

Bald Head Association

ASSOCIATION CENTER POLICY

Orig. Approved 11/18/2000

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Questions about this policy should be directed to the Association Manager, available
 9:00 AM – 4:00 PM Monday through Friday
 Phone (910) 457-4676 x 21 / Fax (910) 457-4677 / Email bhinews@bellsouth.net
 www.bhinews.com

We want everyone, members and their guests, to enjoy the use of the Association Center. The following rules are to help ensure that the Center remains a pleasant gathering space for our members for many years to come.

Thank you for using the Association Center for your event!

PURPOSE OF ASSOCIATION CENTER

The Center serves the following purposes:

1. Administering the business of the Association, which is primarily dedicated to the enforcement of the amended Covenants. To this end, the building provides office space for BHA and Architectural Review Committee (ARC) staff, as well as space for official Association and ARC meetings.
2. Providing an adequate gathering space for functions that benefit the membership and individual member needs.
3. Offering a small variety of office services to members, such as a place to obtain copies, send faxes, etc.

ROOM RESERVATION GUIDELINES

- ☞☞ There are three meeting rooms provided in the Center. Suggested capacity arrangements/equipment for these rooms follow this policy in Appendix B.
- ☞☞ Only adult members of the Bald Head Association in good standing may reserve the rooms of the Center or utilize its services. Good standing indicates that the member is not in violation of any Covenant provisions and is not overdue in payment of Association fees, fines or dues.

- Member-sponsored events – BHA members may sponsor a non-member event.

However, the member (listed on the property deed) must sign the liability waiver. This member is responsible for the protection of Association property during the reserved event. Any damage to the building or missing items will be assessed against that member.

- Member vs. Non-Member rates – A member can rent space for personal use and for the benefit of their immediate family, to include their children and the member's parents, and this rental shall be at the member discount rate. Members renting space at the Association Center for the benefit of anyone else – brothers, sisters, aunts, uncles, friends, etc. shall not be eligible for the discounted rate. With respect to business use, a member may rent space at the discount rate for business meetings related to a business that the member owns directly or in partnership. Members renting space for business meetings where the member is affiliated with the business but is not a direct owner, shall not be eligible for the discount rate.

☞☞ Reservations are on a first-come, first-serve basis. Rooms may be reserved as far in advance as is appropriate to the reserving party's planning needs, and they are encouraged to reserve rooms early.

☞☞ First time users of the building should give sufficient notice in order to allow time prior to their event to meet with the designated Association Center staff person and review the room and equipment restrictions.

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☞☞ Business events, such as seminars and meetings, are strongly encouraged during normal business hours, instead of weekends or evenings when demand for social events may be high.

☞☞ All events will be scheduled and concluded between 6:00 AM and 11:00 PM.

☞☞ The reserving party is expected to vacate the room promptly at the scheduled conclusion of the event and not delay subsequent meetings.

☞☞ The Association Center Community Room will automatically be reserved to accommodate the meetings of the Village Council and Association Board on the third Friday of the month. The 2nd Floor Conference Room is automatically reserved for ARC regular meetings, which occur once every three weeks.

☞☞ The reserving party may rely on the Association staff to offer instruction on using the audio-visual equipment and field questions on use of the Center's facilities.

However, all other needs must be coordinated by the reserving party. The Association staff does not set up the room for the event (table, chairs, etc.).

BILLING/ADVANCE PAPERWORK/KEYS

When the reservation is made, the event organizer will be sent a copy of the Association Center policy (if he/she does not already have one), a reservation application, a liability agreement, and an invoice. For community room reservations, the invoice will include a required \$500 security deposit to cover damage or excess cleaning costs.

The invoice must be paid in full within 30 days to hold the reservation. All reservations unpaid at the end of 30 days will be taken off the calendar. 50% of the reservation fee and the deposit will be refunded in the event of cancellation. Damage to the building, grounds and equipment, or excess cleaning costs associated with the event, will be invoiced within 14 days after the event. The fee schedule for the room is attached as Appendix A. The Application and the Association Center Liability Agreement, Appendix

C, should be returned with the check.

