



High Country Home Builders Association

Builders Plaza

PROPERTY USE POLICY

755 NC Hwy 105 Bypass

P.O. Box 3135

Boone, NC 28607

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hchba.office@gmail.com

<http://www.highcountryhba.com>

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CONTACT LIST

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PREFACE

The High Country Home Builders Association (HCHBA) Board of Directors enacts the following policies to administer a uniform and fair use by its membership and community for temporary use of the property owned at 755 NC Hwy 105 Bypass, Boone NC 28607. As an association, our objective is to maximize the building's useful life and maintain our financial stability while providing a regular meeting place for the HCHBA meetings and functions. Though long-term rentals of office space within the building is impacted by temporary use, these policies apply directly to temporary facility rentals only. Long-term lease of office space abide by stand-alone rental contracts. Additions to this document or questions pertaining to these rules and regulations may be brought to the attention of the Board of Directors at its regular monthly meeting.

RESERVATION POLICY

- A. HCHBA functions take precedence in the reservation system. This includes any group sponsored by the Association (Boone/Avery Chamber of Commerce, Builder Education functions, etc.). These functions may be reserved up to twelve (12) months in advance.
- B. Association members have second priority for reserving private, non-association events such as weddings, family reunions, picnics, funeral meals, receptions, etc. These groups/individuals may reserve their functions up to twelve (12) months in advance.
- C. Any non-association group/individual may reserve their function up to six (6) months in advance on a first-come-first-serve basis.

RESERVATION PROCEDURE

- 1). Requests to use the facility must be submitted with a Facility Use Request Form/Lease Agreement and Acknowledgement Statement (*Appendix D (I)-(II)*). Once received, approval will be granted or denied by the Executive Officer and/or the Board of Directors in accordance with the Property Use Policies.
- 2). Notification of reservation approval or denial is generally made within three (3) business days. Reservations are incomplete pending submission of the Facilities Request Form, reservation approval and payment of deposits. In situations where Board of Directors approval is required, the process may take up to thirty (30) days.
- 3). To assist in maintaining the facility, a fee schedule has been established. The fees are listed in the HCHBA Fee Schedule (*Appendix A*). In the event that no fee is applied, donations are gladly accepted!
- 4). A \$25 Key Deposit is required when the key(s) are picked up (generally no sooner than 48 hrs prior to the event.) (See Key Policy, *Appendix C*).
- 5). Deposit refunds are made following satisfactory inspection of the facility and return of keys to the HCHBA office within 48 hrs. (two (2) business days).

ADMINISTRATION

A master calendar is maintained in the HCHBA office for all meetings and events. The Executive Officer will maintain the calendar and is responsible for notifying the Board of Directors in cases where Board approval is necessary.

USER RESPONSIBILITIES AND REQUIREMENTS

Failure of Groups or individuals to adhere to the Policies outlined in this document will result in the forfeiture of deposit and rights to future usage.

A. The following is prohibited:

- 1). Use of any tobacco products inside the Banquet Hall. Lessee is responsible for picking up any cigarette butts left on the grounds.
- 2). Use of illegal substances inside the facility, outside the facility and anywhere on the grounds including vehicles.
- 3). Unsupervised groups of young people and/or children under the age of 21.
- 4). Unsupervised young people and/or children under the age of 21 on the grounds and/or outside the Banquet Hall.
- 5). Pyrotechnics (fireworks) inside or outside the facilities.
- 6). Animals inside the property not restricted to a kennel or cage. The only exception is for service animals.
- 7). Removing equipment and/or furnishings (i.e. dishes, utensils, tables, chairs, etc.) from the property.
- 8). Any indoor combustion device including grills.
- 9). Unauthorized people in the HCHBA office including unsupervised young people and/or children.
- 10). Groups no larger than permitted by the Fire Marshal (179) shall be allowed.
- 11). Any activity that is not specifically described on the rental application or, in the judgment of the Board of directors, that could result in harm to the participants, or abuse the building.

