



Ad Hoc Social and Recreation Committee Mission Statement and Guidelines

Mission Statement

To promote social and recreational activities that will interest and involve a broad sector of the Community. To help defray event expenses, the Committee may solicit donations or charge a fee as deemed appropriate to the specific event. The Committee is responsible for recommending to the Board of Directors enhancement of recreation facilities and equipment to promote their mission.

Operating Guidelines

General

The Social and Recreation Committee (SRC) is an ad hoc committee as designated in the Shelter Bay Community, Inc. Rules and Regulations, Chapter 20, Committees.

The structure and general operating guidelines for the Committee are as follows:

The Committee may have any number of members as determined by the Board of Directors.
Actions may be taken only if a quorum, 50% + 1 of the membership, is present.

The SRC shall meet monthly at a date, time, and place to be publicized as duly authorized.

Working with the Community Manager and within the member ratified annual budget, the SRC Committee may make small expenditures as needed in support of SRC events. Members will present invoices for reimbursement of all such expenditures.

In accordance with Board policy, the SRC will review and approve applications for classes and groups that meet regularly at the Clubhouse or Annex.

Organization

The Board will appoint the Chair of the Committee. Other officers will be selected as authorized by Rules and Regulations, Part II, Chapter 20. The Chair shall provide a written report of expenditures and event funds committed compared to a calendarization of the approved budget. The Chair is responsible for reporting to the Board of Directors on Committee activities and finances each month. This responsibility may be delegated by the Chair to another committee member.

Planning and Budgeting

The full Committee will plan, in January, for an annual calendar of social, educational, and recreational events to be sponsored by the SRC. These events will be based and selected from previously sponsored events, new event ideas, and the results of community surveys. An annual budget will be developed in January and submitted to the Manager to cover the cost of these events plus a contingency increment for both cost escalation and to provide some flexibility for unknown opportunities.

Event Planning

Event Team Leaders volunteer for specific events and are responsible to plan the event. The Event Team leader will plan all aspects of the event, recruit volunteers as needed to staff the event, firm up the details of the budget for the event, and will be responsible for setting up and clean up at the end of

the event. The Event Team Leader shall recommend to the full Committee for concurrence, if the solicitation of donations is contemplated. Event team members will be reimbursed for budgeted expenses by submitting itemized invoices and a request for check to the Manager through the SRC Chair. The SRC will be responsible for defining the work scope and obtaining cost quotes from outside contractors, and the actual finalization of the contract will be conducted by the Manager.

Maintenance of Social Calendar

The SRC shall in regular meetings develop and maintain current a Calendar of Events for the current year. This calendar shall include summary listings and as event planning matures, details regarding appointed leaders, budgets, and other pertinent details. The calendar shall be published in the minutes of the meeting and be posted in the Community Office, when updated.

Upgrade of Social and Recreational Facilities

The SRC is vitally interested in the availability and condition of facilities critical to the enjoyment of related events. The Committee does not have responsibility for either creation or maintenance of facilities and therefore will exercise this interest through observing, making suggestions, preliminary planning, proposing, and soliciting donations for desired upgrades. These efforts will in general be organized and managed by a selected Event Team Leader. Minor expenditures not exceeding \$300 may be budgeted and will be reimbursed. All other projects will be documented in a proposal to the Board of Directors for concurrence, scheduling, and assignment to the appropriate committee for implementation.



For Office Use Only	
Applicant is a member or tenant in good standing	
_____	_____
Initials	Date

Clubhouse Rental Agreement

Member Name: _____ Phone: _____

Lot #/Address: _____ Email: _____

If renting on behalf of tenant, Name: _____ Phone: _____

If representing a Club, Group, or Organization: Name: _____

Type of Function: _____

Date: _____ Time: From _____ To _____

Number of Guests _____ Will Alcohol Be Served? _____ Will Food Be Served? _____

Will There Be Music? _____ If Yes, What Type (Band, DJ, Stereo, etc.) _____

Quiet time is from 10:00 p.m. to 8:00 a.m.

The Usage Fee of \$ _____ will be charged to the Member account.

- I understand and agree to abide by the Shelter Bay Community, Inc. Rules and Regulations, Part I.
- I have read and agree to abide by the Clubhouse Policy and Rules.
- I have inspected the Clubhouse facilities and understand that I am responsible for cleaning the facility after use and for any damage that might occur as a result of its use by me or my guests.
- I agree to and accept full responsibility for assuring that alcoholic beverages will not be served to, nor consumed by minors, in violation of any law.
- I AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT, OR THAT MY TENANT WILL BE IN ATTENDANCE IF RENTAL IS ON THEIR BEHALF.
(not applicable for those groups which are regular users of the Clubhouse)

Furthermore, I release, and hold harmless owners, agents and affiliates of, but not limited to: officers, directors, employees and agents of the Board of Directors of Shelter Bay Community, Inc. from any and all actions arising directly or indirectly from this use of the Clubhouse during or following the event.

