

MISSION HILLS CONDOMINIUM ASSOCIATION POLICY FOR FUNCTIONS OR ACTIVITIES HELD AT THE CLUBHOUSE

For any function or activity that is not a Booster Club event but is being held at the MHCA Clubhouse and involves the collection of fees, this Policy and Procedure must be followed.

- In the cases of private parties by either a resident or an offsite group, an application for Event Hall Reservation must be completed. This form is available in the Mission Hills office.
- Only the main event hall may be reserved. No other rooms or areas in the Clubhouse, including but not limited to the pool, pool deck, and pool patio, can be reserved or used by any group without a majority vote of the Board of Directors.
- Reservations for the Hall are on a first come, first served basis.
- Guests are prohibited from using any other rooms in the Hall. This includes the library, the game room, and the living room.
- The event organizer must advise guests regarding parking restrictions; emergency vehicles must have clear access to the Clubhouse.
- Decorations must not deface the property, paint, or walls.
- All decorations, trash, and leftover food must be removed at the end of the event; trash must be placed in the approved receptacle.
- Within 24 hours of the close of the event, the Hall will be inspected to ensure that there are no damages, the kitchen is cleaned, and all tables/chairs are cleaned and placed in their original positions.
- More detailed information can be found on the Event Hall Reservation Form.