B. Use of the facility requires EVERY group or individual to perform the following:

- 1). Pay in advance all Usage and Cleaning Fees and Key and Security Deposits.
- 2). Pick up and return keys per 'Key Policy' (see *Appendix C*).
- 3). Set up tables and chairs prior to the event if arrangements are not contracted with the Board to perform this service.*
- 4). Return tables, chairs and any equipment used to their appropriate storage location following the event per #3 above.* Tables and chairs will be inventoried!
- 5). Mop spills and footprints from the foyer and bathrooms.*
- 6). Vacuum all floors and clean all spills on carpet.*
- 7). Vacuum dance floor, use a damp rag to clean and then wipe with a dry rag (dry completely).
- 8). Sweep and Mop the kitchen floor.*
- 9). Clean all appliances (including inside of microwave), countertops and cabinets used. Make sure refrigerator and freezer doors are clean and closed.*
- 10). Clean fingerprints off of the front and rear glass double doors of the Banquet Hall.*
- 11). Re-hang any pictures on the wall that you remove, in their same location. Inventory will be done.
- 12). Make sure all inside and outside lights are turned off (floodlights around building will remain on in the evenings automatically).

(continued on page 5)

- 13). Clean both men's and women's bathrooms including countertops, commodes, mirrors, sweep and mop floors (if commodes clog up, plungers are located in both bathroom closets and should be utilized to remedy clog prior to leaving).*
- 14). Empty all trash from the bathrooms and kitchen and put the tied bags into the dumpster. Take all trash bags out through the kitchen door.* Do not drag trash bags across carpet!
- 15). Remove all trash from parking lot and grounds including cigarettes, plastic cups, plates, napkins, etc.*
- 16). Heating/Cooling:
 - During **Winter Months** make sure gas logs are turned off, set thermostat to 56 degrees
 - During **Summer Months** turn system off by switching Heat/Cool and Fan to off position before you leave.
- 17). MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED AND SECURED BEFORE LEAVING.
- 18). SET ALARM and drop key in drop box on the last night/day of rental.

*See Fee Schedule (*Appendix A*) for optional setup/cleaning fees.

VIDEO SURVEILLANCE POLICY

DISCLOSURE

The High Country Home Builders Association reserves the right to utilize on site video surveillance and remote monitoring in regards to any rental of our Banquet Hall.

GENERAL STATEMENT OF POLICY

- HCHBA property including building, grounds, and other such property may be equipped with surveillance devices aimed at protecting life, property, equipment and other assets of the Company.
- Surveillance equipment will be used in a manner that adheres to legal statutes and ethical standards where the right of privacy or civil liberties of individuals are concerned.
- Surveillance equipment will be used to identify potential environmental risk, to curtail loss of or harm to Company assets, and to monitor for the use of illegal/controlled substances.
- Surveillance equipment will not be used where there exists a reasonable expectation of privacy such as in restrooms.
- Lessees receive written disclosure and acknowledge receipt by the signing of the rental agreement. Lessees are responsible for informing all guests/attendees. Notice will also be posted informing the public of monitoring or surveillance devices at the Builders Plaza and surrounding grounds including but not limited to the Parking lot and surrounding areas.
- **In the event of excessive damage, abuse of property and/or vandalism; this surveillance recording will be used in the implementation of additional fees/fines. If criminal activity has occurred this surveillance recording can be used in legal prosecution.**

FACILITIES AND EQUIPMENT

PARKING LOT

Only limited parking is available. It is your responsibility to notify guests/attendees of the rental party of available parking for events during REGULAR BUSINESS HOURS (8:00 a.m.-5:00 p.m.). Parking must comply with the requirements of long-term tenants (businesses) that occupy the building or risk TOWING AT THE OWNER'S EXPENSE. The parking spaces adjoining the building and clearly posted are strictly reserved for those businesses. Any vehicles left overnight from previous events in posted parking spaces WILL BE TOWED and any other vehicles left overnight are subject to towing.

BANQUET HALL

The Banquet Hall is available for a meeting/gathering space for groups no larger than permitted by the Fire Marshal (179). Exceeding this maximum allowable limit will risk the loss of the security deposit and place responsibility for the consequences on the Tenant.