Member/Tenant Signature: _____ Date: _____

Approved By: _____ Date: _____

Social and Recreation Committee Use Only

Pursuant with Board policy, this Club, Group, Organization, or Event has been authorized by the Social and Recreation Committee. Usage fee is hereby waived.

Chair, Social & Recreation Committee Date

Fee Schedule

Clubhouse Rental:	Usage Fee
25 people or less:	\$ 50.00
26 to 50 people:	\$ 100.00
51 to 100 people:	\$ 150.00
101 to 150 people:	\$ 200.00
Microphone / TV-VCR	\$ 25.00
Piano	\$ 25.00
Power Point Projector	\$ 50.00

CLUBHOUSE CLEANING/DAMAGE CHECKLIST AND CHARGES

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
KITCHEN AREA			
Sink, Stove and Warming Ovens are clean	\$25		
Refrigerator/Freezer is empty and clean	\$25		
Countertops are clear of all debris and clean	\$25		
Floors are clean	\$50		

Comments on Kitchen Area:

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
GENERAL CLEANING			
Carpet has been vacuumed and no stains	\$50		
Walls are clear with no items taped or tacked to them	\$25		
Clubhouse is clean of any decorations	\$25		
Tables and Chairs are clean & properly stored on carts	\$50		
Restrooms are presentable and garbage removed	\$25		

Comments on General Cleaning:

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
GARBAGE REMOVAL			
Trash cans are empty with plastic liners in place	\$50 per Bag		
Decks and surrounding grounds are clear of debris	\$50		

Comments on Garbage Removal:

	Minimum Charge When Not Acceptable	POST-EVENT INSPECTION
SOUND SYSTEM, THERMOSTAT & LIGHTING		
Quiet time violation reported?	\$50	
Thermostat turned down to no lower than 60°	\$25	
Ceiling fans turned off	\$25	
All interior lights turned off	\$25	
Sound system turned off & put away	\$25	
Clubhouse Windows closed and doors locked	\$50	

Comments on Sound System, Thermostat & Lighting:



Clubhouse Policy & Rules

The Clubhouse is available for rental to members in good standing and tenants of such members for clubs, groups, organizations, and private social functions. To reserve the Clubhouse, contact the Shelter Bay Office well in advance of the date of your function. **A non-refundable usage fee, as provided by the Board approved Fee Schedule**, will be required at the time of reservation. Members will be responsible for any damage occurring during their, or their tenants, use of the Clubhouse. Rules are as follows:

I. General Information

- 1) Clubhouse is available for private functions, clubs, groups, and organizations.
- 2) Clubhouse restroom facilities are open for Community Members during regular business hours and scheduled open pool hours.
- 3) **The Community Member, or the tenant that they are reserving the Clubhouse for, must be in attendance for the duration of the function.** The Member is responsible for the conduct of their tenant and all guests attending the function.
- 4) Under no circumstances shall alcoholic beverages be sold at any function. No alcoholic beverages shall be served to or consumed by a minor.
- 5) No pets shall be permitted in the Clubhouse, except documented/certified service dogs.
- 6) The Clubhouse must be locked (doors and windows) when departing. Failure to lock the Clubhouse will result in in additional charges.
- 7) If the keys are lost, misplaced, or stolen, the Member reserving the Clubhouse will be charged for replacement of the locking systems and keys.
- 8) All vehicles must be properly parked in the parking lots provided (not in private drives). Any vehicle improperly parked may be towed at the owner's expense. It shall be the responsibility of the Community Member reserving the Clubhouse to inform their guests where to park.
- 9) The Community Member reserving the Clubhouse is responsible for cleaning it after use in accordance with the "Clubhouse Cleaning/Damage Checklist" provided by the Office.
- 10) Failure to clean the Clubhouse properly will result in additional charges.
- 11) There is no smoking allowed inside the Clubhouse.
- 12) Maximum occupancy is 150.

II. Reservations

Reservations are made by calling the Shelter Bay Office. All dates are reserved on a first come, first serve basis. This Clubhouse Rental Agreement form must be completed and returned to the Office and the Usage Fee charged to the Member's account. Priority for use of the Clubhouse shall be as follows:

- 1) Board of Directors, Committees, Manager, and Staff
- 2) Shelter Bay Committee events
- 3) Other activities authorized by the Social and Recreation Committee
- 4) Club, Group or Organization with no less than 60% Shelter Bay members
- 5) Private functions

You must pick-up the keys to the Clubhouse from the office on the day of your function. If your function is on a weekend, the key must be picked up by NOON the Friday before.

