

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Kitchen Rules Recreation Buildings

- The Willow Hall and Encore kitchens will be open between the hours of 8:00 AM and 9:30 PM.
- The Leisure Fair kitchen will be locked at all times. A key may be signed out at Willow Hall by clubs and private parties requesting use of the Leisure Fair kitchen.
- Kitchen use will be limited to club meeting dates and scheduled special events. Clubs preparing for a special meeting or event may request the kitchen be locked provided there is no conflict with another event. A key will then be assigned to a designated club member.
- It is the responsibility of each club to request the kitchen on the room set-up form.
- Private parties will have sole use of the kitchen within the clubhouse they have rented. The kitchen will remain locked and the resident hosting the party must sign out a key at the Recreation Office prior to the party.
- Refrigerator/Freezer keys may be requested for events being held at either Willow or Encore.
- It is the responsibility of the club, group or private party to ensure the facilities are left clean and in good condition following the event.
- Keys must be returned to the Recreation Office following the event.

Board Approved: May 4, 2022

