



# Bald Head Association

## ASSOCIATION CENTER POLICY

Orig. Approved 11/18/2000

Latest revision 12/27/2017

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We want members, non-members and their guests, to enjoy the use of the Association Center. The following rules are to help ensure that the Center remains a pleasant gathering space for our members for many years to come.

Thank you for using the Association Center for your event!

## **PURPOSE OF ASSOCIATION CENTER**

The Association Center is owned and managed by Bald Head Association (BHA), which is the largest property owners' association on Bald Head Island. The mission of the Bald Head Association is to provide leadership on behalf of members through community advocacy, communication with and for members and activities that sustain the values and attributes that make Bald Head Island unique.

In fulfilling the mission, BHA provides leadership to the community to create a vision for the long-term quality of life and the financial sustainability of Bald Head Island.

The Association Center serves the following purposes:

1. Administering the business of the Association. To this end, the building provides office space for BHA staff, as well as space for official Association meetings.
2. Providing an adequate gathering space for functions that benefit the membership and individual member needs and other on-Island entities. It is currently the only community center facility on Bald Head Island.

## **ROOM RESERVATION GUIDELINES**

- There are two meeting rooms provided in the Center. Suggested capacity arrangements/equipment for these rooms follows this policy in Appendix B.
- Only adult members of the Bald Head Association in good standing may reserve the rooms of the Center or utilize its services at the member rate. Good standing indicates that the member is not in violation of any Covenant provisions and is not overdue in payment of Association fees, fines or dues.
- Non-members may also lease space in the Association Center at a non-member rate and by providing a security deposit of \$500 plus a valid credit card number.
- Members have first priority for reservations. Members may reserve space up to fifteen (15) months prior to an event. Non-members may reserve space up to nine (9) months prior. All are encouraged to reserve rooms as early as possible.
- First time users of the building should give sufficient notice in order to allow time prior to their event to meet with the designated Association Center staff person and review the room and equipment restrictions.
- Business events, such as seminars and meetings, are strongly encouraged during normal business hours, instead of weekends or evenings when demand for social events may be high. In addition, due to demand for BHA facilities, members wishing to host commercial non-BHA sponsored activities will be limited to ten (10) days of use (8 hours per day) of BHA facilities per year.

- All events will be scheduled and concluded between 6:00 AM and 11:00 PM.  
**Important: Hours reserved for events must include appropriate time for set-up and clean-up.**
- *The Association Center's Generator Society Hall will automatically be reserved to accommodate the meetings of the Association Board of Directors and the Village Council on the second and third Fridays of the month, respectively. The Berne Conference Room is automatically reserved for BHA and Stage II Association Board of Director and Architectural Review Committee (ARC) and the Village Council regular meetings, which occur on each Friday of every month.*
- The reserving party may rely on the Association staff to offer instruction on using the audio-visual equipment and field questions on use of the Center's facilities. However, all other needs must be coordinated by the reserving party. The Association staff does not set up the room for the event (table, chairs, etc.).
- The kitchen included in the rental fee is a **finishing kitchen, not a cooking kitchen.** With the exception of 13 and 55 gallon trashbags and dish detergent, all supplies, including oven mitts, dish towels, cutlery, utensils, etc., must be provided by the renter or the renter's caterer.
- *The reserving party is expected to vacate the room promptly at the scheduled conclusion of the event and not delay subsequent meetings.* The reserving party is also expected to return the room, including the kitchen space and restrooms, to the original condition. Failure to do so may result in the loss of all or a portion of the security deposit.
- Renter signing the application is responsible for any damage that occurs as a result of their rental of the Association Center, other than normal wear and tear, including the facility and its furnishings. Damage to the building, grounds and equipment, or excess cleaning costs associated with the event will be invoiced within 14 days after the event. BHA reserves the right to retain a portion or all of the reserving party's security deposit as payment for documented damages.
- To receive the member rate, BHA property owners must lease the space for an event for themselves or their immediate family members – spouse, parents, children, siblings or grandchildren/parents.
- In case of hurricanes or tropical storms, if the state or local government issues a voluntary or mandatory evacuation order of Bald Head Island, the renter shall be entitled to a 100% refund of all rental fees paid.
- BHA reserves the right to accept or reject any request for use of the facility.

#### **BILLING/ADVANCE PAPERWORK/KEYS**

When the reservation is made, the renter will be sent a copy of the Association Center policy (if he/she does not already have one), a reservation application, a liability agreement and an invoice. The invoice will include a required security deposit (\$500 for

members; \$500 and a valid credit card number for non-members) to cover damage and/or excess cleaning costs, an onsite assistance fee for events held during non-business hours (\$75/event) and a Village security fee (\$30) for those events where alcohol is present.