The Association Manager will provide the necessary keys and security deactivation schedule to the facility before the event. These can be picked up as early as a day before the event, but items for the event can be placed in the Center before the scheduled time of the event only with permission of the Manager. At the conclusion of the event, the keys should be left in the key box beside the Association Manager's office.

EVENT GUIDELINES

During the Event

☞☞ The event should be contained within the boundaries of the Association Center property.

☞☞ Smoking is only permitted on the ground decking in front of parking area. No smoking is permitted in the Center, or on any of the building level decks or porches.

Fire is a very real danger on our forested Island – butts should be properly disposed of in the containers provided, not tossed on the ground or in the woods.

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☞☞ Attendees are expected to utilize walkways and not damage the landscaping on the premises. Damage includes removal of flowers or vegetation from bushes, trees or plants.

☞☞ Fire

- Indoors: Candles and sterno devices are permitted indoors for events. The reserving party should take special care to ensure the devices are monitored to prevent safety hazards.

- Outdoors: No outdoor flame is permitted. That includes any flame luminaries, such as enclosed lanterns or candles (floating or non-floating). This also includes cooking methods. Gas grilling and electric luminaries only are permitted. Please do not plan any type of outdoor luminary or outdoor cooking, other than electric luminaries or gas grilling, without checking with the **manager of the Bald Head Association**. Your planner or catering company is **NOT** part of Bald Head Association, so cannot authorize these items. It is better to be safe and check with the BHA Manager, than to spend money on decorations or food planning that will not be permitted at the building! Use of outdoor flame in violation of this policy will forfeit your deposit. Please also note the Village of BHI assesses a \$500 fine for outdoor burning without a permit.

☞☞ **VERY IMPORTANT: Due to insurance restrictions, a copy of a certificate of liquor liability insurance or a special event policy with Bald Head Association named as an additional insured must be presented to the Association Manager prior to any event where alcohol will be served. Alcohol will NOT be permitted at events that do not provide this in advance of the event date.**

☞☞ Alcoholic beverages may be consumed at Association Center events, except from 5:00 AM to 12:00 PM on Sundays, out of respect for the Chapel services. All applicable laws regarding consumption of alcohol will be observed. Permission to have alcohol at events is a specification that may be removed from this policy, if problems resulting in Center damage or property owner complaints result from this privilege. Those who reserve the Center are strongly encouraged to bear this in mind in planning for the administration of refreshments at their event.

☞☞ No decorations may be fastened to the walls with materials that mark, puncture or otherwise deface the surfaces.

☞☞ Care should be taken in placement of tables and chairs; do not to drag these across the floor/carpet surfaces.

☞☞ The audio-visual cabinet is not to be moved. The equipment inside the cabinet may not be removed for any reason. The connections should not be altered unless first cleared with the Association Manager.

☞☞ All Brunswick County noise ordinances will be observed.

☞☞ Should the police respond to complaints from surrounding property owners with respect to the event, the event participants are to immediately comply with police direction. Refusal to do so may result in penalty beyond police citation, in which the Board may revoke sponsor's use privileges of the Center for a period of one year.

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☞☞ Children and teenagers must be supervised at all times.

☞☞ Signage for Events Held at the Association Center - Temporary signs will be allowed

for events held **by a public agency, non-profit, or for the benefit of any civic, fraternal, religious or charitable cause**, under the following restrictions. [Note: This policy does **NOT** include private events such as wedding, family reunions, etc.]

- Signs advertising only the name, time and location of the event may be placed in the right-of-ways of the Association Center property and the two entrances to Lighthouse Wynd, provided that all such signs shall be removed at the completion of the reserved time for the event. Signs for this purpose shall be erected no earlier than the beginning of the reserved time for the event.

- Signs must be freestanding; they may not be attached, affixed or painted on any utility pole, tree, rock or other natural object, or placed in a vehicle where vehicle is parked for primary purpose of displaying the sign.