- 1). Keys must be picked up prior to the event or special arrangements must be made as keys will not be left outside the building.
- 2). Lessee(s) may only enter and must vacate the build according to times (hours) indicated on the rental application/contract or risk forfeiture of rental deposit.
- 3). Use of building sound or AV equipment shall only be granted with prior written approval and payment receipt of additional fee. See HCHBA Fee Schedule (*Appendix A*).
- 4). All candles must be in appropriate holders to keep wax from dripping on furniture or the floor.
- 5). In the event of back-to-back rentals, the first lessee is responsible for cleaning. If the second lessee finds the Banquet Hall is not in clean condition, they must immediately contact the Executive Officer or assume responsibility for cleaning as per contract. If second lessee finds any damages to the building that may or may not hinder their intended use of the facility they must immediately contact the Executive Officer or assume responsibility for damages. See HCHBA Fee Schedule (*Appendix A*).
- 6). Facilities and grounds MUST be left in good order.

KITCHEN

Anyone using the kitchen and/or the kitchen equipment must be approved and oriented by the HCHBA Executive Officer and/or the Board of Directors.

- 1). Lessee is responsible for cleaning the kitchen following the guidelines specified in the 'User Responsibilities and Requirements' (See Page 4).
- 2). If Lessee subcontracts with a non-approved third party to use &/or clean the kitchen and it is not found in the condition it was prior to the event, the Lessee is responsible for paying cleaning fees (*Appendix A*).
- 3). Access and use by Lessee and/or guests/attendees without payment of kitchen fee (*Appendix A*) will result in a possible loss of deposit.
- 4). Any damages to equipment, use of other's property (i.e. ice in freeze, dishes, utensils, etc. marked for other parties) or any other damage to kitchen area will result in possible loss of deposit and additional charges.

AUDIO

An indoor PA system and a retractable wall-mount projector screen are available to qualified personnel familiar with its operation and storage. Due to the complexity of the equipment; use is restricted and must be formally designated to specific individuals who assume responsibility for its condition after the event. This individual(s) must be approved and oriented by the HCHBA Executive Officer and/or the Board of Directors prior to the event.

HCHBA OFFICE'S COMPUTERS, COPIERS AND PRINTING EQUIPMENT

The HCHBA Office shall remain locked at all times except normal business hours (1:00 p.m.-5:00 p.m.). On the rare occasion that access is granted outside these hours it must be ONLY by pre-approved (by the HCHBA Executive Officer and/or the Board of Directors) Lessees or individuals. The High Country Home Builders Association is aware of and advises to all who are granted access of the potentially harmful items in the office (i.e. non-wall-secured storage shelves, signs with metal stakes, objects in the floor, etc.). The HCHBA holds neither liability nor responsibility for injuries sustained while these Lessees or individuals are using this Office.

- 1). The office computer(s) is to be used for HCHBA related work and record keeping and are intended for use by the Executive Officer (EO) only; who has responsibility concerning such activity.
- 2). Reproduction equipment is to be used by the EO and Board Members only who are familiar with the equipment and are reproducing material related to the HCHBA. No copyrighted material may be copied without the appropriate permission being obtained.
- 3). Use of the copier by individuals or groups for non-HCHBA materials requires staff supervision and a fee of \$0.15 per copy. If the copier is being used by individuals or Lessees granted access to the HCHBA office outside of normal business hours; a signed agreement must be in place and applicable fees should be receive or included in rental fee.

GENERAL INFORMATION

- 1). Halls and doorways are to be kept free and open for egress.
- 2). Use of the gas-log fireplace must be carefully monitored and turned off immediately after use less risk of loss of security deposit and possible additional fees assessed.
- 3). Lessee assumes responsibility for locking and securing the building after rental and returning the key per the key policy. (*Appendix D*)
- 4). Decisions regarding remodeling and renovation of any portion of the building are made by the Board of Directors. No work shall be performed other than normal maintenance of the building without formal written (Board Minutes) approval.
- 5). This Property Use Policy, including all referenced attachments and List of Contacts will be reviewed by the HCHBA Board of Directors.
- 6). Exceptions or adjustments to these policies may be made on a case by case basis by the Board of Directors.