The invoice must be paid in full within 30 days of reservation to hold the reservation. All reservations unpaid at the end of 30 days will be removed from the calendar. In the event of cancellation, 50% of the reservation fee and the deposit will be refunded as long as at least 90 days' notice is given. The fee schedule for the room is attached as Appendix A. The Application and the Association Center Liability Agreement, Appendix C, should be returned with the rental fee, security deposit, onsite assistance fee and security fee, when applicable. Personal/corporate checks and credit/debit cards are accepted. Payment may also be made on the BHA web site (baldheadassociation.com).

Alcoholic beverages may be consumed at Association Center events, except from 5:00 AM to 12:00 PM on Sundays, out of respect for the Chapel services. All applicable laws regarding consumption of alcohol will be observed. Permission to have alcohol at events is a specification that may be removed from this policy if problems resulting in Center damage or property owner complaints result from this privilege. Those who reserve the Center are strongly encouraged to bear this in mind in planning for the administration of refreshments at their event.

No alcohol is allowed in the Berne Room.

Mandatory on-site assistance is provided for those events held outside of normal business hours and will be billed at the current rate of \$100/day.

**VERY IMPORTANT: Due to insurance restrictions, a copy of a certificate of liquor liability insurance or a special event policy in the amount of \$1 million with Bald Head Association named as an additional insured must be presented to the Association Center Coordinator prior to any event where alcohol will be served. Alcohol will NOT be permitted at events that do not provide this at least seven (7) days in advance of the event date.**

No overnight storage, including rental equipment, is allowed except when agreed upon by the Association Center Coordinator. BHA assumes no responsibility or liability for injury or loss/damage to personal property or for any items rented or brought in from an outside source.

The Association Center Coordinator will provide the necessary keys and security deactivation schedule to the facility before the event. These can be picked up as early as a day before the event, but items for the event can be placed in the Center before the scheduled time of the event only with permission of the Coordinator. At the conclusion of the event, the keys should be left in the key box beside the Coordinator's office.

## EVENT GUIDELINES

### During the Event

- The event should be contained within the boundaries of the Association Center property.
- Smoking is only permitted on the ground decking in front of parking area. No smoking is permitted in the Center, or on any of the building level decks or porches. **Fire is a very real danger on our forested Island – butts should be properly disposed of in the containers provided, not tossed on the ground or in the woods. Please make sure all guests are aware of this guideline.**
- Attendees are expected to utilize walkways and not damage the landscaping on the premises. Damage includes removal of flowers or vegetation from bushes, trees or plants.
- Fire
  - a) Indoors: Candles and sterno devices are permitted indoors for events. The reserving party should take special care to ensure the devices are monitored to prevent safety hazards.
  - b) Outdoors: No outdoor flame is permitted, including any flame luminaries, such as enclosed lanterns or candles (floating or non-floating). This also includes cooking methods. **Gas grilling and electric luminaries only are permitted. In addition, grilling is not allowed on the decking area and is only permitted on the paved area of the parking lot.** Please do not plan any type of outdoor luminary or outdoor cooking, other than electric luminaries or gas grilling, without checking with the Association Center Coordinator. **Your planner or catering company is NOT part of Bald Head Association, and cannot authorize these items.** It is better to be safe and check with the Association Center Coordinator, than to spend money on decorations or food planning that will not be permitted at the building! Use of outdoor flame in violation of this policy will forfeit your deposit. Please also note the Village of BHI assesses a \$500 fine for outdoor burning without a permit.
- No decorations may be fastened to the walls with materials that mark, puncture or otherwise deface the surfaces.