- The maximum sign area shall be six square feet per sign (example: 2x3 poster) and stand no higher than five feet off the ground. No more than three such temporary signs shall be erected for each event.

- Please note that Village ordinance also requires a sign permit be secured for the above. The reserving party is responsible for ensuring this requirement is met.

- Temporary "on premise" informational/directional signs may be used on the decking and porches of the Association Center for an event as long as they are not attached to the building in a manner that damages the building surfaces. These do not require a Village permit.

Clean Up

The BHA employs a cleaning service to do a thorough weekly cleaning. However, to keep cleaning and reservation costs down, community room users are required to follow the cleaning directions posted in the kitchen, including, but not limited to, the following:

- The kitchen has a small 13 gallon trashcan and two indoor 30 gallon trash cans, and receptacles in the restrooms. A small amount of bags are provided. These containers may be used for trash collection during the event, but all trash must be bagged at the conclusion of the event and taken **off premises** by the event organizer. We do not have a dumpster, and our outside receptacle is not intended for disposal of event trash. Contact Association Center staff for information on-Island disposal options.

- For events where refreshments are served: A light sweeping/mopping must be done of the community room and bathroom floors to remove trash and foodstuffs. Mop, bucket, broom and cleaning supplies are provided in the kitchen, beside the refrigerator and under the sink. The balcony area should be picked up as needed. A light wipedown should be done of the kitchen/bath surfaces. For small conference room events, the table and counter surfaces should be wiped down and refreshment trash removed.

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- For events spanning multiple days (conferences, etc.): The reserving party must make their own arrangements to keep the building, meeting space and restrooms clean during their event. Association staff only ensures that restrooms and kitchen are kept stocked with paper goods. Contact the Association Manager for a list of cleaning services on the Island if a professional service is desired to keep the building clean during the event.

- Any chairs/tables taken from the storage room should be replaced there **in accordance with the grid on the storage room door. The fire equipment must not be blocked!**

- All items brought in for the event should be removed at the conclusion of the event, unless other arrangements have been made with the Association Manager.

Members reserving the Center who do not follow these guidelines will be charged for excess cleaning costs to keep fees down for other members.

At the conclusion of events held in the reserved rooms, all equipment and interior lights should be turned off (lights on stairwell from community room to balcony cannot be turned off, they are emergency lights), and all doors should be locked/checked. The keys should be placed in the key box by the office door of the Association Manager unless prior arrangements have been made to remove equipment the following day (see above).

COPY, FAX AND SCANNING SERVICES

Members may utilize the copy and fax machine in the office as follows:

Copies (Black and White)

First 25 pages FREE

After the first 25 pages, the rate is \$0.10 per copy (two sided counts as one copy)

Fax and Scanning Services are available at no charge to members.

APPROVAL OF POLICY/CHANGES TO POLICY

The Board of the Bald Head Association reserves the right to amend this policy at any time, and to disapprove the use of the building for any purpose they feel does not serve intent of the Center, the purposes of the Bald Head Association, and/or the best interests of its membership.

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APPENDIX A

FEE SCHEDULE

The Association Center is available for Member and Non-Member use (see Pg 2). Non-Members must have a Member Sponsor sign the liability waiver. When the reservation is made, an invoice will be sent out with a copy of this policy and reservation forms, as applicable. Payments are due within 30 days after reservation is requested, or the event will be removed from the schedule.

Event Time Member Non-Member

Conference Rooms 1st & 2nd Level Less than 2 hrs \$25 \$75

½ day \$50 \$150
Full Day \$100 \$300
Community Room (Private Events) Less than 2 hrs \$50 \$150
½ day \$250 \$750
Full Day \$500 \$1500
Weddings \$800 \$1500

NOTES:

+ ½ Day events (non-wedding) are defined as follows:

- Events during the hours of 9:00 am – 4:00 pm that are less than 4 hours, including set-up/breakdown time, but greater than 2 hours (if a morning event, set-up time before 9:00 am will not be counted toward the total hours).

