

Nature Trail Homeowners Association

Policy & Guidelines for Group Functions/Gatherings at the Lodge 2018

- ◇ **Purpose.** As the Lodge undergoes flooring and furniture upgrades, the following Policy and Guidelines are provided to Owners & Residents to assist with the maintenance and upkeep of all interior furnishings and property.
- ◇ **Applicability.** Policy & Guidelines apply to all groups using the Lodge for unscheduled get togethers or groups with repeatable events such as:
 - 50's Social Group; Bunko Group; Fitness Classes; TV Events; Crafts Group; Bible Study; Poker Night; HOA Sponsored Events; and non-sponsored HOA events - when owners & residents gather in a large group to use part of the Lodge or its entire area.
- ◇ **Furniture.** Furniture, such as couches, chairs, & tables, shall **NOT** be moved from place to place for your specific function. Area rugs and new furniture will be onsite soon and placed to accommodate all. Extra care shall be taken by all owners, residents and groups to not move or drag furniture for any function.
- ◇ **Folding Tables/Chairs.** For bunko, 50's socials and other groups – folding tables and chairs are provided in the Storage Closet for additional use to alleviate furniture moving.
 - Please do NOT force folding table legs closed; solicit assistance if necessary.
 - Folding card tables are available for bunko, and other gatherings, along with 8 foot tables.
 - Please coordinate with the Management Team to open/unlock the Storage Closet with a minimum of 5 day notice prior to event.
- ◇ **Clean-Up/Storage.** After use of the Lodge, the Group Coordinator(s) will be responsible for returning the portable tables and chairs to the storage closet; removal and disposal of all decorations, inside and out. The Welcome Center must be contacted to lock the Lodge and storage closet after use.
- ◇ **Decorations:**
 - Do not use tape, push pins, nails, staples or thumb tacks on the walls, ceiling, windows, or doors
 - Do not attach anything to the floor using tape, nails, or glue
 - Do not use ceiling fans or light fixtures to secure or hang anything
 - All decorations must be removed
 - No confetti of any kind is allowed
- ◇ **Commercial functions.** Commercial functions are prohibited at the Lodge.
- ◇ **Responsibility.** The Coordinator(s) of the Lodge function assumes full responsibility for the conduct of their group and any damage done, including any damage caused by party décor.
- ◇ **No Smoking.** Smoking is not permitted inside the Lodge. Ash urns have been provided on the back patio for smoking.
- ◇ **Security.** Welcome Center must be contacted to lock the Lodge after use.
- ◇ **Lodge Privileges.** Management reserves the right to revoke or suspend owner usage privileges if rules and regulations are not followed. The Lodge may be monitored at any time.

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Groups' Lodge Use Acknowledgement - 2018

Complete and return form by email hoa@naturetrailpensacola.com,
fax 850.434.8081, mail PO Box 12725, Pensacola, FL 32591 or in person at the Lodge

Function Group Name:

Coordinator(s): _____

Phone: _____

Email Address: _____

Recurring Date Function: (monthly, 2nd Friday of each month, etc.)

Access Time: _____

End Time: _____

By signing below, you agree to ALL Nature Trail Rules and Regulations. Management reserves the right to revoke or suspend owner usage privileges if rules and regulations are not followed.

Group Coordinator Signature: _____

Date: _____

Additional Notes:
