



VALENCIA RIDGE

Club Application

Date Submitted: _____

We are pleased to offer the opportunity for residents to create their own Clubs that enhance the quality of life and recreational experiences offered within Valencia Ridge. All members of the Club acknowledge and agree that any Club approved by the Lifestyle Director and/or the Board is not sponsored and/or affiliated with Valencia Ridge Homeowners Association, Inc. ("Association"). To ensure that all Clubs are developed and implemented successfully and to allow us to effectively promote your Club, we require that this application is completed and submitted to our office for approval. BY COMPLETING THIS APPLICATION, THE CLUB IS EXPRESSLY ACKNOWLEDGING IT WILL ABIDE BY AND FOLLOW ALL CLUB GUIDELINES.

CLUB INFORMATION

Club Name _____

Description _____

Proposed Meeting Dates _____

Proposed Meeting Times _____

Other Proposed Events _____

CURRENT ROSTER ATTACHED? _____ YES _____ NO

CLUB LEADER INFORMATION

Club President/Leader Name* _____

Address _____

Phone* _____ Alt. Phone _____

E-Mail Address* _____

**Please note that this information will be published within the community.*

My signature below indicates that I have read and understand the Club Guidelines, and I agree to ensure that all members of the Club abide by the established rules. I understand that this application will be submitted to and reviewed by the Lifestyle Director and/or Board for approval.

Signature _____ Date _____

OFFICE USE ONLY

Submitted To Office On _____ Reviewed By Office On _____

_____ Approved _____ Not Approved _____ Approved w/Comments

Comments _____

VALENCIA RIDGE Club Room Request Form

Date Submitted: _____

Thank you for your interest in reserving a space within our community clubhouse for your Club's special event. This Request Form must be completed for all club meeting and event reservations. Club Leaders must read and agree to follow the meeting reservation policies in the Club Guidelines. Room requests are for Lifestyle Director approved Clubs only, not individual reservations. By signing below, you agree to the requirements and policies for Clubs and room requests. NOTE: Clubs are permitted up to 4 special events per year. The HOA's definition of a special event is outlined in the Club Guidelines.

RESERVEE INFORMATION

Club Name: _____

Resident Name: _____ Signature: _____

Phone: (____) _____ Email: _____

RESERVATION INFORMATION

Event Description: _____

Date Desired: _____ Alternate Date: _____

Set-Up Start Time: _____ ☐ a.m. ☐ p.m.

Event Start Time: _____ ☐ a.m. ☐ p.m.

End Time: _____ ☐ a.m. ☐ p.m.

Expected Attendance: _____

Is this a recurring reservation? ☐ Yes ☐ No If yes, how often? _____

Please indicate the equipment you need (if any):

☐ Podium ☐ Easel – Qty (up to 5): _____ ☐ Microphone – Qty (up to 3): _____

☐ VGA cable, HDMI cable, projector, screen (circle all that apply)

Space requested: ☐ Social Hall ☐ Arts & Crafts Room ☐ Sports Lounge ☐ Exercise Studio

☐ Covered Patio ☐ Fire Pit Area ☐ Event Lawn ☐ Dog Park

For Social Hall events, select the room set up you are requesting.

☐ Theater/Meeting Style – Head tables in the front and chairs in 2 sections with a center aisle.

☐ Banquet Style – Round tables with chairs and up to 6 rectangular tables along the back and sides for food &/or other materials.

How many rectangular tables are needed? _____

Will you need to hire Janitorial Staff for your event? Janitorial services are available for \$25/hour and must be booked for a minimum of 3 hours.

☐ yes ☐ no If yes, number of janitors you are requesting: _____

Will this event be catered? _____ **If yes, list caterer:** _____

Will there be any hired entertainment? If yes, list vendor(s): _____

OFFICE USE ONLY

Event Approved? ☐ Yes ☐ No If no, why? _____

Approved On: _____ Approved By: _____

Comments: _____

INSPECTION REPORT

Inspected On: _____ Inspected By: _____

Condition ☐ Acceptable ☐ Not Acceptable

Description of inspection: _____

VALENCIA RIDGE **Club Guidelines**

Thank you for your interest in starting a Club within Valencia Ridge (the "Community"). Please be advised that any Club started by our residents will be separate, independent and not affiliated with Valencia Ridge Homeowners Association, Inc. (the "Association"). Please review the guidelines below designed to help us develop a wide array of successful Community clubs (collectively, the "Guidelines").

