

## **Duck Pond Activity Center Rules & Procedures**

The Duck Pond Activity Center may be rented for private parties to residents in good standing with the Association. Reservations are made through the RLPOA office during regular business hours.

In consideration for the use of the Duck Pond Activity Center, the resident agrees to the following conditions:

1. The charges for use of the Duck Pond Activity Center are current on our website at [www.rlpoa.com](http://www.rlpoa.com). The charges for use of the activity center are subject to change.
2. The rental fee must be paid in cash or check. Rental fee is due no later than fourteen (14) calendar days prior to the function.
3. Damage and cleaning deposit must be paid in cash or check within seven (7) calendar days after making the reservation. Deposit will be refunded within fourteen (14) calendar days after event.
4. Deposit and rental fee will be deposited in the RLPOA banking account at the time of receipt. RLPOA does not accept credit cards.
5. Any cancellation by the resident within forty-five (45) days of the event will result in a \$50.00 cancellation fee which will be deducted from the deposit.
6. Resident must be present at all times during the function. The resident agrees to be responsible for the conduct of guests and, in cases of improper conduct, may be subject to arrest by the Lee's Summit Police Department.
7. Resident agrees to keep the premises in good repair and to leave the Duck Pond Activity Center in the same condition as before the event.
8. Resident agrees not to allow the use of the premises for any purpose other than that specified and to insure that the specified use is carried out and conducted in a reasonable manner and is in compliance with any local, state or federal law.
9. No alterations to the premises and no decorations (except those specified in the approved decoration list), or other materials or substances may be brought on the premises which are not in compliance with the insurance coverage of the RLPOA, or which are in violation of any local, state, or federal law.  
Resident agrees to indemnify and hold harmless the RLPOA from any liability resulting from use of the premises. The resident agrees to be responsible and acknowledges any and all legal liability resulting from the disbursement of alcoholic beverages and has no license to permit sale or distribution of same to the public on the premises and further has no insurance coverage for such activity. The resident therefore agrees to indemnify and hold harmless RLPOA from any liability resulting from the use or disbursement of liquor on the premises described above.
10. Resident agrees that for any activity where minors are involved, one adult chaperone will be present at all times for every five minors present during the entire function. The resident may be held responsible for contributing to the delinquency of a minor should any minor partake in alcohol or drugs in association with the function.
11. Resident is responsible for any and all damage which occurs during the rental period. Reasonable cost of repair, replacement, or cleaning (damages) will be deducted from the deposit to restore the premises to its' original condition. Damages in excess of the deposit will be billed to the resident. Unpaid damages will be subject to a lien against the residents' property.
12. Remove all personal belongings, rented items or catered items prior to leaving the premises.
13. No parking or driving on the grass. Vehicles parked on the grass or other common areas may be towed away. Unloading and packing up must be done from the parking lot only.
14. Any music coming from a live band or any electronic source must be kept inside the Duck Pond Activity Center.
15. Absolutely no smoking inside the building.
16. All functions must terminate no later than 10:00 p.m. and the facility must be vacated and locked by 11:00 p.m.
17. Please bring your cell phone as a phone is not provided at the Duck Pond Activity Center.
18. No rice, birdseed or similar items are permitted on the Duck Pond Activity Center property.

*Board approved 12-10-13*