

## **APPROVED DECORATION LIST**

Crepe Paper  
Balloons  
Strings of Lights  
Tablecloths  
Wreaths, Swags, Topiaries, Floral Arrangements, Candle Rings  
Yards Of Lace, Toile, Satin, Velour, Etc. For Draping  
Pearlized Marbles for Vases  
Floating Candles  
Candelabra or Tiered Candle sticks (All candles must be contained in a protective manner)  
Folding Screens or Tabletop Easels for Photographs  
Braided Silk Cords or Ropes

## **SUGGESTIONS FOR ATTACHING YOUR DECORATIONS TO THE DUCK POND ACTIVITY CENTER:**

**Ribbon or fishing line**

**Painters Tape** for securing to walls or woodwork

**Straight Pins** to secure ribbon or flowers to table covers only

**PLEASE DO NOT USE STAPLES, PINS, NAILS, TACKS, TAPE, 3M  
COMMAND STRIPS, STICKY TACK, OR ANYTHING THAT MAY MAR  
OR DAMAGE THE WOOD TRIM, WALLS, DOORS, OR ANY OTHER  
FINISHED SURFACES WITHIN THE ACTIVITY CENTER**

## Duck Pond Activity Center Inventory

<u>Quantity</u>	<u>Item</u>	<u>Location</u>
60	Chairs	
12	Tables ( 6 – 42”x 42” and 6 – 30”x 60”)	
1	Projection Screen	janitor closet
3	8 ft. banquet tables	small room
20	Folding chairs	small room
2	45 gallon trash cans on wheels w/lids	small room
1	40 Cup Coffee Brewer	kitchen cabinet
1	12 Cup Coffee Maker	kitchen counter
2	Vinyl mats to protect flooring	kitchen cabinet
1	Lamp	kitchen counter
1	Paper Towel Holder	kitchen counter
2	Pump Pots for Beverages	kitchen cabinet
	Vacuum w/attachments	in closet
	Broom and dust pan	in closet
	Mop and Bucket	in closet
	Cleaning supply bucket with cleaners	in closet
	Audio Speaker with microphone	women’s bathroom cabinet

The Activity Center is equipped with an:

Automatic Electronic Defibrillator (AED)	on wall by janitor closet
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The Activity Center is equipped with these supplies: on/under the kitchen sink

- Dish washing detergent
- Hand soap
- Sponges
- Additional roll of paper towels
- Additional tall kitchen trashcan liners
- Additional 45 gallon trashcan liners

The Activity Center is equipped with these appliances:

- Refrigerator with ice maker
- Microwave

6/25/2020

## Attachment #1

### Rules For The Use Of The Duck Pond Activity Center And Premises

Facility is owned by all Raintree Lake Residents. Please treat it with pride and respect.

- Parking is allowed on the street when the parking lot is full.
- Please return all activity center furnishings to their proper locations.
- An RLPOA agent will inspect the Activity Center and premises after the function. This inspection will determine whether or not the deposit will be refunded and if there will be any charge for damages.
- Allow up to 14-calendar days for return of your deposit.
- Upon arrival at the activity center, if you find an **emergency**, please refer to the RLPOA Activity Center Operation/User Manual for a list of emergency contact numbers.
- ***Please bring your cell phone. A phone is not provided in the Activity Center.***
- Do not permit any rice, birdseed or similar items to be thrown inside the building. Additional cleaning charges will apply to remove these items from the floor.
- See attached list of approved decorations and accessible fastenings for placing your decorations.
- Live or amplified music must be contained within the building – no outside speakers.
- If you use the grounds, please pick up and throw away all trash. Please **don't leave personal property on the premises after the function**. RLPOA is not responsible for safeguarding personal items.
- All functions **must terminate no later than 10:00p.m.**
- All accounts, dues and obligations to RLPOA must be current at the time of reservation and usage of the Activity Center. However suspension from amenities is inclusive of the Activity Center. If your dues are not current and do not remain current, usage may be denied.
- Secure premises. Check that all doors and windows have been locked prior to exiting the building.
- **At the end of your event return the keys to the mail slot (located to the right of the Raintree Lake Property Owners office door at 825 SW Raintree Drive).**

5/08/13