STEPS TO STARTING A CLUB:

1. Review these Guidelines and ask us any questions that you may have.
2. Complete and submit a Club application.
3. Complete and submit a Club roster which needs to include the Club's President/Leader and three (3) initial members.
4. Applications are reviewed weekly by the Lifestyle Director for approval. Once reviewed, a meeting will be established with the Club President/Leader to discuss the application and/or begin the club development process.

GUIDELINES

All Guidelines are subject to change. Should a situation or issue arise that is not covered by the Guidelines, the Lifestyle Director and Association will handle accordingly.

Club Purpose

- The purpose of a Club is to bring together residents with a specific common interest or talent in an organized manner to enhance the leisure opportunities available to residents of the Community. Clubs shall operate to enhance the lifestyle experience of the Community by avoiding unnecessary conflict and divisiveness in their operations and goals.
- Clubs can be recreational, educational, cultural and/or charitable in nature.

Club Qualifications

- Individuals wishing to start a Club must complete an application. The application then must be approved in advance by the Lifestyle Director and/or Board, prior to the Club being able to use any of the Association Property.
- Club members must be residents and in current standing with the Association.
- Clubs must have a designated Club President/Leader. See section "Presidents/Leaders," below.
- Clubs must have at least three (3) members and all residents must have equal access to a Club and have the right to join the Club.
- Clubs may not put a 'cap' on the number of residents permitted to join.
- Clubs must adhere and shall be subject to the Governing Documents including, without limitation, the Rules and Regulations of the Association.
- Clubs must provide the Lifestyle Director with a description of their purpose for use in Community marketing materials and publications.
- Clubs cannot be duplicated in title, function, or interest.
- No Club shall offer a similar service for a fee for that which is offered by the Lifestyle Director and/or the Association. In the event of a dispute between the Lifestyle Director, the Club, and/or individual resident, the dispute shall be resolved by the Board, whose sole decision shall be final, binding and non-appealable.
- Clubs that utilize outdoor facilities shall provide information on the use of such facilities, which must be acceptable to the Lifestyle Director.

Presidents/Leaders

- Club Presidents/Leaders must provide a phone number and email address, which may be published in the newsletter and in other publications.
- Club President/Leaders must communicate on a timely basis with the Lifestyle Director on updates, activities, events and room reservations.

