



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. Aurora residents (only) may request a reservation for any of the four (4) community centers.
- 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 at the time of key pick up. 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.
- Keys can be picked up at either Aurora office on the scheduled key pick up date.

CANCELLATIONS

- Cancellations must be made in person or by replying to the confirmation email, no less than 3 days prior to key pickup date.
- Failure to pick up keys will result in a \$50 non-usage fee.

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, pinesol, or simple green.
- Absolutely no pets are allowed in the community centers at any time.
- 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 9AM to Midnight. Residents are prohibited from entering prior to 9AM, and must be completely out of building (to include cleaning) by midnight. Community centers must remain locked when not in use/occupied.
- 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.
- 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.
- Where applicable, 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.
- The resident who reserves the community center is responsible for the condition of the center, cleaning and any damages.