

Regency at Providence Community Association

RAP Event/Activity Policies

1. Planning

- All social events and activities, whether on-site or off-site, need prior approval from the Social Committee and may need HOA Board approval. It must be presented at a Social Committee General Meeting prior to the event/activity being announced to the residents.
- The Chair of the activity must contact the RAP Calendar Coordinator at rap.calendar2@gmail.com to reserve the date, time, and location on the RAP Calendar.
- If the event is held in the Sloan clubroom the capacity is 74 but higher numbers can be accommodated by using the Billiard Room, Craft Room and/or Library Area on the main level and the Exercise Room on the lower level. If the event will be held in the Regency Hills club room, capacity is 53 on the main level with small additional space in the Exercise Room on the lower level. **These limits are determined by fire and building codes. Legal and insurance requirements mandate that we abide by these limits.**
- Poolside events at Sloan can have seating for approximately 140.
- Poolside events at Regency Hills can have seating for approximately 75.
- All events and activities must be self-funding based on a realistic number of attendees. Self-funding may include but is not limited to the following expenses when determining the price to charge for the event: food, outside entertainment, decorations, tablecloths, specialty paper and plastic products and cleaning service. Contact the Community Manager for the charge(s) for the cleaning service.

2. Announcements and Communications

- All events/activities are to be open invitations to all residents. Due to room capacity some events/activities are restricted, but it is to be managed on a first come first serve basis.
- If the event or activity is not at capacity, it is at the sole discretion of the coordinator (s) whether non-residents will be permitted to participate. An email via RAP Flyer (rapflyers@gmail.com) should be sent containing the following information: event name, date/day, time, and, if applicable, amount per person, menu, name of caterer. Also, provide information as to who is collecting the checks and an RSVP date. All checks must be made payable to **RAP Activities**.

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- The above information should also be put in the monthly RAP Sheet via an email to rapsheet@comcast.net. All information must be submitted by the 15th of the month. Other suggested communications via RAPflyer: save the date – 6 weeks prior to event, invitation – 4 weeks prior to event, reminder – 1-2 weeks prior to event.
- Residents must be allowed ample time to respond to the RAPflyer before non-residents may be included; however, RAP residents who are single may bring one adult guest to events and activities.

3. Pre-Party Planning and Set-up

- If a caterer is to remain on site during the event and/or outside entertainment is being used for the event, proof of liability insurance must be provided to the Community Manager in advance of the event/activity. Questions? Call the Community Manager at 610-933-2584.
- Unless the hired caterer has an appropriate liquor license, any alcoholic beverages at RAP social events will be a bring-your-own-basis, and individuals will serve themselves.
- You may not attach decorations, banners, posters, etc. to any part of the inside of the building, especially to the tinted windows and doors in the club rooms.

4. Party Needs/Supplies

- Clubhouse supplies are available for use for RAP sponsored activities.
- See attached list of items available for use. Contact the Purchasing Coordinator for the clubhouse at least 3 weeks prior to the event and provide a list of supplies needed for the event/activity.

5. End of Event

- All food and beverage items, except for bottled water and soft drinks, must be removed from refrigerators, freezers, and cabinets.
- Furniture and any other items used must be returned to their original state.
- The following are guidelines for post-party clean-up in addition to the above: clean kitchen, wipe off tables and chairs, sweep floors and mop if needed, properly replace items that have been used, bring trash and recycling to outside bins. Check bathrooms.

- Within two days of event, wash and return tablecloths and dish towels, if used.
- If the outside cleaning service is used, this cost must be included in the cost of the event. Please check after they have completed their service to be sure the cleanup is completed satisfactorily. If there are any problems with the service, please notify the Community Manager. The bill for services will be sent to the Community Manager who will give it to the Social Committee Treasurer for payment.

6. Report to Social Committee Following Event

- Report the results of the activity in writing and present at the next RAP Social Committee General Meeting.
- The report must list the number of attendees; if money was collected, a summary of the money collected and expenses; and any recommendations for future events.

7. Report for the Treasurer

- Prepare a spreadsheet provided by the Treasurer to include the number of attendees, checks/cash, all expenses with receipts attached. This report should include a final figure with a profit/loss for the event. If an expense was incurred submit a receipt for reimbursement.

(RAP includes both Regency at Providence and Regency Hills at Providence)

Approved November 10, 2023