HVHOA, Inc. Guidelines and Rules for Use and Rental of the Pavilion

The Board of Directors of the Harbor Village Homeowners Association, Inc. adopts the following guidelines and rules for the use and rental of the Association’s Pavilion. All use and rental of the Pavilion shall comply with the following provisions unless an exception is made by prior approval of the Board.

1. The Harbor Village Pavilion is managed and maintained by, and for the benefit of, residents in good standing of the greater Harbor Village Community. It is not intended for use by commercial entities or for commercial or political purposes. The Harbor Village Pavilion is not intended as a general public venue for use by other organizations, including non-profit groups, unless there is a clearly defined and articulated connection to Harbor Village, which benefits Harbor Village residents.
2. The Board shall designate a Board member to serve as the Harbor Village Homeowners Association Pavilion Coordinator who shall be the designated Board contact for review and approval of all rental applications in conjunction with Western Mountains Property Management.
3. In no case is a permitted Pavilion event to be conducted in a manner that contributes to excessive traffic, noise or other elements which may cause danger or disturbance to adjacent residents. Therefore, the use of any amplification devices such as speakers, microphones, musical instrument speakers, radios or any other devices that enhance or emit sound are prohibited. All events shall start no earlier than 9 a.m. and conclude no later than 9 p.m.
4. The use and or possession of any type of fireworks, illegal drugs or firearms on Harbor Village common areas or Pavilion property are strictly prohibited.
5. Use of the Harbor Village Pavilion is only by prior approval following the submission of a written request. All event requests must be made by a Harbor Village resident in good standing who will be in attendance at the event and who will serve as the on-site event contact if any issues or problems arise.
6. All event requests, fees, damage/security deposits and applicable insurance policies are to be submitted 30 days prior to the event. A completed copy of an application and rental form below shall be submitted to Western Mountains Property Management for review by the property manager and a Harbor Village Homeowners Association designated Pavilion coordinating Board member.
7. Montana State laws regulate the use and sale of alcoholic beverages. Responsible consumption of alcohol during events held at the Harbor Village Pavilion is allowed, but only in strict accordance with Montana and all other applicable alcohol regulations. The event permit holder and all guests and invitees are responsible for knowing and complying with all such regulations.
8. The lot adjacent to the east of the Pavilion is not owned by Harbor Village HOA and its use is not included in any permission granted by the HOA for use of the Pavilion. Permission to use the adjacent lot located east of the Pavilion for overflow parking or otherwise, must be obtained from the owners of that parcel. All terms of use of that parcel will be dictated by its owners. Any street parking along Canal Street or any adjacent lots or streets within Harbor Village is prohibited.
9. User fees and deposits for use of the Harbor Village Pavilion are predicated on the following categories of events.
	1. Category I: This category is for events organized by the Board of Directors or by an individual resident or group of residents for neighborhood social events designed for the residents themselves. Examples include occasional “pot luck” meals, BBQ, or other small social events. These events are exempt from event fees and security/damage deposits, but require a rental application/agreement to be approved prior to the event. The event permit holder and all guests remain obligated to follow all Guidelines and Rules and will be required to reimburse the HOA for any costs for failing to clean the Pavilion or any damages caused to it.
	2. Category II: This category is for events organized and hosted by an individual resident or group of residents which may include visitors from outside the Harbor Village neighborhood and are no intended for the neighborhood as a whole. Examples include family reunions, a golf club event, or a large party. A rental application/agreement must be submitted and approved along with a non-refundable fee of $200.00 and refundable $500.00 damage /security deposit prior to the event.
	3. Category III: This category is for events held at the Pavilion that are sponsored by a Harbor Village resident, but the event’s content and program is conducted by an outside organization anticipating a large number of non-Harbor Village residents. Examples include the annual Glacier Symphony, Bigfork Fire Department fund raiser etc. A rental application/agreement must be submitted and approved along with a non-refundable fee of $400.00 and refundable $500.00 damage/security deposit prior to the event. Additionally, all outside organizations seeking to conduct an event at the Pavilion shall secure Event Insurance from a State licensed insurance company with liability lines of no less than one million dollars.
10. Harbor Village will have the Pavilion clean and free of any known damage prior to use. The resident sponsor is responsible for ensuring all trash is placed in the proper receptacles and the event space is returned to its original condition. The resident sponsor is responsible for any and all damages to the Pavilion, Pavilion furnishings and grounds during its use, including any damage to irrigation systems or utilities due to installation of tent(s), tent pegs, bandstands or any other items installed for the function. The cleaning crew will clean within a reasonable time after usage and will inspect for damages. If any damage is found, the facility has not been reasonably cleaned, or if trash has not been placed in the appropriate receptacles, the homeowner sponsor will be notified and the Board may use the refundable security/damage deposit to cover the costs of cleaning the Pavilion or repairing the damages.
11. The Board is authorized to provide an application/rental form for the use of the pavilion incorporating these Guidelines and Rules, as amended from time to time, and may adopt such other forms and procedures as it deems necessary to carry out the provisions of these Guidelines and Rules.

These Guidelines and Rules were adopted by majority vote of the Board of Directors this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 2015.

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President

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Secretary