III. Fees

A Usage Fee, as provided by the Board approved fee schedule, is required at the time the reservation is requested. If the Clubhouse is not properly cleaned after the event, or any damage is noted, additional charges will be applied to the Member account. The Community Manager shall have jurisdiction over all questions in this matter. Appeals of the Manager's decision in these matters may be made to the Board of Directors.

IV. Private Functions

The Clubhouse is available for use by all Community Members in good standing. A Community Member may be denied use of the Clubhouse for the following reasons:

- History of negligence concerning Clubhouse rules or causing damage to the Clubhouse.
- Other reasons deemed substantial by the Board of Directors or Manager.

The Board of Directors or Manager must approve any denials of use by a Community Member.

V. Clubs/Groups/Organizations

The Clubhouse is available for use by Community Clubs, Groups and Organizations. A Member in good standing responsible for the club, group or organization must complete and sign the Clubhouse Rental Agreement. The requirement that the Member signing the form must be in attendance for the duration of each function does not apply for those groups who are regular users of the Clubhouse. No less than 60% of the participants in any club, group, or organization using the Clubhouse must be members of Shelter Bay Community.

For recurring Community Group functions, one Agreement per year will be required with an additional Agreement required for special events. The usage fee will be waived for Community Groups.

VI. Hours

The Clubhouse is available for private functions between the hours of 8:00 a.m. and 12:00 Midnight. Quiet time must be observed after 10:00 p.m. Failure to comply will result in an additional charge. All functions must be over by 12:00 Midnight. Clubhouse cleaning must be completed immediately following your function. Reservation policy does not allow private functions to be held on:

- Third Wednesday of the month (Board Meeting)
- Third Friday and Saturday of May (Annual Meeting)
- Thanksgiving Day (Social and Recreation Committee)

VII. Clubhouse Property

A copy of the "Clubhouse Checklist" is included with the Clubhouse Rental Agreement. It is the responsibility of the Member reserving the Clubhouse to immediately tour the Clubhouse at their first access to the Clubhouse prior to their function. It is imperative the Member thoroughly inspect the Clubhouse and note on the checklist any soiled or damaged items. Charges for damage or loss of Clubhouse property will be based on the visual inspection and review of the "Checklist" by the Member. Provide a detailed report of any missing or damaged items to the Office prior to the function.

The Community **Member reserving the Clubhouse is responsible for payment of the repair or replacement of any and all damaged items.** This responsibility will remain in effect until the Manager completes their portion of the checklist and the checklist is signed and returned to the Community Member.

- No items may be tacked or taped to the walls.
- No smoking is permitted within the Clubhouse.
- Televisions and sound systems will be turned off when leaving the premises.
- The use of fireworks is prohibited.
- Only driplless candles in secured holders may be used.
- Glitter is not allowed in the Clubhouse.

VIII. Cleaning

Cleaning must be completed directly following the event. Any postponement of this requirement must be approved by the Manager or Office Staff.

Scope of Work:

- Clean tables and chairs. Return all furnishings to their proper storage space.
- Wash counters and sinks. Clean appliances; inside and out. No food is to be left in the refrigerator.
- Clean smudges and spills from ledges, rails, walls, woodwork, cabinets and floors.
- Vacuum carpeted areas and upholstered furniture. Sweep and mop floors.
- Remove all waste and food from the Clubhouse and Clubhouse area.
- Clean surrounding common grounds and restrooms of function related debris.
- Close all windows and lock doors.



Picnic Shelter Area Reservation Request

By completing & submitting this form, you agree to all terms and conditions stated. Upon receipt, the Shelter Bay office will review and notify you of availability/approval.

1. Date of Event _____

2. Start/End Times for the Event (example: 1:00 p.m. to 7:00 p.m.)

3. Area Requested (choose one)

Marina Picnic Shelter

Access to Propane BBQ - \$2.00 Fee

Rainbow Park Picnic Shelter

4. Second Choice (if first choice is not available)

Marina Picnic Shelter

Access to Propane BBQ - \$2.00 Fee

Rainbow Park Picnic Shelter

No Second Choice

5. Your Name (You must be a Shelter Bay Resident in Good Standing)

6. Your Lot # _____

7. Your Email Address _____

8. Your Telephone Number(s) _____

9. **I have read, understand, and agree to abide by Rules and Regulations, Part I, Article V, 'Parks and BBQ Areas' (view regulations at <http://shelterbay.net>/Governing Documents). I understand that facilities are used at 'own risk', I will be responsible for any damages incurred, and I agree to leave the area free of trash and in good condition. Failure to comply will result in a fine of no less than \$100.**

Yes, I agree.

Signature

Date