
- Windridge social clubs such as bridge, Mah Jong, needle, book clubs, etc.

**Available times:**

Week days after 11:30. If you wish to schedule a morning event during the work week, you need to ask for special permission from the office. The room will be frequently used in the morning hours for meetings with vendors and committee meetings.

Most afternoons

Weekends

Evenings other than board meetings. If you are using the room during the evening, you will need to stop by the office before 4:00 to pick up the key and return the key the following morning.

**Expectations:**

- Arrive early to set up card tables, chairs, etc.
- Close the door to the office and do not interrupt the staff as they continue their work day.
- Bring any food and beverages that you plan to serve.
- Bring your own paper products, utensils, ice with ice bucket, coffee, creamer, sugar, etc.
- **Take everything with you when you leave.** Please do NOT leave any food for the staff.
- After your event, return the room to the arrangement that you found it.
- Open the drapes.
- Vacuum the carpet. The vacuum is stored in the utility closet opposite the kitchen
- Make sure the bathroom & kitchen are clean and the water and fan are turned off.
- Turn out the lights and lock the door. (There is a light in the office and one in the garage which remain on all night.)
- If the office is closed please return the key to the office the next day.
- NO PETS
- NO SMOKING