- Care should be taken in placement of tables and chairs; do not to drag these across the hardwood floor/carpet surfaces.
- The audio-visual cabinet is not to be moved. The equipment inside the cabinet may not be removed for any reason. The connections should not be altered unless first cleared with the Association Center Coordinator.
- All Brunswick County noise ordinances will be observed. Loud and disorderly conduct will not be permitted.
- Should the police respond to complaints from surrounding property owners with respect to the event, the event participants are to immediately comply with police direction. Refusal to do so may result in penalty beyond police citation, in which the Board may revoke sponsor's use privileges of the Center for a period of one year.
- **Children and teenagers must be supervised at all times.**
- Signage for Events Held at the Association Center - Temporary signs will be allowed for events held **by a public agency, non-profit or for the benefit of any civic, fraternal, religious or charitable cause**, under the following restrictions. [Note: This policy does **NOT** include private events such as wedding, family reunions, etc.]
  - Signs advertising only the name, time and location of the event may be placed in the right-of-ways of the Association Center property and the two entrances to Lighthouse Wynd, provided that all such signs shall be removed at the completion of the reserved time for the event. Signs for this purpose shall be erected no earlier than the beginning of the reserved time for the event.
  - Signs must be freestanding; they may not be attached, affixed or painted on any utility pole, tree, rock or other natural object, or placed in a vehicle where vehicle is parked for primary purpose of displaying the sign.
  - The maximum sign area shall be six square feet per sign (example: 2x3 poster) and stand no higher than five feet off the ground. No more than three such temporary signs shall be erected for each event.
  - Please note that Village ordinance also requires a sign permit be secured for the above. The reserving party is responsible for ensuring this requirement is met.
  - Temporary "on premise" informational/directional signs may be used on the decking and porches of the Association Center for an event as long as they are not attached to the building in a manner that damages the building surfaces. These do not require a Village permit.
- Parking for renters and their guests is provided in the paved parking lot only. Please do not park on grassy or landscaped areas or block entry to the complex or passage on Lighthouse Wynd.
- Function attendees should be aware of their noise level and how it affects others using the building. Functions that disrupt BHA staff activities or other member events are not allowed to use BHA facilities.

### Clean Up

The BHA employs a cleaning service to do a thorough weekly cleaning. However, to keep cleaning and reservation costs down, Generator Society Hall users are required to follow the cleaning directions, including, but not limited to, the following:

- The kitchen has two small 13 gallon trashcans and two indoor 55 gallon trash cans, as well as receptacles in the restrooms. A small amount of bags are provided. These containers may be used for trash collection during the event, but **all trash must be bagged at the conclusion of the event and taken off premises by the renter if the outside receptacle is full.** Contact Association Center staff for information on Island disposal options.
- For events where refreshments are served: A light sweeping/mopping must be done of the community room and bathroom floors to remove trash and foodstuffs. Mop, bucket, broom and cleaning supplies are provided in the storage room. A light wipe-down should be done of the kitchen/bath surfaces. For small conference room events, the table and counter surfaces should be wiped down and refreshment trash removed.
- For events spanning multiple days (conferences, etc.): The reserving party must make their own arrangements to keep the building, meeting space and restrooms clean during their event. Association staff only ensures that restrooms and kitchen are kept stocked with paper goods. Contact the Association Center Coordinator for a list of cleaning services on the Island if a professional service is desired to keep the building clean during the event.
- Renters are responsible for setting up and breaking down tables and chairs and properly returning them to the storage room **in accordance with the grid on the storage room door.** **The fire equipment must not be blocked!**
- All items brought in for the event should be removed at the conclusion of the event, unless other arrangements have been made with the Association Center Coordinator.

At the conclusion of events held in the reserved rooms, all equipment and interior lights should be turned off and all doors should be locked/checked. The keys should be placed in the key box by the office door of the Association Center Coordinator unless prior arrangements have been made to remove equipment the following day (see above).

### **APPROVAL OF POLICY/CHANGES TO POLICY**

The Board of the Bald Head Association reserves the right to amend this policy at any time, and to disapprove the use of the building for any purpose it feels does not serve the intent of the Center, the purposes of the Bald Head Association and/or the best interests of its membership.

# APPENDIX A

## FEE SCHEDULE

The Association Center is available for Member and Non-Member use (see Pg 2). When the reservation is made, an invoice will be sent out with a copy of this policy and reservation forms, as applicable. Payments are due within 30 days after reservation is requested, or the event will be removed from the schedule.

<b>Private Events</b>	<b>Time</b>	<b>Member Rate</b>	<b>Non-Member Rate</b>
Berne Conference Room	½ day	\$100	\$200
	Full Day	\$150	\$350
Generator Society Hall (Private Events)	Less than 2 hrs	\$200	\$550
	½ day	\$400	\$1300
	Full Day	\$600	\$2300

\*Price includes use of the ‘finishing kitchen’ (complete with French door refrigerator, dishwasher, OTR microwave and convection oven/range with warming drawer), high definition audio/video equipment (complete with draper screen, corded microphones and Peavey indoor speakers), 1000+ sq. ft. deck area, restrooms, 20 6’ rectangular tables, 90 upholstered metal stacking chairs, 10 5’ round tables (each comfortably seats 8), 100 heavy duty plastic folding chairs and 12 parking spaces. \$500 security deposit required for members; \$500 security deposit plus a valid credit card number required for non-members. Contact Bald Head Association for specific arrangements.

