

RESERVATION FORM

HIOA INTERIM POLICY ON USE OF ITS FACILITIES

- A. HIOA facilities (the BRC, the Community Center, and outdoor common areas) are available for use by island residents and their guests subject to island rules, reservations policies, and, if applicable, completion of a rental contract and payment of appropriate fees. Current rental charges are listed on rental contract forms for each location. Groups or individuals seeking use of HIOA facilities must apply through the HIOA office up to one year before the planned use.
- B. There will be no charge for use of the BRC or Community Center for the following purposes:
1. Meetings conducted by or sponsored by HIOA and HIOA committees.
 2. Small social and educational gatherings that are open to all owners and do not charge admission or collect donations, including the book club, sunset cocktails, potluck dinners, the turtle patrol, and presentations by government agencies (such as DNR and OCRM) and nonprofit groups (such as the Audubon club).
- C. Public activities involving 10 or fewer people that do not qualify for exemption under Paragraph B must when making a reservation pay a use fee of \$10 per event to help offset utilities, maintenance, and overhead.
- D. Private meetings such as family parties and wedding receptions and any public events that do not qualify for exemption under Paragraph B or for the use fee under Paragraph C may rent island facilities at the rates specified on the standard HIOA rental contracts.

Event: _____

Date (mm/dd/yyyy): _____

OR: Dates of Regularly Recurring Events:

Start Time: _____ End Time: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____ Cell: _____

Please mark the appropriate category for your event.

Events conducted by or sponsored by HIOA or HIOA Committees - NO CHARGE

Small social and educational gatherings that are open to all owners and do not charge admission or collect donations, including the book club, sunset cocktails, potluck dinners, the turtle patrol, and presentations by government agencies (such as DNR and OCRM) and nonprofit groups (such as the Audubon club) –NO CHARGE

Public activities involving 10 or fewer people that charge admission or collect donations or do not otherwise qualify for exemption under Paragraph (b) - \$10 use fee

Private meetings such as family parties and wedding receptions, and any public events that charge admission or collect donations or do not otherwise qualify for exemption under Paragraph (b) or for the use fee under Paragraph (c) -- full rental charge, plus completion of the appropriate rental form.

I certify that the information provided above is complete and accurate to the best of my knowledge. I agree to leave the facility in the same or better condition than it was at the start of my use; to remove all trash and clean up the facility after my use or to pay for any cleaning required because of my use; and to pay for any damage to the facility or its contents and equipment.

Signature _____ Date _____