



## Community Center Usage Policies

### REQUIREMENTS

- The community centers are for personal use only and not for private enterprise. They cannot be used for merchandise shows, garage sales, or any type of for-profit event.
- Reservations can be made up to 90 days in advance by Aurora residents only.
- Booking more than one community center on the same day is prohibited.
- Residents are limited to – 2 weekday and 1 weekend reservation per month (Friday-Sunday is considered the weekend).
- Overnight stays and consecutive day bookings are prohibited.
- Community center reservations may only be made by current residents of Aurora Military Housing who are in good financial standing; this is verified prior to access being granted. If you are not a current resident or have an account with a past due balance, you will not be able to pick up keys.
- Prior to your reservation, you will receive a link emailed to the provided email address. For instructions on how to access, please check out our [FAQ](#).
- Report maintenance emergencies (no heat, no hot water, etc) to (907) 753-1023 on discovery.

### CANCELLATIONS

- Cancellations must be made in person or by replying to the confirmation email, no less than 3 days prior to reservation date.

### CLEANING

- You are responsible for providing all products necessary for usage and clean up. Failure to properly clean the center may result in loss of future use.
- You are responsible for properly disposing of all trash in garbage bags and placing inside the designated 96 gallon roll cart. Trash in excess of 96 gallons must be disposed of off-site.

- Richardson Only: Dispose of all trash in garbage bags and place inside the provided dumpster. No loose garbage in dumpsters is allowed.
- Non carpeted floors must be cleaned with warm soapy water, Pine-Sol, or simple green.
- The resident who reserves the community center is responsible for the condition of the center, cleaning, and any damages.

### GENERAL RULES

- Community center usage time is from 9 AM to Midnight. Residents are prohibited from entering prior to 9 AM and must be completely out of building (to include cleaning) by midnight. Community centers must remain locked when not in use/occupied.
- Shoes are not permitted on indoor playgrounds. Socks must be worn at all times.
- No push pins/tacks/nails/duct tape/box/packaging tape, etc. can be used on/in walls. Only cellophane or blue painter's type tape may be used.
- Please no smoking inside or within 15ft of the building. All cigarette butts must be disposed of in supplied ash/butt can.
- Inflatables such as bouncy houses, castles, slides, etc. cannot be used inside the community center. Outside usage requires a minimum of 10ft clearance from any structure/tree/shrub, etc.
- No pets are allowed in the community centers at any time.
- Do not allow people/children to climb on, stand on, or drag around chairs and tables. All furniture is for indoor use only-do not allow furniture to be taken outside.
- The glass screen on the gas fireplaces becomes very hot. Do not allow anyone to sit/stand on the hearth.
- No driving or parking on sidewalks and grass areas is permitted.

### MULTIPLE VIOLATIONS

Violations of this policy can lead to a revocation of community center usage privileges. Additionally, we reserve the right to assess charges for damages or inadequate cleaning.