

# CLUBHOUSE USAGE POLICY OF 2022 & PROTOCOL FOR GATHERINGS

APPROVED: 12/13/24

LakeRidge Falls Community Association Inc (“Association”) Clubhouse is open from 6 am – 11 pm daily.

The Clubhouse is unlocked from 8:00 am to 5:00 pm on weekdays.

- Guests Under 18 Must Be Supervised.
- Shoes & Shirts are Required.
- No Swimsuits.
- No Smoking, Vaping, and/or Open Flame.
- Service Animals are Allowed.
- The Sale of Alcohol is Strictly Prohibited.
- Turn Off Ceiling Fans After Use.
- Private Events Are Not Allowed.

Residents of the Association can be granted non-exclusive use of the Grand Salon, Activities Room, and/or the Multipurpose Room for approved functions. A non-exclusive use means residents of the Association can't be denied usage of the Association facilities during the time the function takes place.

## **The following are the rules for the function organizer:**

- The organizer of the function shall be an approved resident of the Association.
- The organizer must attend the function.
- The organizer shall not charge invitees participation fees.
- The organizer may submit a completed application, once every twelve months, for use of the clubhouse facilities to the Board of Directors up to 60 days, but not less than 10 days, in advance of the proposed function, and for use of facilities for up to 5 hours.
- The organizer shall contact a Buildings Committee representative to schedule a time to tour the clubhouse before the function.



# CLUBHOUSE USAGE POLICY OF 2022 & PROTOCOL FOR GATHERINGS

APPROVED: 12/13/24

- The organizer shall be responsible for restoring the Grand Salon, Activities Room, and/or the Multipurpose Room as well as the kitchen and bathrooms to its condition before the function, including vacuuming, cleaning, and removing all trash.
- The organizer shall be financially responsible for any damage, loss, or cleaning fees incurred due to the function.
- The organizer shall ensure all participants abide by the rules governing the Association.
- The organizer shall obtain and thereafter present proof of liability insurance coverage for functions, in which ten (10) or more non-residents are to be attended. Evidence of insurance coverage will be presented to the Association at least 5 business days prior to the scheduled event.

The liability policy must:

- Name LakeRidge Falls Community Assn Inc as an additional insured.
- Have a limit of no less than \$1,000,000.

## **The following are the guidelines for the gathering:**

- The number of non-resident attendees can't exceed 50 people.
- Usage shall not include the use of the pool or pool deck area.
- Request for use will be on a first-come basis.
- Request for use will be in writing to Community Assistant at least ten (10) days before the function using the attached Request for Gathering form.
- No fundraiser or outside groups are allowed.
- Priority will be given to all Association related meeting and activities per the discretion of the Board of Directors which the primary audience is comprised of community residents.

**THE ASSOCIATION SHALL HAVE THE RIGHT TO LIMIT OR REVOKE THE USE OF THE CLUBHOUSE AS THE ASSOCIATION MAY REASONABLY DETERMINE FROM TIME TO TIME IN ITS SOLE DISCRETION**