HIGH COUNTRY HOME BUILDERS Fee SCHEDULE

All Deposits, Usage* and Cleaning Fees must be paid in advance. The Board of Directors may increase or decrease Usage and Cleaning fees as deemed necessary to accommodate different events.

Banquet Hall (a)

(check desired time)

<input type="checkbox"/> All Day -----	\$450	_____
<input type="checkbox"/> Mornings (7:30 a.m.-12:00 p.m. - including clean up time) -----	\$200	_____
<input type="checkbox"/> Afternoons (12:00 p.m.-5:00 p.m. - including clean up time) -----	\$200	_____
<input type="checkbox"/> Evenings (5:00 p.m.-12:00 a.m.) -----	\$275	_____
<input type="checkbox"/> Late Afternoon/Evening (3:00 p.m. – 12:00 a.m.) -----	\$350	_____
<input checked="" type="checkbox"/> Security Deposit (50% of rental prior to add-ons) -----	varies	_____
Total (a)		=====

Add-Ons (b)

(check desired add-ons)

<input type="checkbox"/> Night Before (used for set-up – after 5:00 p.m.) -----	\$100	_____
<input type="checkbox"/> Use of Kitchen (any part or whole) -----	\$ 50	_____
<input type="checkbox"/> Add Another Day (Monday – Thursday) -----	\$225	_____
<input type="checkbox"/> Cleaning Fee* -----	\$100	_____
<input type="checkbox"/> Set-Up Tables & Chairs** -----	\$ 25	_____
<input type="checkbox"/> Take-Down Tables & Chairs** -----	\$ 25	_____
<input type="checkbox"/> Liability Insurance Form -----	\$ -0-	_____
<input type="checkbox"/> ABC Commission Special One-Time Permit Application -----	\$ -0-	_____
Total (b)		=====

Key Deposit =	_____	\$25
Total (a) =	_____	
Total (b) =	_____	
Grand Total =	=====	

Amount Paid At Date of Reservation \$ _____	Payment Method: (circle one)
(Typically Security Deposit & Key Deposit)	Check / Cash / Electronic
 Amount Due Prior to Event \$ _____	Payment Method: (circle one)
	Check / Cash / Electronic - Received ____/____/____

Cleaning Fee includes all stated () items in the 'User Requirements' any further cleaning required will result in possible loss of deposit.
 ** This service will be available only if personnel are available on the event date.

High Country Home Builders CLEAN UP CHECK LIST

Provided For Your Convenience and Should Be Returned with Key

- Return tables, chairs and any furniture/equipment used to their appropriate storage location following the event. Tables and chairs will be inventoried!
 - Mop spills and footprints from the foyer and bathrooms.
 - Vacuum all floors and clean all spills on carpet.
 - Vacuum dance floor, use a damp rag to clean and then wipe with a dry rag (dry completely).
 - Sweep and Mop the kitchen floor.
 - Clean all appliances (including inside of microwave), countertops and cabinets used. Make sure refrigerator and freezer doors are clean and closed.
 - Clean fingerprints off of the front and rear glass double doors of the Banquet Hall.
 - Re-hang any pictures on the wall that you remove, in their same location. Inventory will be done.
 - Make sure all inside and outside lights are turned off (floodlights around building will remain on in the evenings automatically).
 - Clean both men's and women's bathrooms including countertops, commodes, mirrors, sweep and mop floors (if commodes clog up plungers are located in both bathroom closets and should be utilized to remedy clog prior to leaving).
 - Empty all trash from the bathrooms and kitchen and put the tied bags into the dumpster. Take all trash bags out through the kitchen door. Do not drag trash bags across carpet!
 - Remove all trash from parking lot and grounds including cigarettes, plastic cups, plates, napkins, etc.
 - Heating/Cooling:
 - During **Winter Months** make sure gas logs are turned off, set thermostat to 56 degrees
 - During **Summer Months** turn system off by switching Heat/Cool and Fan to off position before you leave.
 - MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED AND SECURED BEFORE LEAVING.
 - SET ALARM and drop key in drop box on the last night/day of rental.
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KEY POLICY