<b>Exempt Organizations/Events</b>	<b>Time</b>	<b>Member Rate</b>	<b>Non-Member Rate</b>
Berne Conference Room 2 <sup>nd</sup> Level	Less than 2 hrs	N/A	N/A
	½ day	N/A	N/A
	Full Day	N/A	N/A
Generator Society Hall	Less than 2 hrs	N/A	N/A
	½ day	N/A	N/A
	Full Day	N/A	N/A
Kitchen Cleaning Fee	Per use	\$25	\$25

NOTES:



- + **½ Day events are defined as follows:**
  - + Events during the hours of 9:00 am – 4:00 pm that are not more than 4 hours in length, including set-up/breakdown time. (If a morning event, set-up time before 9:00 am will not be counted toward the total hours.)
  - + Events that begin after 4:00 pm, including set-up/breakdown time.
- + **Events held outside of normal business hours of 9am-4pm, Monday through Friday will be charged an on-site assistance fee for contract staff to be available during the event.**
- + **Full Day events are defined as follows:**
  - + Events during the hours of 9:00 am – 4:00 pm, including set-up/breakdown time, that are greater than 4 hours (If the event begins in the morning, set-up time before 9:00 am will not be counted toward the total hours.)
  - + Evening events that begin before 4:00 pm and exceed 4 hours, including set-up/breakdown time.
- + **Very Important: Fee structure counts set-up/breakdown time as part of total hours. For example, if your reservation form states you will be coming into the building at 4pm to start setting up for your evening event, you are charged for a half-day event. If you show up at 2pm instead, you may be charged for a full day event, AND/OR you may not be able to get into the building, because of an event scheduled prior to yours.**

## **Exempt from Reservation Fee**

Per action by the BHA Board on June 16, 2006, events held by the following organizations or for the following reasons are exempt from building fees/deposits, though subject to rescheduling if they compete with a significant paying event within a reasonable lead time. Reservation and liability forms are still required.

### On Island Organizations / Government

Village of BHI (includes Public Safety, Public Works, etc.)

Public Safety Auxiliary

Old Baldy Quilters

Village Chapel

Smith Island Art League

Friends of Music

Community Watch

Conservancy

BHI Garden Club

SILT

BHI Book Club

Old Baldy Foundation

BHI Artisans

Alcoholics Anonymous

BHI Chamber of Commerce

Bald Head Island Limited

### Neighborhood Association Meetings

Flora's Bluff / Killegray Ridge

Royal James Landing

Hammocks Association

Sabal Palm Cottages

Ibis Roost

Timbercreek

Lighthouse Landing

The Villas

Middle Island Association

Harbour Association

Marsh Harbour Inn

### Open Events Sponsored by BHA directly or through Committee

The types of events held by those on the list above symbolize "community" to our membership. **BHA reserves the right to charge organizations for use of the Association Center for events/meetings it believes are not official business. Organizations that repeatedly violate the intent of this policy may be removed from this list.** Organizations/events that believe they would qualify to be on this exempt list may apply to the BHA Board to be added.

## APPENDIX B

### FACILITY SPECIFICATIONS

The Association Center has three meeting rooms available.

#### Conference Room Sizes

Room	Dimension (Sq Ft)	Length	Width	Height
Berne Conference Rm (Level 2)	445	31' 2 ½"	13' 10"	10' 3"
Generator Society Hall	1115	32'	33'	19' 6"
Outside Deck	1043	35' 6 ½"	38' 3"	Open

#### Room Set-Ups / Capacity

Room	Conference	U-shaped	Square	Classrm	Theater	Reception	Banquet
Berne Conference Rm	14	N/A	N/A	N/A	N/A	20	N/A
Generator Society Hall	22	29	28	54	98	125	90
Outside Deck	N/A	N/A	N/A	N/A	N/A	60	50

#### Room Equipment

##### **Berne Conference Room**

12 foot long conference table

14 cushioned chairs

Speaker phone option

##### **Generator Society Hall**

*Audio Visual Equipment:*

- Epson ProLite 1771W high definition video projector (has wireless computer/iPad/iPhone hook-up capability)
- Draper 120" Screen
- Panasonic Blu Ray/DVD/CD player
- Two Peavey indoor speakers
- 6 corded microphones (not wireless) with table stands and one tall microphone stand

