

THE GATHERING PLACE

Instructions and Policies for Use of the Facility

The Gathering Place Community Building is open to all Stillwaters residents for their enjoyment and recreation between the hours of 8:00 a.m. and 10:00 p.m. Residents who sponsor programs and activities for outside family or guests can reserve The Gathering Place with the following regulations as permitted per the covenants:

1. Reservations must be made through the Stillwaters Estates Office. Regularly scheduled activities for the residents and those sponsored by Stillwaters have first priority. Rental agreement paperwork must be completed before the event is scheduled on the main calendar for Stillwaters.
2. Programs and activities sponsored by a resident for outside family or guests must be consistent with the philosophies of Stillwaters Estates. No alcoholic beverages or smoking is permitted as per the covenants.
3. The Stillwaters resident must be in attendance at the function for which The Gathering Place has been scheduled.
4. All programs and activities sponsored by a resident for family or guests will be charged a Users Fee. This fee is **\$100.00** for events with fewer than 25 people and **\$125** for more than 25 people. We ask that the kitchen be cleaned and left in the same condition as found. Garbage should be bagged and taken to the dumpster. A vacuum will also be available to deal with food crumbs, etc. Please do NOT use confetti or glitter in your decorations. Tables and chairs should be returned to their original location. (Additional chairs and tables are available in the storage area and may be set up and taken down by the event organizer.)
5. Event planners should plan to provide their own paper plates, paper cups, plastic ware, napkins, tablecloths, paper towels, wash cloths, etc. Some equipment may be used from the kitchen, including linen tablecloths and silverware at an additional charge of **\$50.00**.
6. If children are included in the function, it is the responsibility of the resident or the person who signed the rental agreement to ensure that the children are properly supervised both inside and outside the building. The Gathering Place is not a childproofed facility so supervision is necessary. The piano, power tools, and exercise equipment may only be used by Stillwaters residents. The pool table may not be used by minors. It is an expensive and perfectly balanced table requiring special care. Guests may play pool with a resident.
7. No tables, chairs, or equipment may be removed from the Community Building.
8. The resident or the person who signed the rental agreement will be responsible for any damage to The Gathering Place, inside or outside.
9. Gate Entry Information for Evening Events – The main gate off Cooks Hill Road into Stillwaters closes at 6:00 p.m. while the gate near Colonial Residence is closed around 7:00 p.m. every evening. If guests are arriving after that time, special arrangements must be made in advance.
10. For a memorial service held in honor of a resident of Stillwaters, the rental fee for The Gathering Place will be waived. If needed, Pastor Ron Keeling (503-320-8324) can provide chaplain services for a fee – to be negotiated with and paid directly to him.