- 1) Key are to be set aside and designated for Lessee(s) use when there is an event scheduled.
- 2) These keys may be check out to signing Lessee during business hours (1:00pm – 5:00pm) generally no sooner than 48 hours prior to the event.
- 3) Each key will have a required \$25 deposit that will be refund if the key is returned within 48 hours (two business days).
- 4) All Lessee(s) may only enter and must vacate the building according to times (hours) indicated on the rental application/contract or risk forfeiture of deposit and rights to future usage.
- 5) All Lessee(s) must agree to follow HCHBA policies for facilities usage.

FACILITIES USE REQUEST FORM/LEASE AGREEMENT

Please Note: Requests are not confirmed until you receive notification of approval.

Name of Group/Individual Requesting Use: _____*

***Must include the party legally responsible for lease (hereinafter the Lessee).**

Today's Date & Time: ___/___/___ @ ___:___ a.m. / p.m. DATE OF EVENT: ___/___/___

Purpose of Event: _____

Private Public Business HCHBA Member Non-Member

Start Time (when will the first person arrive to set up)?: ___:___ a.m. / p.m.

Stop Time (when will the last person leave after the event)?: ___:___ a.m. / p.m.

Event Time (actual time of the event)? Beginning ___:___ a.m. / p.m. Ending ___:___ a.m. / p.m.

Is this a recurring event? If so give frequency & start/end dates: ___/___/___ until ___/___/___

Key Pick Up Date & Time: ___/___/___ @ ___:___ a.m. / p.m. (must be a weekday between 9 a.m.-1p.m.)

Lessee's Contact Information (if this section is not completed this form is considered null and void):

Home Phone (___) ___ - ___ Work/Cell Phone (___) ___ - ___ (check best to contact)

Email Address: _____

Mailing Address: _____

Copy of Driver's License has must be provided in person or attached to this form if submitted electronically.

*Additional Information:

(continued on page I2 – Appendix D (II))

If the event is cancelled, call Jennifer Mackey at 898.297.6566 or email: hchba.office@gmail.com

Official Use Only

Deposit Amount: _____ Collected: _____ Remainder of Rental Fee: _____ Collected: _____

Donation/Gift : Cash Check Other

Approved By: _____ Date: _____ Notified Requestor: _____

ACKNOWLEDGEMENT STATEMENT

I, _____ (Lessee), have received a copy of and agree to the terms of the HCHBA Property Use Policy. I have read, understand, and agree to all terms held in the Property Use Policy and to all terms listed below, and by execution of this Lease Agreement, I hereby agree to be personally responsible for any and all damages or losses resulting from failure on the part of my group or party to comply with the terms and provisions of this Lease Agreement.

- Lessee acknowledges that alcoholic beverages are permitted, provided that Lessee shall be legally responsible for insuring that all applicable laws pertaining to alcohol use are complied with and obtain any permits necessary for their occasion. Lessee agrees to indemnify and hold harmless High Country Home Builders Association, its members and employees from any and all damages, claims, injuries, or losses which may arise relating to the use of alcohol on the premises (755 NC Hwy 105 Bypass, Boone NC 28607) during the term of this Lease Agreement.
- A 50% security deposit is required upon booking to hold the facility for the requested date. Deposits are non-refundable in the event of a cancellation. On or before the last business day prior to the event the Lessee must pay the full amount for their event. The deposit will be returned following the event once the premises have been inspected by HCHBA (Lessor). Any damages resulting from Lessee's occupancy of the premises will be deducted from the security deposit.
- The High Country Home Builders Association, its members, and its employees are not responsible for any property that is lost, stolen, or damaged from the Lessee's group during the event.

Lessee Signature: _____

Date: _____

Lessor Signature: _____

Date: _____

Lessor Printed Name and Title: Jennifer R. Mackey – Executive Officer