

## **5.A. COMMUNITY CENTER**

- 1. Eligibility:** The Community Center may only be used by persons holding a Foundation Issued Card or Accompanied Guests. Persons holding a Guest Card may not bring guests.
- 2. General Rules**
  - 2.1. Smoking is not permitted.
  - 2.2. Cell phones are to be silenced when in the building and phone conversations taken outside.
  - 2.3. Political campaigning is permitted only in the parking lot and outside the main entrance.
  - 2.4. There is a charge for photocopies, computer paper, and fax transmissions.
  - 2.5. Solicitation and business transactions are prohibited.
  - 2.6. Public advertising of events to the general public is prohibited.
  - 2.7. Advertising, promotions, or any other form of communication related to functions or activities that will take place at the Community Center cannot include any references, images, or tag lines that may be reasonably construed as promoting, or otherwise soliciting for business or personal benefit.
- 3. Meeting Rooms**
  - 3.1. Availability
    - 3.1.1. Member Organizations and Neighborhood Associations may use meeting rooms/event space at no charge.
      - 3.1.1.1. Neighborhood Associations having a community room are expected to hold meetings at their respective locations unless attendance is expected to exceed capacity.
    - 3.1.2. Commercial Members and Eligible Users hosting private events are required to pay a fee.
    - 3.1.3. Use of meeting/event space requires a Room Usage Agreement approved by the Activities and Events Manager.
  - 3.2. Attendance
    - 3.2.1. Member Organizations and Neighborhood Associations meetings are available to persons holding Foundation issued cards and accompanied guests. Guest may not bring guests.
    - 3.2.2. Guests shall not exceed 10% of total attendance at regularly recurring activities at meetings of Member Organizations.

- 3.3. Scheduling
  - 3.3.1. Regularly scheduled meetings of Member Organizations are carried over each year.
  - 3.3.2. Member Organizations and Neighborhood Associations may reserve space for the upcoming season beginning May 1.
  - 3.3.3. Commercial Members and Eligible Users hosting private events may reserve space for the upcoming season beginning June 1.

#### **4. Art Studio**

- 4.1. Instructors
  - 4.1.1. Only authorized instructors under contract with the Foundation are allowed to provide instruction, with the exception of the Pelican Bay Women's League (PBWL).
- 4.2. General Rules
  - 4.2.1. Artists must use their own art supplies.
  - 4.2.2. Supplies may not be stored in the Studio and must be taken home at the end of each session.
  - 4.2.3. Only non-odorous thinners are allowed. Turpenoid is required as a thinner for oils.
  - 4.2.4. Cleaners may not be poured down the sink drains. Only water-soluble materials may be cleaned in the sink.
  - 4.2.5. Each artist is required to clean his/her workspace before leaving.
  - 4.2.6. Open flames, or materials that produce dust/residue, are not permitted.

Amended and Approved: 17 February 2023