

**UCI RECREATION ROOM RULES**  
**Effective March 2011**

1. The recreation rooms(s) shall be made available by reservation to all UCI Members in good standing for non-profit, non-commercial, non-political activities as specified in Article IV, Section 6.b. of the By Laws dated November, 1993 and revised October 15, 1994. Exceptions to these rules can only be authorized by the UCI Board of Directors (the Board):
  - a. on a NON-FEE PAYING basis.... for any event sponsored by a standing UCI department or committee member for specific attendance by UCI members in good standing or an event approved by the Board. Included in this category are events which are open to all UCI members in good standing or to a class of members in good standing (i.e. all UCI women, all UCI teens), scout-type events, children's social activities and community events;
  - b. on a FEE-PAYING basis. ...to one or more UCI members in good standing for non-UCI events. Events that are authorized in this category are parties for friends, weddings, anniversaries, graduations, and reunions; and social/business events such as a company party, professional meetings (i.e. Magothy River Sailing Association), alumni meetings, and group events related to the local community (i.e. church, athletic and service organizations);
  - c. a UCI member in good standing shall not rent the UCI recreation room for the Purpose of producing personal income;
  - d. provided that all rules promulgated by the Board shall be strictly adhered to;
  - e. and there shall be no exceptions to the procedures set forth above except by the explicit approval of the Board.
2. Only UCI members in good standing or lessee/renter of properties of members in good standing may reserve the UCI recreation room(s), sign the recreation room request form and pick up the UCI recreation room key. Other family members (ie.) children and relatives) may not do so.
3. The UCI recreation room key may not be transferred to the possession of another person without advising the recreation room manager (Manager). With approval of the Manager, the Key may only be transferred to another UCI member in good standing. The Key must be returned to the Manager at the completion of the event but not later than 1:30 am and may not be retained overnight unless other arrangements are made with the approval of the Manager.

4. No person eligible for UCI membership who has declined to join or is not a member in good standing may be a guest at UCI sponsored events. This restriction applies to the children and relatives of the non-members/members not in good standing as well.
5. Any person desiring use of the recreation room(s) on a non-FEE-PAYING basis must announce the availability of the event to all UCI members in good standing, and/or groups (i.e. UCI women, teen, scouts, etc). The availability can be announced by a flyer, the *Weathervane*, and/or word of mouth.
6. The UCI member in good standing reserving the recreation room(s) is legally responsible for ensuring that no alcoholic beverages are served to those who are not legally eligible.
7. **The reserving UCI member in good standing must be present throughout the entire course of the event.**
8. The UCI member in good standing reserving the room(s) is responsible for restoring premises to a neat and clean condition and repairing any damage that was done. A damage deposit fee of \$250.00 and a cleaning deposit fee of \$100 will be collected at the time the recreation room request form is received by the Manager. Until this deposit is received the reservation will not be confirmed and the recreation room could be rented to another UCI member in good standing. This deposit will be refunded if no additional cleanup is needed in the opinion of the recreation room manager. Damage to UCI property must be repaired within one (1) week of the event or the cost of repairs will be deducted from the deposit. In the event the cost of repairs is greater than the amount deposited the UCI member in good standing will be responsible for the difference.
9. As a cautionary requirement, extra care must be taken to avoid fire or spark producing activity. Persons attending UCI recreation room functions are to be reminded that their authorized activities do not include any entrance into the stable portion of the building where smoking is positively forbidden at all times. Smoking is also forbidden in all areas of the recreation rooms, hallways, bathrooms, foyer, and serving and storage areas.

#### **10. Fees: See Separate Fee Schedule**

11. At the time of the reservation, a recreation room request must be submitted to the Manager accompanied by a check for the rental amount. The check for the **rental amount must be from the bank account of the member in good standing**. (In other words the member in good standing must collect the rental fee from the individual he/she is sponsoring. The check presented for the rental must bear the name and address of the member in good standing). In addition, a \$250.00 check, made payable to UCI as a damage deposit and a \$100 check for a cleaning deposit must be included. The reservation will not be confirmed without receipt of these deposit checks.

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12. If it is desired to decorate the room(s) the day prior to the event, please check with

the barn manager for availability. In other words, if the room(s) has (have) not been reserved/requested by others on the day prior to the event, decoration will be allowed.

13. If **decorations** are used, they **must consist of balloons only**. Tacks, staples, nails, tape, or any item that mars the walls, tables, serving areas, etc., may no longer be used. In addition, lights may not be wrapped around or hung from sprinkler lines. All decorations must be removed after the event by 12 noon the next day or by a time approved by the Manager.
  
14. **Violations of any of the above rules may result in suspension or loss of UCI membership as provided by Article I, section 3 of the UCI By Laws dated November 1993 and revised October 15, 1994.**