

Highland Haven Community Center Rules and Procedures
Highland Haven Property Owners Association
510-B Highland Drive
Highland Haven, Texas 78654

The Highland Haven Community Center located at 118 Blackbird Drive is the property of the Highland Haven Property Owners Association, Inc. (HHPOA). The Center was constructed in 1985, primarily through member donations and volunteer labor. Expansion in 1998 resulted in a facility with a small kitchen, bathroom, two storage rooms and approximately 2,000 square feet of floor space which can be used as a whole or subdivided into two or three separate meeting areas. Conditions and procedures for usage are established by the Association bylaws and the HHPOA Board of Directors. The Highland Haven Ladies Club acts as the Board of Directors executive agent for day-to-day management of the Center under terms specified in a separate Management Agreement.

General

The Center was built by and for the benefit of the members of HHPOA. Therefore any use of the building must be under the sponsorship of the Board of Directors and/or a member of the Association. Usage will be at no charge or for a rental fee as specified below.

No Fee Uses

- 1 HHPOA Board of Directors' regular, semiannual or special meetings
- 2 Ladies Club Meetings
- 3 Monthly Potluck suppers
- 4 Community Christmas party to include decorating and decoration removal
- 5 Any annual city-wide event
- 6 Ladies Club garage sale(s)
- 7 Memorial services and/or food service activities for decedent's relatives on the death of a citizen of Highland Haven
- 8 Meetings held to inform the citizens of Highland Haven about significant changes.
Examples: EMS service, fire protection, police protection, Burnet County Commissioners action and/or Lower Colorado River Authority directives which affect the entire community
- 9 Health and safety activities which are open to all residents
- 10 Other community activities approved by the HHPOA Board

Rentals

The HHPOA reserves the right to refuse to rent the Center to anyone, but only under justification that the intended use is not in fact truly under sponsorship of an association member and/or that the use of the Center for the intended purpose would be detrimental to the good order and welfare of the community. A refusal to rent is not subject to appeal. A member may, however, request that consideration of rejected use be added to the agenda at the next semiannual association meeting. Rentals fall within two categories: one which is by contract between renter and the HHPOA, and one which is by contract through the Highland Haven Ladies Club.

HHPOA Contract

- 1 Meetings, public hearings, and election for the City of Highland Haven
- 2 Meetings and public hearings
- 3 Federal, State, County, and Precinct elections
- 4 Any organization requesting multiple scheduled dates must be approved by HHPOA Board
- 5 Any For-Profit use must be approved by HHPOA Board
- 6 HHPOA contracts to be signed by two members of the Board, normally the President and Secretary, and by two (2) contract renter representatives

Ladies Club Contract

All rentals other than those by HHPOA contract will be through the Highland Haven Ladies Club. Only one signature for each party is required. A standard contract form is attached. Reservations to rent the Center under this contract will be on a first-come, first-served basis. Reservations are not confirmed, however, until rent is paid. Cancellation of confirmed reservations less than 10 days before the scheduled event will result in forfeiture of one-half of the rental payment. Any refundable rental and security deposits will be returned to renter within 10 days.

Priorities

Date and time schedule conflicts will be resolved using the following priorities:

- 1 Activities under HHPOA Contract
- 2 No-fee Users listed in numbers one through six
- 3 Ladies Club Contracts
- 4 No-fee Users listed in numbers seven through ten

Priority resolution does not restrict the rental of the Center to more than one party at the same time on the same day provided size and activity are compatible with the three (3) meeting areas, nor does it restrict the rental at different times during the same day. Each contracting party will, however, sign a separate contract and pay fees and deposits as if being the sole renters for that date and time. All parties must be advised of possible conflict and agree to co-meeting and/or near overlapping times. In the event of disagreement, the rules of priority will apply.

Restrictions

*Only HHPOA members may reserve the Center.

*Political rallies are permitted if advertised with the public invited and considered non-threatening to the safety of the community.

*Sale of alcoholic beverages on the premises is not permitted. If any alcoholic beverage is to be served at an event, HHPOA and/or, the Ladies Club Center Supervisor must be notified and reserves the right to require additional security at the renter's expense and to notify the Burnet County Sheriff's Department of the event.

*HHPOA and/or the Ladies Club Supervisor must be notified and reserves the right to require multiple, mature sponsors to be present at teenage/young adult dances/parties and to notify the Burnet County Sheriff's Department of the event.

*Highland Haven Community Center is a Smoke Free building.

The No-fee User or Renter is responsible for enforcing this policy.

*Fund raising activities are limited to events for the benefit of educational, charitable, health and safety organizations. Political fundraisers are specifically prohibited.

*Use of Center to promote sale of commercial products is limited to housewares, crafting, educational, health, and safety products. Pyramid type selling franchise activities are prohibited.

*ANY ACTIVITY PROHIBITED BY LAW, ORDINANCE, OR OTHER LEGAL MANDATE WILL APPLY

Procedures

*Individuals and/or organizations seeking use of the Center under a Non-fee User or HHPOA Contract status should contact the President or Secretary of HHPOA.

*Those desiring to rent under the first-come, first-served user status should contact the Ladies Club Center Supervisor or in her absence the Club President for current rental rates and rules.

*Contact the City Secretary for current HHPOA and Ladies Club representatives' names and telephone numbers if unknown.

Other

The Highland Haven residents are very proud of our Community Center. It was built with unselfish donations and many hours of dedicated labor. We encourage increased use by our members and their friends. Enjoy our facility, treat it with respect, and we will welcome you back.

REVISED: December 11, 2018