



MISSION  
POINTE  
CONDOMINIUM



RESIDENCES AT  
MISSION  
POINTE

*Community Center  
Handbook*

# *Mission Pointe Community Center Handbook*

This handbook has been approved by the Board of Directors of the Mission Pointe Condo Association. Its purpose is to establish procedures and guidelines for the use of the Mission Pointe Community Center. These guidelines are put in place to ensure consistent and proper use and care of our building.

The community center is here for the use and enjoyment of our residents and their guests. Please consult this booklet when you have questions about its usage. When the Community Center is open it may be used by all residents. To reserve the Center for a private function follow the attached guidelines. A calendar will be posted at the entrance showing reserved dates.

An update of activities offered in the Community Center room is included in the handbook. New members are welcome but some classes may have to limit numbers due to space requirements so be sure to check with the contact person listed.

Board of Directors  
Revised: July 11, 2022

# *Community Center Room Activities*

## *Monday*

10-11 am Chair Yoga

Contact: Patti O'Neil 978-436-0276

12:30-2:00 Skat Card Game

Contact : Pauline Lamb 603-882-2812

3:30- Board Meeting

1st Monday of Month unless holiday  
then 2nd Monday of Month

## *Tuesday*

9:30-10:30 Exercise Class

Contact: Rita Louf 603-521-7468

1:00-3:00 Bingo

4:00-5:30 Book Club

Contact: Connie MacMurray 603-  
864-8920

Last Tuesday of the Month

## *Wednesday*

1:00 3rd Wednesday of the Month  
Ladies Luncheon-Locations will vary

Contact: Pauline Lamb 603-882-2812  
Sign Up Sheet Posted on Community  
Center Bulletin Board

## *Thursday*

9:30-10:30 Exercise Class

Contact: Rita Louf 603-521-7468

11:30-2:00 Mahjong

5:00- 8:00 Cribbage

Contact: Paul Boissonneault 603-883-  
2707

## *Friday*

12:30-2:00 Skat Card Game

Contact: Pauline Lamb 603-882-2812

## *Saturday*

8:00-9:30 1st Saturday of the Month, Coffee & Donuts, \$3.00

# Social Committee Notice

## Regarding the Belanger Community Room

Please note that the capacity in this room is 70 people. Our community is at full capacity which exceeds the number of people allowed in this room at any given time.

In light of this, the Social Committee is asking that if you are truly interested in attending any of our quarterly dinner/entertainment functions, that you call as soon as you can to confirm your request to attend.

Thank you for all your support and understanding.

## CLEAN UP CREW

After all our social events, we need a clean-up crew. If you are able to stay and clean-up after, please advise a member of the Social Committee.

## **Guidelines for Rental of Mission Pointe Community Center**

**The Community Center is designed for the use and enjoyment of our residents and their guests. Please refer to the notations which follow for questions about its usage and the proper care of this facility.**

- 1. Reservations: The Community Center will be available by reservation for private and social functions. Reservations may be made by contacting:**

**Dick DeRosa - (603)718-1245  
5 Inspiration Path**

**Reservations will be taken on a first-come, first-serve basis. At the time of reservation a usage fee of \$50.00 is required either in cash or by check made payable to Mission Pointe Condominium Association. A second check in the amount of \$50.00 is a refundable security deposit. A reservation form will be provided at this time. The reservation will become effective upon the receipt of the usage fee.**

**If there is any damage incurred during the community room's usage, the person who reserved the room will be responsible for its repair or cleaning at his/her expense.**

- 2. Functions by officially formed committees of the Association will be given priority of the Center's usage at no charge (Social Committee events, Board of Directors meetings, etc.).**
- 3. All functions must be for the use of Mission Pointe owners or renters at Mission Pointe for private and social events only. The following uses are not permitted unless prior approval is granted by the Board of Directors:**
  - a) Public events**
  - b) Fund-raising events**
  - c) Events attended by more than 70 persons**

4. The reserving person is responsible for seeing that a reasonable sound level is maintained both inside and outside the building.
5. The reserving person must be present at the function at all times and will be responsible for the actions of those in attendance, including any damage incurred to the Community Room or its furnishings.
6. Smoking is not permitted in the building.
7. No pets (with the exception of service pets) are allowed in the building.
8. The Community Room is to be left in the condition in which it was found. If furniture has been moved to accommodate the event, it is to be moved to its original placement.
9. Any violations of these guidelines and regulations will result in a fine of \$50.00 or more, as determined by the Board of Directors.
10. Refer to the checklist for items to be checked and items to be cleaned when you are done with the building.
11. Please be advised also that excluding the cleaning materials found in the hall's closet, renters are not to use any items found in the kitchen area. Renters are to supply their own paper goods, utensils, refrigerated water and drinks, coffee urns, coffee and condiments. These items are for the sole use of the Mission Pointe Social Committee for association function.

MISSION POINTE CONDOMINIUM ASSOCIATION

*COMMUNITY CENTER RESERVATION FORM*

RESIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

RESERVATION DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

USAGE FEE \_\_\_\_\_ CHECK # \_\_\_\_\_

SECURITY DEPOSIT \_\_\_\_\_ CHECK # \_\_\_\_\_

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS FOR USE OF THE COMMUNITY CENTER AS SET FORTH IN THE GUIDELINES GIVEN TO ME AT THE TIME OF MY RESERVATION. I WILL FOLLOW THE CHECK LIST PROVIDED AS TO THE THINGS THAT MUST BE DONE IN THE HALL BEFORE LEAVING. I ALSO UNDERSTAND THAT FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFITURE OF THE SECURITY DEPOSIT.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Richard DeRosa

# **Community Center Checklist**

**This checklist is provided to assist you with the cleaning of the Community Center after your function. The Center must be satisfactorily cleaned after every use.**

- 1. Carpets are to be vacuumed.**
- 2. If there have been spills on the carpet that require professional cleaning, that cleaning will be done at the expense of the renter.**
- 3. Trash must be collected and put in the dumpster in closed bags.**
- 4. The kitchen must be thoroughly cleaned, if used. The floor must be mopped and the stove and oven cleaned. Also, countertops, sinks, and the refrigerator are to be left clean.**
- 5. The bathroom is to be inspected and cleaned as necessary.**
- 6. All lights are to be turned off.**
- 7. The Heat/AC are to be returned to the appropriate settings. (A/C-80 degrees in summer; Heat - 55 degrees in winter).**
- 8. All doors and windows are to be closed and locked.**