

Rules for KPOA Office Use by Membership Groups

1. Groups may reserve meeting room time at the KPOA Office from 8am to 12 noon and 3pm to 6pm Monday through Friday and 9am to 6pm on Saturday. Reservations must be scheduled by office volunteers and should be made a minimum of 5 days in advance by calling or visiting the KPOA Office during regular business hours. A copy of this signed form must be on file prior to the scheduled meeting time. KPOA Board, business and committee meetings have priority in scheduling meeting rooms over group related meetings. In the event a KPOA business related meeting needs meeting space, a group's reservation may be changed or cancelled.
2. All members of the group must be KPOA members, Kenmure residents or spouses of KPOA members.
3. Group meeting size is limited to 12 people. Groups must end their meetings before 6pm.
4. Groups should sign out keys for the office from the front gate immediately prior to the meeting and keys should be returned to the gate immediately after the meeting.
5. No food or drink is allowed to be brought into the KPOA Office except for bottled water. No smoking or alcohol is allowed in the KPOA Office. Gambling in any form is not allowed.
6. All trash must be cleaned up and disposed of properly. Non-disposable cups should be cleaned and dried and put in the appropriate cabinet.
7. All chairs and tables must be returned to the order in which they were found.
8. If any damage is caused, the group may be assessed for repair or cleaning costs.
9. The thermostat may be adjusted but must be returned to the settings posted before leaving the office. Turn off all lights.
10. There are 11 designated parking spaces. The KPOA office parking lot is only for the use of those having KPOA business during the hours of 9 AM – 5 PM Monday - Friday. The Handicap parking area is to be used by vehicles bearing a Handicap permit only.
11. Groups are asked to carpool from the lower club lot if additional parking space is needed. Parking on the grass is prohibited.
12. Failure to conform to these guidelines will result in temporary suspension of privileges to use the KPOA Office. Repeated violations will result in a permanent suspension of privileges.

Date: _____

We have read and understand the above rules and will abide by them.

Group Representative

Phone Number

Group Name