



Policy for After Hours Use of the Community Center

The Community Center ("Center"), located at 8301 The Park Boulevard, is managed by Park Boulevard Management LLC ("PBM") on behalf of University Park Community Association, Inc. ("Association"). This policy sets out the terms and conditions for non-business use of The Community Center.

During the day, the Center is a business office for services to University Park homeowners with normal business hours of operation on weekdays from 8:30am to 5pm, M-F. The Fire Marshall has mandated that the maximum occupancy for the building is forty-five (45) persons.

TERMS AND CONDITIONS FOR USE OF THE CENTER

1. Professional Working Environment

The Center is primarily a professional working environment for PBM staff, conducting Association or PBM business and for business meetings of approved University Park organizations, recognized committees and Advisory Groups for UPCA, UPRD, UPWC, the LGA and MGA and other meetings, approved at the sole discretion of the General Manager or UPCA board president.

The privacy of the individual offices, records and documents in the building must be respected at all times.

2. Private facility

The Center is a private venue and is not open to the general public unless they have business dealings with PBM, Association or approved organizations, or they are the registered guest (dwellingLIVE) of a homeowner.

3. Use Outside Normal Hours

The Center is open during normal business hours 8:30am to 5pm - Monday to Friday. The Center is normally not available on the weekends, except in rare cases. To reserve the Center after hours, please email your request to Park Boulevard Management ("PBM"), pbm@upcai-fl.com, who will forward the information to the General Manager or the UPCA board president. After-hours use of the Center may only be reserved by residents of University Park for specific cases and not personal use with the approval of the General Manager or the UPCA board president and may be subject to an administrative charge to cover additional out-of-pocket costs for building security, cleaning etc. PBM retains the right, at its sole discretion, to refuse a request to use the Center. The terms and conditions of this policy must be accepted by the event organizer.

4. Conditions and Restrictions for After Hours Use of the Center

By reserving the Center after-hours, your group is agreeing to adhere to the following outlined restrictions:

- To avoid disruption of the workday for PBM staff, no function may begin before 5:30pm. Set-up for the function may begin as early as 4:45pm (5pm is preferable);
- Please be courteous and keep noise levels to a minimum if you are there before the end of the business day so that the PBM staff members are not disturbed; and
- Please review the features below to determine if the facility meets the needs of your group before your scheduled event:

A) For after-hours meeting use of a conference room at the Center:

- If a conference room is required, the maximum occupancy of each room may not exceed twenty (20) guests;
- The equipment in the "John R. Whyte" and "Laurie Evans" conference rooms is not to be used after hours without assistance from a PBM staff member in order to avoid damage;
- Remove the Keurig and other equipment on the side counter in the lobby of the building so that guests will not be tempted to use them as this equipment is the property of PBM;
- Do not open any doors or windows - they must remain closed at all times;
- Once the function ends, please clean up and return everything back to the condition in which it was when you arrived – this includes removing all trash from any receptacles that were used during the event; and
- The temperature of The Community Center is set at 73 degrees - please be sure to bring a sweater if you think you might be cold.

B) For Social Use of the Center:

- Close the doors to all offices and conference rooms before the function begins and, once the function has ended, please re-open the doors;
- The equipment in the "John R. Whyte" and "Laurie Evans" conference rooms is not to be used after hours in order to avoid damage (please avoid the use of any of the conference rooms if at all possible);
- Remove the Keurig and other equipment on the side counter in the lobby of the building so that guests will not be tempted to use them as this equipment is the property of PBM;

- Do not open any doors or windows - they must remain closed at all times;
- Once the function ends, please clean up and return everything back to the condition in which it was when you arrived – this includes cleaning the kitchen if it was used and removing all trash from any receptacles that were used during the event; and
- The temperature of The Community Center is set at 73 degrees - please be sure to bring a sweater if you think you might be cold.

5. Food and Beverage

- Any food and beverage service planned for an event should either be provided by the event organizer or purchased through the Country Club. No outside catering will be permitted. A very limited kitchen is available in the Center to facilitate food and beverage service.
- The organizer should bring any napkins, cups, utensils and other supplies that will be needed for the function. Once the function has concluded, please remove any remaining supplies.
- The sale of alcoholic beverages in the Center should only be provided and managed by the Country Club, under its liquor license.

