

TARPON COVE COMMUNITY CENTER POLICIES

The TCCA Board encourages the use of the community center by all Tarpon Cove residents. The following policies are designed to keep our Community Center available to individuals, groups, neighborhoods and the entire community in a fair and equitable manner.

1. Any Tarpon Cove resident may reserve the Community Center. Reservations must be booked through the property manager in writing and placed on the manager's Community Center Calendar.
2. If the heating/AC units and/or the extra chairs will be used, the person in charge of the event must sign out the remote and/or the key to the chair lock from the property manager. The remote and key must be returned to the property manager (or individual designated by the property manager) as soon as possible after the event.
3. After each event, the person in charge is responsible for cleaning the Community Center, including the kitchen and bathrooms. A cleaning checklist and list of available supplies will be given to each person reserving the Community Center, and is posted on the kitchen door.
4. Deposit Requirements. (\$50 or the amount charged for an unscheduled cleanup by the TCCA cleaning company):

No deposit required for:

Events open to the entire Tarpon Cove Community* and posted on the TCAA bulletin board.

Events open to a Tarpon Cove neighborhood and communicated to the entire neighborhood.

Classes/lectures taught at no charge (beyond a supply fee) open to the entire Tarpon Cove Community* and posted on the TCCA bulletin board.

Deposit required for:

Private event not open to all Tarpon Cove residents or all residents of a neighborhood.

Classes/lectures requiring a fee (beyond a supply fee) by participants.

(Note-continuing classes such as those which meet over a period of several weeks require only one deposit which will be returned at the conclusion of the classes.)

The deposit is to be given to the property manager in the form of a check. The property manager will hold the check until he (or a person he appoints) has checked the Community Center as soon as possible after the event to be certain it has been cleaned properly. If the Community Center has been left clean and orderly, the property manager will return the check. If it is necessary to have TCCA's cleaning service perform an unscheduled cleanup, the check will be cashed and the proceeds used to pay the cleaning service's fee.

* Number of people can be limited on first-come served basis to conform to safety regulations.