



PLEASANT VALLEY PROPERTY OWNERS ASSOCIATION

Policies for Rental and Use of the Pleasant Valley Community Center and Pools

Deposits are due when the reservation is made. Rental fees are due one week prior to the rental date. Preferred payment method is by check. You must be a Pleasant Valley resident to rent community center and pools. The resident that rents out the facilities must have their property dues paid and current.

Failure to confirm the rental contract and payment of fees as noted will result in the POA releasing the requested time and date to other interested parties.

All rentals start at the time indicated on the contract and not before for the Community Center. Decorating and set up time must be part of the rental time for the Community Center. Please plan your time accordingly. Rentals end at the time specified on the contract; all guests must plan accordingly to be out of the Community Center by the time noted. This is important because there may be another event immediately before or after your planned event. Lifeguards will arrive 20 minutes before pool rentals. Renters may set up then. No guest are allowed in the pool as the lifeguards will be performing opening procedures.

Please read all details of the contract and promptly submit to keep the reservation time and day you have requested.

Rentals and Rental Agreement

All rentals of facilities will require a \$50 deposit and a signed rental reservation form between the resident and the POA through its authorized representatives. The balance is due one week before the event.

The facilities will be rented on a first-come, first served basis. Reservation request conflicts will be resolved by the Community Manager.

Reservation Confirmation: A reservation for the facility will be considered confirmed when the invoice showing the deposit paid and balance due is received from the Community Manager.

Telephone reservations will be accommodated by the POA. All such verbal reservations must also be confirmed in writing within 5 days. If the signed rental agreement is not returned within 5 days, the reservation is automatically void. It is the sole responsibility of the lessee to complete and return the rental agreement within the 5 days.

The Community Center will be available for rental events between the hours from 8:00 A.M. and 12:00 A.M., which shall constitute a rental day.

Rental Rates – Pool and Community Center are separate rentals.

Community Center

\$125 for the first hour plus \$25 for each additional hour.

Maximum Daily rate for 8:00am to midnight is \$300

Pools

Rentals are for 3 hour intervals beginning at 10:00 am and the latest end time is 8:30pm.

Arkansas Valley is available Tuesdays and Hidden Valley available Mondays. Non-private parties are available during the weekdays for less than 20 guests. Swimmers and non-swimmers are included in the numbers.

Less than 25 guests	\$150
26 to 50 guests	\$175
51 to 75 guests	\$225
76 to 100 guests	\$300
Non - private	\$100 – weekdays only

Responsibilities of Renter:

- Renter is responsible for cleanup of the facility to pre-event condition.
- Renter must empty all trash, litter, or decorations, and remove equipment brought to the premises within the contract lease period.
- Clean the facility – wipe counter tops of debris and stains, sweep/vacuum floors, load and turn on the dishwasher, dispose of all trash into the available city trash receptacles outside on the back porch. Cleaning supplies, vacuum, brooms, are under the sink and in the supply closet.
- Wipe surfaces of other furniture or clean areas (inside and outside) that become soiled
- A fee of \$75 will be assessed for not cleaning up the facility

Furniture:

- All furniture should be lifted and not dragged with the exception of the rolling chairs
- Do not move the conference table.
- Do not move the buffet chests against the walls or remove any artwork from the walls.
- Do not move the Christmas tree if it is during the Holiday season.
- Return all furniture to the same location.
- Return all tables and chairs to the storage closet. Stack tables to the right of the silver cabinet, chairs to the right of the silver cabinet. **DO NOT STACK** in front of the silver cabinet.

Policies

- No smoking is permitted inside the pool, community center on the property.
- No red-based beverages may be served inside the Community Center.
- Grills must be in the parking lot. No grills ever on front porch or under eaves of any building.
- Renters must be over the age of 25 and residents of Pleasant Valley to rent the facilities. There must be a responsible adult age 25 or older in charge of the event and present during the entire rental period.
- No Animals are allowed inside the Community Center except service animals.
- Pleasant Valley Property Owners Association, employees, or directors are not responsible for lost, damaged, or stolen personal items during your rental time and are not liable for injury or damages to renters or guests.

- Renter assumes financial responsibility for damages to the Community Center.
- Renter is responsible for locking the doors to the Community Center and replacing the key.
- The Little Rock Fire Department Marshall set the building capacity at 75 people.