

## **Recreation Committee Request Form**

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at **597-4482** in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name:	Date:
Print Individual, Club or Organizat	ion Name:
Manor: Phone:	E-mail:
Request (please check one):	Donation  Staff Time Request
Equipment Request     D Facility	Request   Other:
•	your request. Include approximate cost, dates, times and e reverse side or attach a separate sheet if necessary.
Requestor Signature:	
Signatures of All Other Individuals Signature	/Club Presidents Affected by this Request: Manor # For Undecided Against
(Please attach a s	eparate sheet if more signatures are necessary)
	ARD COMPLETED REQUEST FORM TO:
Laguna V	loods Village Recreation Department

P.O. Box 2220, Laguna Woods, CA 92637

## **Recreation Committee Request Form Guidelines**

- <u>Change/Exception to Policy</u>: The GRF Board of Directors has established policies and practices governing the use of the Community's recreational facilities. Recreation Department staff do not have the authority to grant exceptions or make changes to these policies. However, special circumstances, as determined by GRF, may warrant a change or exception to these policies.
- <u>Donation</u>: From time to time, individuals and clubs/organizations have offered monetary, materials, and equipment donations to enhance various facilities and activities. The proposed donations are reviewed by CAC to determine the associated short- or long-term impact of the donation. Upon approval by GRF, the donation will be accepted with thanks.
- <u>Staff Time Request</u>: Requests for staff time will be reviewed by the affected facility Supervisor and the Recreation Manager. If the request falls outside the scope of the GRF approved service level, it will be addressed by CAC with their recommendation forwarded to the GRF Board for final approval.
- <u>Equipment/Facility Request</u>: Equipment within Laguna Woods Village facilities and the facilities
  themselves are updated and maintained in some cases as needed and in other cases on a schedule
  with the Maintenance Division. The need for a piece of equipment or facility to be fixed, replaced or
  added must be addressed by CAC and approved by GRF.

WORK CENTER	#	HANDLED BY STAFF YES NO	COMMENTS/COMPLETED DATE
If No:	Check Below		
REFERRED TO	CAC M&C SECURITY GRF FINANCE GRF OTHER	DATE	COMMENTS/COMPLETED DATE

## OFFICE USE ONLY