VALENCIA RIDGE **Club Guidelines**

Meetings and Special Event Reservations

- Clubs may reserve a space in the Clubhouse no more than once per month for its regular monthly meeting for up to two (2) hours. Any requests for additional meeting time and dates shall be subject to the approval of the Lifestyle Director and at all times be subject to availability. Only one reservation per month is guaranteed and no Club is guaranteed a specific day of the week and/or time.
- Clubs may reserve additional time and space for Club activities. However, any additional reservations made in excess of the once per month minimum described above, can be bumped with at least two weeks' notice to accommodate other Clubs.
- Any reservations made by a Club, whether for a Club meeting and/or other Club related activities, can be canceled at any time by the Lifestyle Director and/or the Board.
- Some spaces and common areas are not available for reservations including, but not limited to, any pool(s), spa, pool deck, foyer, locker rooms and/or fitness center, sports courts, card room and/or such other locations as may be identified by the Lifestyle Director and/or the Board. The Lifestyle Director and/or the Board may permit other spaces and/or common areas to be reserved by the Club in their sole discretion.
- Spaces must be reserved with the Lifestyle Director for regular Club meetings at least two weeks in advance.
- Reservation request approval will be subject to factors such as the size of the Club making the request, the number of times requested per week, any prior incidents and outcomes from prior reservations and the number of requests from other Clubs to use the facility involved.
- Club Presidents/Leaders, or their designee, must complete the appropriate forms for reservation requests. The Lifestyle Director and/or Board shall notify the requesting Club's President/Leader of the disposition of the request as soon as possible.
- Reservations for special events may be approved subject to availability. A special event is any Club meeting/event that includes any one of the following: charging a fee or selling tickets, having outside entertainment, requires a unique room setup or dance floor, serving catered food and/or having a potluck, excluding light snacks or beverages at a regular monthly meeting ("Special Event").
- Clubs holding any Special Event must apply for space at least one month in advance and no more than 6 months in advance, in order to allow ample time for room preparation and relocation of routine activities.
- A Special Event can only utilize one room in the Clubhouse and shall not affect the daily routine of the Clubhouse. Setup for a Special Event is not permitted in the lobby, pool deck or any other non-reservable space as determined by the Lifestyle Director and/or Board.
- No Club function is permitted to be open to or advertised to the general public. Guests may attend only if accompanied by a resident.
- Clubs shall not duplicate other Clubs' events or events sponsored by the Lifestyle Director and/or Association within 3 months prior or 3 months after the same event in the sole discretion of the Lifestyle Director and/or Board.
- All vendors hired by Clubs must be approved by the Lifestyle Director, provide a Certificate of Insurance and add the Association as an additional insured. The Certificate of Insurance shall include: (i) the minimum limits of \$500,000 for bodily injury, death and property damage resulting from any one occurrence for comprehensive automobile liability insurance. (ii) workmen's compensation Insurance in accordance with applicable Florida Statutes and (iii) general liability insurance with a minimum combined single limit of \$1,000,000 for bodily injuries, death, property damage, etc. resulting from any one occurrence. Any further insurance requirements will be determined by the Lifestyle Director and/or Board based on the type of event and/or the number of participants.
- Clubs are not covered under the Association's insurance policy(ies) and are not affiliated with the Association in any way.
- Reservation policies are subject to change at any time.

VALENCIA RIDGE **Club Guidelines**

Room Requests and Setup for Regular Meetings & Special Events

- For all regular Club meetings, as well as Special Events in the Clubhouse, a Club must complete the room reservation request form.
- Each Club shall be responsible for the cleaning of the room after each meeting and/or event. Failure to do so may result in a denial of future room requests and/or reservations by the Lifestyle Director and/or Board.
- No removal or relocation of any furniture is permitted.
- Any additional equipment needed should be listed on the reservation request form (i.e., projector, DVD player, video cables etc.).
- Clubs must seek prior written approval from the Lifestyle Director and/or the Board before providing any catering services for Club meetings, Club activities and/or Special Events.
- The Clubhouse shall not be used by any Club for any personal business interest.

Club Marketing at the Clubhouse

- Any flyers and/or handouts pertaining to meetings and events sponsored by the approved Club, shall only be placed in such locations as designated by the Lifestyle Director and/or the Board, which locations may be amended from time to time.
- Clubs may submit one email update per week intended to be included in the weekly Club update e-mail distributed to the Community. Please submit no later than 48 hours prior to the email distribution date to the email addresses provided by the Lifestyle Director.
- Please utilize the above tools for marketing. Do not place flyers on doors, walls, or tables in the Clubhouse.

Dues & Financial Management

- Collecting dues is the sole discretion of each Club.
- Clubs are responsible for their own financial management.
- No Club funds shall be considered funds of the Association.
- The facility, staff and Association assume no responsibility for the fiscal management of the recognized Clubs.
- Reasonable fees may be charged for events and activities to offset the cost of the event or for fundraising purposes to benefit the Club.
- No Club and/or member of a Club is permitted to derive any personal pecuniary gain from any Club activity, meetings and/or Special Events.
- The facility, staff, Board and/or Association assume no responsibility for accidents, injuries or incidents resulting from participation in the Club. All participants will be required to have a signed facility usage waiver on file prior to participating in the Club.

Additional Club Requirements

- An updated roster of Club members must be provided to the Lifestyle Director and/or the Board biannually, no later than January 31 and June 30 of every year.

Additional Available Club Forms

- **Club Application**
- **Club Member Roster**
- **General Meeting Request and Special Event Reservation Request Form**