- Events that begin after 4:00 pm, including set-up/breakdown time.

+ Full Day events (non-wedding) are defined as follows:

- Events during the hours of 9:00 am – 4:00 pm, including set-up/breakdown time, that are greater than 4 hours (if the event begins in the morning, set-up time before 9:00 am will not be counted toward the total hours).

- Evening events that begin before 4:00 pm and exceed 4 hours, including set-up/breakdown time.

+ **Very Important: Fee structure counts set-up/breakdown time as part of total hours. For example, if your reservation form states you will be coming into the building at 4pm to start setting up for your evening event, you are charged for a half-day event. If you show up at 2pm instead, you may be charged for a full day event, AND/OR you may not be able to get into the building, because of an event scheduled prior to yours.**

+ Weddings are defined as weddings and wedding receptions. Rehearsals and rehearsal dinners fall under the non-wedding fee structure.

+ Long Distance calls must be made using credit card.

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Exempt from Reservation Fee

Per action by the BHA Board on June 16, 2006, events held by the following organizations or for the following reasons are exempt from building fees/deposits, though subject to rescheduling if they compete with a significant paying event within a reasonable lead time. Reservation and liability forms are still required.

On Island Organizations / Government

Village of BHI (would include Fire/EMS, etc.) Public Service Auxiliary

Village Chapel Smith Island Art League

Friends of Music Community Watch

Conservancy BHI Garden Club

SILT BHI Book Club

Old Baldy Foundation BHI Artisans

Alcoholics Anonymous

Neighborhood Association Meetings (Associations under Stage I BHA)

Flora's Bluff/Killegray Ridge Royal James Landing

Hammocks Association Sabal Palm Cottages

Ibis Roost Timbercreek

Lighthouse Landing The Villas

Stage II Association Harbour Association

Middle Island Association

Open Events Sponsored by BHA directly or through Committee

The type of events held by those on the list above symbolize “community” to our membership. Organizations / events that feel they would qualify to be on this exempt list may apply to the BHA Board to be added.

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APPENDIX B

FACILITY SPECIFICATIONS

The Association Center has three meeting rooms available to member needs.

Conference Room Sizes

Room Dimension (Sq Ft) Length Width Height

Conference Rm Level 1 142 14' 3" 10' 8'

Conference Rm Level 2 287 19' 6" 14' 9" 8'

Community Room 1115 32' 33' 19' 6"

Community Room – Balcony 445 31' 2 ½" 13' 10" 10' 3"

Outside Deck 1043 35' 6 ½" 38' 3" Open

Room Set-Ups/Capacity

Room Conference U-shaped Square Classrm Theater Reception Banquet

Conf Rm Lvl 1 8 N/A N/A N/A N/A N/A N/A

Conf Rm Lvl 2 14 N/A N/A N/A N/A N/A N/A

Comm Rm 22 29 28 54 98 125 90

Comm Rm – Balcony N/A N/A N/A N/A N/A N/A 40 30

Outside Deck N/A N/A N/A N/A N/A 60 50

2nd Level

Bathrooms

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Room Equipment

2nd Floor Conference Room

12 foot long conference table

14 cushioned chairs

Speaker phone option, 457-4676 ext. 23

Board Room

8 foot long conference table

8 cushioned chairs

Speaker phone option, 457-4676 ext. 24

Community Room

Audio Visual Equipment:

DreamVision DL500 high definition video projector (has computer hook-up capability)

Mitsubishi XD490U DLP projector (has computer hook-up capability)

Draper 120" Screen

Toshiba 5 disc DVD/CD player

Toshiba Stereo VCR

Cable television service

Two Peavey indoor speakers

6 corded microphones (not wireless) with table stands and one tall microphone stand

Phone: Speaker phone option 457-4676, ext. 25

Seating Equipment:

90 upholstered metal stacking chairs / 20 six-foot long rectangular tables

20 plastic resin chairs for outdoor use

Important Note: Dancing/music events with more than 50-60 people should employ a DJ or band rather than relying on the CD/DVD player; the building speaker

system will get drowned out at events of this size. However, audio presentations of any size event are adequately accommodated by the present speaker/microphone system.

