

Kahite Community Center Policies and Procedures

(Kahite Community Center does not have a POA staff member on hand; therefore, the following procedures apply to this building)

1. Kahite Community Center is a POA community facility, which is available to Tellico Village property owners by reservation only.
2. Kahite Community Center will remain locked unless a scheduled group or individual is present. Kahite Community Center must be unlocked or locked by an employee of the POA, AWE, or an approved key holder.
3. Reservations and management of Kahite Community Center will be handled by Kahite Pub & Grill management. All maintenance, cleaning, or issues with regard to the building should be directed to Kahite Pub & Grill at 423-884-2159.
4. Reservations are available at no cost during the hours of operation. Hours of operation are Monday-Sunday, from 9 a.m. to 6 p.m.
5. All activities require an advance reservation.
6. After-hours reservations can be made and will require the signature of the responsible party, as well as a \$75 security deposit to be paid by cash or check. A key will then be issued for Kahite Community Center, along with facility usage instructions and a cleaning checklist.
7. Security deposits will be returned to the person responsible for after-hours booking only after the Kahite Community Center has been inspected for damages and cleanliness, and when the key and completed checklist are returned within 24 hours of the reservation. This transaction must take place during regular business hours.
8. Any costs incurred by the POA to repair damage sustained to the room during a private reservation will be the responsibility of the reserving party. Damages not properly mitigated will result in possible legal action against the responsible party by TVPOA and/or will result in the forfeit of your deposit and a ban on future reservations.
9. The room must be left in the same condition in which it was found. Participants should report any maintenance or cleanliness issues of Kahite Community Center to Kahite Pub & Grill staff upon arrival.
10. Cleaning supplies are available under the sink. Please wipe down surfaces and sweep and mop as needed. Failure to clean up the room after use could result in future refusal of use.
11. All participants are responsible for the set up and take down of their own tables and chairs.
12. Outside food is allowed in the Kahite CommunityCenter.
13. There should be nothing attached to the walls, doors, or windows anywhere in the facility. It is prohibited to use push pins, tape, or any other type of adhesive on the walls, doors, and windows.
14. Participants with food or excessive garbage are expected to remove their own trash and place it in the dumpster beside the cart barn.
15. Participants of fitness classes provided by the Recreation Department will be required to have a Recreation membership or guest pass in order to participate. Participants must sign in on class sign-in sheet. Guests will present their passes to the class instructor. Fitness class participants will be required to take all fitness equipment with them upon departure.
16. No storage will be provided for any reoccurring activity or group utilizing Kahite

Community Center.

- 17. Any personal effects left inside the Kahite Community Center will be subject to disposal.
- 18. Outdoor portico is available on a first-come, first-serve basis. The portico may only be reserved as a part of a reservation that includes the entire facility (Please see below).
- 19. Kahite Pub and Grill reserves the right to deny access to the portico area in the event of a special activity which will be utilizing the entire Kahite Community Center and restaurant facility. Special events will be posted 7 days in advance in Kahite Pub and Grill and Kahite Community Center.
- 20. Please refer any questions, comments, or complaints to Kahite Pub and Grill at 423- 884-2159 or to Mitzi Lane at 865-408-2619.

Printed name of approved key holder	Date
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Signature of approved key holder

Amount paid	Payment type- cash or check#
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Employee signature

Community Center check for damages/cleanliness-(initials)	Date
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Security deposit returned- member signature	Date
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Kahite Community Center
CHECKLIST FOR FACILITY AT THE END OF YOUR
RESERVATION

Please initial.

- _____ Return tables and chairs to closet.
- _____ Sweep floor.
- _____ Mop floor (if needed) and return mop to utility closet.
- _____ If waste in trash can is more than halfway full, bag trash and place bag in dumpster beside cart barn.
- _____ If trash is removed, replace trash can liners.
- _____ To avoid bug infestation, do not leave food, food containers, or food waste in building overnight!
- _____ Check for any personal belongings.
- _____ Flush toilets.
- _____ Turn off lights.
- _____ Return thermostat to regular setting (if you were given access to the thermostat).
- _____ Wipe down counter tops (Clorox wipes and/or towels are under the sink).
- _____ Make sure all water is turned off.
- _____ Leave water dripping (in bathrooms and/or kitchen sink) if temperature is slated to dip below 30 degrees.
- _____ If TVs were used, please turn them off and return remote control to the designated area.
- _____ Return key to Kahite Pub & Grill on the day immediately following your event.