*Phone:*

Speaker phone option 910-457-4676, ext. 25

*Seating Equipment:*

- 45 upholstered metal stacking chairs/20 six-foot long rectangular tables
- 10 5' round tables (each table comfortably seats 8)
- 96 heavy duty plastic folding chairs

***Note: Use of 3<sup>rd</sup> party tables and chairs is prohibited, except at the discretion of the Executive Director.***

**Important Note: Dancing/music events with more than 50-60 people should employ a DJ or band rather than relying on the CD/DVD player; the building speaker system will get drowned out at events of this size. However, audio presentations of any size event are adequately accommodated by the present speaker/microphone system.**

Additional Notes –

- An 80-cup and a 42-cup coffee urns are available for use; coffee/paper products are not supplied. Please inform the Association Center Coordinator if you will need this prior to your event.
- The outside deck is not covered, and therefore provides no protection from weather. The reserving party is permitted to make arrangements for covering as long as the canopy equipment does not damage the Association Center structure.
- The breezeway between the Association offices and the Association Center is covered and provides a good spot to set up a buffet table in pleasant weather.
- **All** tables/chairs moved out-of-doors during the event must be brought back in at the conclusion of the event.

# APPENDIX C

## ASSOCIATION CENTER LIABILITY AGREEMENT

I do hereby confirm, understand and agree that:

- + I have read the Association Center Policy for the Bald Head Association and agree to abide by and comply with all provisions in their entirety as described in this guide.
- + I agree that I am responsible for all costs of all damages associated with events I hold. Damages include any associated damage and cleaning costs in excess of the \$500.00 damage and/or cleaning deposit.
- + I further understand that if a non-member, charges for damage caused in relation to my event will be charged to the credit card I provided at the time my application to rent the facility. If a member, these charges will be invoiced separately.
- + I understand that disregard of the requirements of this policy, even if not resulting in damages to the facility, could result in the Board’s decision to curtail my use of the facility in the future.
- + A copy of a certificate of liquor liability or a special event policy in the amount of \$1,000,000 (either document is required to name the Bald Head Association as additional insured) will be provided to the Association Center Coordinator at least seven (7) days prior to my event if alcohol will be present at the event.
- + I am enclosing a \$500 damage and/or cleaning deposit. This deposit will be returned to me within 60 days after my event(s) upon satisfactory inspection by the Association Center Coordinator confirming no damage or cleaning costs were incurred by the Association as a result of my event. Corporations may reserve and use the Association Center and are subject to total compliance with the Association Center Administration Policy as outlined and the Association Center Liability Agreement. The Association Center Liability Agreement must be executed by an authorized representative of the reserving corporation.
- + I agree to indemnify and hold harmless Bald Head Association from any and all liability on account of injury to any person(s) or damage to any property growing out of, directly or indirectly, or resulting from my event.

\_\_\_\_\_  
Applicant/Authorized Agent Signature

\_\_\_\_\_  
Date

Member BHI Address: \_\_\_\_\_

<b>For Office Use Only:</b> Total Amt Owed: _____ Check #: _____ Date: _____ Deposit Rec'd? _____ Refunded _____
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- Generator Society Hall
- Berne Room

### RESERVATION APPLICATION

**Information (must be filled out completely to confirm reservation):**

Event Date \_\_\_\_\_ Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
 \*\*\* (IMPORTANT: Include Preparation/Clean Up Time) \*\*\*

Description of Event: \_\_\_\_\_

\_\_\_\_\_ # Attendees \_\_\_\_\_

Will you need to use any of the Center's audio visual equipment?  
 If yes, please explain and list on back.  Yes  
 No

**Please list on back any decorations, additional equipment or furnishings you will be bringing for your event.**

**Member Event**

Member Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Non-Member Event**

Non-Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Contact Phone \_\_\_\_\_  
 (please also include an island or cell phone # for time close to event date)

Email: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_  
**(REQUIRED FOR NON-MEMBER RENTAL)**

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Code: \_\_\_\_\_  
 (3-digit code on back of card)

Billing Address: \_\_\_\_\_

If you will be using audio visual equipment provided by the Association Center, please list below the equipment you will need, using the list in Appendix B of this policy:

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Please list here any interior/exterior decorations, additional furnishings or equipment you will be bringing to your event or other comments of which we should be aware.

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**Important: Please indicate who will be in charge of the event on site (this person must be over 21 years of age).**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please return this completed form, the signed reservation agreement form and check with room fee to:

Bald Head Association  
PO Box 3030  
Bald Head Island, NC 28461

**Checks should be made out to Bald Head Association, and must be received within 30 days of the date of invoice to hold the reservation.**