

PROCEDURE

1. All Uses will be scheduled by the SVE Activity Director in advance of the use. In the event of conflict between a scheduled use and a memorial, the Activity Director will reasonably attempt to accommodate the scheduled User and the Member requesting Facilities for the memorial with use of available SVE Facilities.
2. Most club, group and activity event dates and times will be grandfathered in based on the previous calendar year. Written requests for use of facilities during a scheduled year must be submitted to the Activity Office for those events which are unique to the yearly SVE calendar, occurring once a month, last minute bookings or changes, and private or commercial events. The request for facility uses calendar is from June 1st to May 31st succeeding year. No reservations, grandfathered or other, will be made before June 1st for the following year and notifications will go out for grandfathered bookings no later than March 31 of the current year.
3. All requests and required waivers of liability for Use of SVE Facilities shall be substantially in the forms prescribed to this Policy and Procedure. The forms will be available in the Activity Office and will be presented at time of booking. In the event of a grandfathered booking, a club or group representative must come in and sign all necessary waivers and room reservation forms in a timely manner. Acceptance by the Association of alterations, changes, or additions to such Forms shall be at the sole and absolute discretion of the SVE Board of Directors without penalty to the Association. Requestors will be notified in writing of the disposition of their respective requests.
4. Use of Facilities will be scheduled in the order by date the requests are received by the Activity Office.
5. Users are responsible for following and adhering and liable for failure to follow and adhere to the above Use Rules and are responsible, accountable, and liable for their Use or misuse of the Facilities. Users are responsible, accountable, and liable for the acts or omissions of their guests and their contractors, agents, and representatives in following and adhering to such Rules.
6. Keys or codes to Facilities will be issued to the User only. Users will not allow access to persons other than the User's invitees, contractors, agents, and representatives. Keys or codes may be obtained at the Association's office for the reserved room during the Association's business hours. Should a User fail to obtain the keys, codes and/or requested equipment before close of business hours, a minimum fee of \$25.00 per labor hour may be charged to obtain the keys, codes and/or equipment after such hours.