6. Display of Art Work

- All displays of works of art should be arranged through the “Art in the Park” organization.
- These displays should be in the atrium area of the Center, subject to any other planned use of this area by Association or PBM. The use of other areas such as the reception area and the conference rooms is subject to specific approval by PBM. No damage shall be made to any walls with hanging devices, nails etc. Any furniture used to assist in the display must be provided by the event organizer.
- Artists are responsible for their works of art when being hung or displayed in the Center. Neither the Association nor PBM will accept any liability for damage to art works while being hung or displayed in the Center. Storage of works of art, that are not on display in the Center, will not be permitted.
- No “for sale” notices, prices or other advertising material for the sale of works of art on display may be displayed at the Community Center.

7. Parking

There are eight (8) parking spaces at the front of the building plus two (2) handicapped spaces. An additional fourteen (14) available spaces are located behind the building. To prevent damage to the asphalt driveway, please avoid parking along the side of the driveway which extends to the back parking lot. That roadway does not have a curb and the ground next to the asphalt is much lower than the actual road.

No on-street parking will be permitted on The Park Boulevard. Great care must be taken by individuals in the use of on-street parking on Hoylake Way and PBM should be advised in advance if this may be necessary.



POLICY REGARDING CONFERENCE ROOM USAGE IN THE COMMUNITY CENTER

The Community Center, located at 8301 The Park Boulevard, is a business office with two (2) large conference rooms and one very small conference room. The large rooms, known as the Laurie Evans and John Whyte conference rooms, are available for recognized committees to hold meetings (UPCAI, UPRD, UPWC, Architecture & Landscape Committee, Chair Council, Community Emergency Response Team ("CERT"), Election Committee, Finance Committee, Infrastructure Committee, Landscape Master Plan Team, Outreach Committee, Ponds Committee, Safety & Access Control Committee and any club-appointed Advisory Groups). Other meetings may be approved at the sole discretion of the General Manager or UPCA board president.

The Community Center has normal business hours of operation, Monday through Friday, from 8:30am to 5pm, with a maximum occupancy of forty-five (45) persons. To reserve one of these conference rooms, please email your request to Park Boulevard Management ("PBM"), pbm@upcai-fl.com. These rooms are popular for meetings so reserve your room as soon as you have a date and time selected to ensure that a room is available for your meeting when The Community Center is open for business.

The following are the technical features for each of the conference rooms. Please review the features and reserve the appropriate conference room depending upon the technical needs of your group/meeting:

- The "John R. Whyte Conference Room" has two (2) televisions with large screen displays mounted on the wall in addition to a Polycom device, with a wireless camera and microphone, capable of hosting ZOOM meetings;
- The "Laurie Evans Conference Room" has one television with a large screen display mounted on the wall;
- Both conference rooms have HDMI cables to project the images from a laptop or other capable device onto the large screen television monitors;
- Both conference rooms have large whiteboards with markers and an eraser;
- Both conference rooms have wi-fi (network - "Guest WiFi"; password - "UPCAIguest"); and



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- Both conference rooms seat up to ten (10) guests at the tables with a potential of ten (10) additional guests seated along the side walls.

By reserving a conference room, your group is agreeing to adhere to the following outlined restrictions:

- The maximum occupancy of each conference room may not exceed twenty (20) guests (if it is anticipated that your meeting may exceed twenty (20) guests, please include this information when emailing your reservation request to PBM);
- The temperature of The Community Center is set at 73 degrees. Please be sure to bring a sweater if you think you might be cold as the windows must remain closed at all times;
- Before leaving the conference room, please double-check that all trash has been discarded, the chairs are pushed back to the table and the whiteboard has been erased (only if it was used during your meeting);
- Please ask your guests to speak in a low volume in the lobby so that other meetings taking place are not disturbed, as well as the PBM staff members who are hard at work; and
- There are eight (8) parking spaces at the front of the building plus two (2) handicapped spaces. An additional fourteen (14) available spaces are located behind the building. To prevent damage to the asphalt driveway, please avoid parking along the side of the driveway which extends to the back parking lot. That roadway does not have a curb and the ground next to the asphalt is much lower than the actual road.