

ACTIVITY CENTER USE PROCEDURE

1. The Activity Center may be reserved for use only by Lot Owners who are in good standing.
2. There shall be no business or commercial use of the Activity Center.
3. The Activity Center shall consist of the one large front room of the Annex.
4. The Lot Owner who requests the reservation shall be responsible for anyone using the Activity Center for the duration of the reservation period and for any and all damage caused by the member, their family, or their guests.
5. Activity Center reservations will be accepted on a first-come, first-served basis. Check the Malvern calendar for availability: <https://www.malvernofmadison.org/calendar.php>. Then fillout the reservation form and drop it in the dropbox on the Activity Center door. The form is at: <https://malvernofmadison.org/DocForm/ActivityCenterUseProcedure.pdf>.
6. Activity Center use shall consist of not more than 20 guests.
7. A reservation for use of the Activity Center shall generally be limited to 4-1/2 hours and shall not start before 8 am or end after 10 pm. **The cost of the use is \$50.00 for the activity center.**
8. Lot Owners that use the Activity Center shall be mindful of other members using the Clubhouse at the same time. Activity Center users shall not interfere with or disturb Clubhouse users.
9. Members may use the Pool Restroom, which is accessible through the interior door. The Pool Restroom door shall be locked from the Activity Center side after use.
10. Wi-Fi is available at the Activity Center. The network is "Guest" and password is "guest2020".
11. A few folding tables and chairs are provided in the Activity Center. If more tables or chairs are required for an event, they may be requested.
12. Tabletops shall be cleaned, and the floor shall be swept prior to leaving the Activity Center.
13. The Activity Center wall heaters and window air conditioner shall be turned off upon departure.
14. All trash shall be removed, and new trash bags shall be installed prior to leaving the Activity Center. Trash bags are located at the bottom of each trash can.
15. All Activity Center doors shall be locked upon departure.
16. The Malvern Board reserves the right to limit the use of the Activity Center and to amend this policy at its discretion.
17. For reservations, contact Stephen Langone at (571) 419-0575.
18. I, _____, the owner of Lot _____, have read this procedure and agree to its terms and conditions, for use of the Activity Center on the following date(s) and times

_____.

Signed _____ Phone _____ Date _____