Additional Notes –

- There is a “kitchen” provided off of the community room; however, this is not an equipped kitchen, merely a food preparation area. There is a 20-cubit refrigerator and microwave.
- We have a 12-cup and 42-cup coffee pots that can be left in the conference rooms for your meeting; coffee/paper products not supplied. Please let us know if you will need this prior to your event.
- The outside deck is not covered, and therefore provides no protection from weather. The reserving party is permitted to make arrangements for covering as long as the canopy equipment does not damage the Association Center structure.
- The breezeway between the Association offices and community room is covered and provides a good spot to set up a buffet table in pleasant weather.
- There are photos of the Association Center rooms and building posted on our website, www.bhinews.com.

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APPENDIX C

ASSOCIATION CENTER LIABILITY AGREEMENT

I do hereby confirm, understand and agree that:

+ I have read the Association Center Policy for the Bald Head Association and agree to its restrictions on my use of the facilities of the Center.

+ I understand that disregard of the requirements of this policy, even if not resulting in damages to the facility, could result in the Board’s decision to curtail my use of the facility in the future.

+ I understand that this signed agreement covers the event(s) held or sponsored in my name.

+ A copy of a certificate of liquor liability or a special event policy, (either document required to name the Bald Head Association as additional insured) will be provided to the Association Manager prior to my event if alcohol will be present at the event.

+ As a member in good standing of the Bald Head Association, I am enclosing a \$500.00 damage and/or cleaning deposit. This deposit will be returned to me within 60 days after my event(s) or my member-sponsored event upon satisfactory inspection by the Association Manager confirming no damage or cleaning costs were incurred by the Association as a result of my event or member-sponsored event.

+ I agree that I am responsible for all costs of all damages associated with events I hold. Damages include any associated damage and cleaning costs in excess of the \$500.00 damage and/or cleaning deposit.

+ Corporations may reserve and use the Association Center and are subject to total compliance with the Association Center Administration Policy as outlined and the Association Center Liability Agreement. Corporations must have a member sponsor. The Association Center Liability Agreement must be executed by both the member sponsor and an authorized representative of the reserving corporation.

Member/Member Sponsor/Authorized Agent Signature Date

Sponsored Applicant/Authorized Agent Signature Date

Member BHI Address:

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For Office Use Only:

Total Amt Owed: _____

Check #: _____

Date: _____

Deposit Rec'd? _____

Refunded _____

RESERVATION APPLICATION

Information (must be filled out completely to confirm reservation):

Event Date Event Time: From: To:

***** (IMPORTANT: Include Preparation/Clean Up Time) *****

Description of Event:

Attendees

Will you need to use any of the Center's audio visual equipment?

If yes, please explain and list on back.

Yes

No

Please list on back any decorations, additional equipment or furnishings you will be bringing for your event.

Member Name:

Mailing Address:

City, State Zip:

Phone Number Fax

Email

Are you sponsoring this event for a non-member? Yes No

If yes, please note below the contact information for the non-member.

Non-Member Name

Address

City, State Zip

Contact Phone

Email (if applicable)

(please also include an island or cell phone # for time close to event date)

Community Room

2nd Fl Conference Rm

Board Room

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Page 2 – Reservation Application

If you will be using audio visual equipment provided by the Association Center, please list below the equipment you will need, using the list on Page 8 of this policy:

Please list here any interior/exterior decorations, additional furnishings or equipment you will be bringing to your event or other comments of which we should be aware.

Important: Please indicate who will be in charge of the event on site (this person must be over 21 years of age).

Contact Name:

Address:

Phone:

Please return this completed form, the signed reservation agreement form, and check with room fee to:

Rachel Lewis, Association Manager
PO Box 3030, BHI, NC 28461

Checks should be made out to Bald Head Association, and must be received within 30 days of the date of invoice to hold the reservation.