

Guidelines and Procedures for the Use of the ECIA Community Center Facilities and Amenities

From time to time individuals and groups may request the exclusive use of ECIA amenities. These guidelines and procedures are designed for that purpose.

1. Groups may request the exclusive use of a room or rooms in the Community Center or an amenity so long as it does not overly interfere with the normal operation of the Center and the enjoyment of the Eldorado community at large as follows:
 - A. **Board sponsored activities** such as meetings for Board-appointed committees, Board-sponsored meetings, events, workshops, etc.
 - B. **Members of the Association in good standing (MIGS)** may reserve a room or amenity for a one-time or recurring event such as a Bridge Club, or basketball league so long as a MIGS is the sponsor and present for the entire meeting or event. In general, the pool may not be reserved for exclusive use under this category.
 - C. Non-profit activities that benefit the Eldorado community such as the Vista Grande Public Library, Eldorado Fire and Rescue, Eldorado Arts and Crafts Association, etc.
 - D. A private or social event such as a business meeting, wedding, birthday party that is sponsored by a MIGS who is present for the entire event.
 - E. A for-profit enterprise that charges a fee for the service or event.
2. In the event of multiple requests or conflicts, the priority of sponsored events should be in order of A-B-C-D-E.
3. Although recurring events may be scheduled, they are not guaranteed and may be bumped by any Group A requirements.
4. There will be no charge for category A, B and C rentals; however, a deposit for damage and cleaning will be collected prior to the event. The damage and cleaning deposit (or any unused portion) will be returned after the event depending on what is needed.
5. In addition to a damage and cleaning deposit, there will be a daily fee for facility or amenity rental for categories D and E.
6. Category E events will be reviewed on a case-by-case basis by the Board and Board approval is required before a contract is issued.
7. All requests in categories C, D and E will require:
 - a. A written agreement to indemnify and hold the Association harmless against any claim of liability.
 - b. Evidence of a liability insurance policy for the member/group in the amount of \$1 million or greater.