

***Powhatan Community Services Association (PCSA)***  
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Community Center [Clubhouse] Rules and Regulations

The *Community Center* encompasses a building with a meeting room, small kitchen, office, and bathrooms plus a covered but open-sided picnic patio. These facilities are available to **PCSA** members in good standing and their guests or renters. Management of this facility is entrusted to *Berkeley Realty Property Management*, with oversight by the **PCSA** Board of Directors. Use of the facility may be denied to anyone when the requested activity is deemed inappropriate to the best interests of the **PCSA**. Use of the Clubhouse is defined in these Rules and Regulations.

I. Allowed Uses:

- A. Activities/functions sponsored by **PCSA**
- B. Private functions sponsored by a **PCSA** member

II. Fees (refer to "Policy on Clubhouse Rental Fees")

III. Meeting and Function SPECIFIC RULES & REGULATIONS. These Rules and Regulations are applicable to all activities held in the *Community Center*. The individual making arrangements for the activity and signing the request form has the responsibility to see that they are followed.

- A. Except for business/social functions/activities sponsored by **PCSA** and its sub-associations, all individuals or groups proposing to use the Community Center must submit a completed **Community Center Function Application** form. That application, when signed by the sponsor, signifies that the sponsor accepts full responsibility for the function and will ensure that all applicable rules and regulations are followed. The approved application will form the basis for scheduling use of the facility.

**Note: any *non-paying* group establishing a recurring reservation for a particular day & time period will be requested with advance notice to relinquish that standing reservation to a request from a *paying* individual or party.**

- B. Occupancy limit within the building is 147.
- C. A sponsoring responsible adult aged 21 years or older [normally the **PCSA** member] must be present at all functions/activities held in the Community Center. [Chaperons are required for functions with children under the age of 18 years. One chaperon shall be present for every ten children; chaperons shall see that all rules and regulations are followed.]
- D. **Curfew** -- sponsors of any evening activity will ensure that the function/activity has ceased and building has been properly cleaned and vacated not later than 11:30pm.
- E. **Smoking** inside the building is **not permitted**.

- F. *Community Center* property (chairs, tables, etc) is not to be borrowed or rented or removed from the premises without the explicit permission of a representative of *Berkeley Realty Property Management*.
- G. Alcoholic beverage use must comply with the Virginia Law; for details not addressed below, contact the Hampton ABC office at (757) 825-7830.
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1. This facility may not be used for an event in which alcoholic beverages are sold.
  2. So long as the sponsoring (i.e., responsible) individual is a **PCSA** member in good standing, consumption of alcoholic beverages will be allowed. The responsibility for coordinating with the Virginia ABC and obtaining any required permit/license [e.g., one day Banquet License] rests with the sponsor.
  3. At no time shall alcoholic beverages be stored overnight at the Community Center, left unattended in the building or on the grounds.
  4. Alcoholic beverages shall not be served or consumed at any function held for minors (under 21 years of age).
  5. Abuse of alcoholic beverages during any function will not be tolerated. The sponsor will be responsible for the proper behavior of guests/attendees.
- H. Decorations, if used, will not be affixed to building surfaces so as to deface walls [e.g., do not use nails or tape].
- I. Out of respect for homeowners residing adjacent to the Recreation Site, the sponsor of the function or activity will ensure that care is taken not to create a nuisance (to include but not limited to excessive noise, trespassing on neighboring property, etc). [Reporting of such a nuisance to and necessitating a response by the James City County Police may constitute basis for denying refund of the damage deposit.]
- J. Pets are not allowed in the building.
- K. The sponsor of the function or activity is responsible for assuring that the facility left in good condition and cleaned up ..... essentially, left in the same [good] condition as before the event! Food and beverages must be removed from the premises immediately after the function. Trash bags and other cleaning supplies may be obtained from the kitchen.

[revised January 2009]