

## The Oak Ridge Improvement Association Scheduling Events at the Community Center Facility

**Purpose:** To establish procedure for scheduling events at the Oakridge Community Center facility.

**Responsibility:** The ORIA Communications Committee oversees the scheduling of events to be held at the Oakridge Community Center and maintains the master calendar for the association. The ORIA Board of Directors has final approval of this procedure.

**Procedure:**

1. Association members and organizations may use the Oakridge Community Center for events.
2. To schedule an event, complete a Community Center Facility Use Request Form and submit to the board oversight director of the Communications Committee 30 days prior to the desired event date. Contact information is available on the ORIA website at <http://oakridgeranch.org> and on the neighborhood bulletin board.
3. The Communications Committee will update the master calendar with the event and notify the requestor of approval/disapproval or advise of schedule conflict. **The ORIA Board of Directors reserves the right to disapprove any event that is illegal or inappropriate activity for Oakridge Ranch.**
4. The master calendar is available on the ORIA website at <http://oakridgeranch.org>.

Approved by the ORIA Board of Directors

  
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President

  
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Date