



OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

**Thursday, September 11, 2025 – 1:30 P.M.
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/87439575498> or by calling (669) 900-6833; Access Code: 874 3957 5498
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for August 14, 2025
5. Chair's Remarks
6. Department Head Update
7. Member Comments

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

8. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

9. Club Data Review
10. AED Review

Items for Discussion and Consideration: (Entertain a Motion to)

11. Recreation Policy Review

Items for Future Agendas:

- Annual Club Fees

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, October 9, 2025, at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Ellen Leonard, Chair
Alison Giglio, Staff Officer
Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, August 14, 2025 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Ellen Leonard, Chair, Steve Leonard, Moon Yun, Howard Fox, Jeanne Costello, Elsie Addington, John Luebbe (online), Ajit Gidwani, Louis Bilowitz

MEMBERS ABSENT: None

OTHERS PRESENT: Andy Ginocchio, Cush Bhada, Juanita Skillman

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Sabine Bayless (online), Laura Cooley (online)

Call to Order

Chair E. Leonard called the meeting to order at 1:30 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Yun made a motion to approve agenda. Director S. Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for June 12, 2025

Director S. Leonard made a motion to approve the report. Director Yun seconded.

Motion passed unanimously.

Chair's Remarks

Chair E. Leonard stated she will reserve her remarks to agenda item number 11 and encouraged all clubs in the community to look into Village Community Fund as they can assist with club requests for fundraising.

Report of the Recreation and Special Events Director

Ms. Giglio stated the following: Pool 1 women's locker room ceiling has been repaired from a leak and the hot pool heater has been replaced; the Clubhouse 1 ice machine leaked and caused damage to the dry wall and main lounge flooring which is being addressed by staff quickly; Clubhouse 1 main lounge reservations are not affected by this leak; Pool 1 is closed for the Aquadettes Aqua Follies show is this weekend and will reopen Tuesday, August 19; The HVAC unit at the Performing Arts Center was repaired and the flyer racks will be rehung once all cosmetic repairs from the leak damage are completed; the Performing Arts Center music room opened last week and the trial room reservation/drop-in hybrid model is underway; the Clubhouse 4 dust vacuum system control is partially out of order and staff is currently identifying emergency funding and coordinating repairs (signs are posted for users to wear protective gear and potential for slippery floor); Landscape Services is sprucing up the Clubhouse 4 planters which are looking bright and beautiful; the Clubhouse 4 jewelry room has new lighting to allow crafters to see better when creating projects; the Clubhouse 4 parking lot has been resurfaced and new concrete parking stops were installed; Pool 4 water heater has been repaired; the Clubhouse 7 parking lot slurry project is completed; water damage occurred to wood floor at Clubhouse 7 which required several user groups to be relocated or activities to be canceled and staff is addressing the restoration of the flooring; HVAC is working in the Clubhouse 1 fitness center on the strength side; new fitness equipment delivery is scheduled for August 21 which will result in some closures on August 20 (please refer to posted signage at each facility); AED location and installation evaluation is underway for pickleball courts; Golf shop moisture issues have been resolved and ceiling tile replacements are to be completed soon; Mr. McCray met with the VP of Agronomy from the golf maintenance contractor regarding overall course condition of all courses with expectations to include: consistent course set-up, mowing patterns to allow for proper height of fairways, roughs and trees, consistent effort to condition the putting surfaces for the best playability, detail work to include (but not limited to) controlling areas on the sides of the courses for weeds, manage irrigation to allow for the best conditions and fewer wet spots throughout the courses, provide a consistent solution for the ongoing knotweed issue in the fairways and roughs; the GRF Board approved a resident donation of \$3,000 for the mini-horse Sebastian's care at the Equestrian Center and VCF project application for GRF, Third and United Mutuals to collect funds to support the Unity Festival and beyond.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: thank you to the committee and staff for efforts to create the music room at the Performing Arts Center and procedures for room reservations/drop-in; for July, the Library recorded 764 volunteer hours, 3,046 items were circulated, 38 residents added to the catalog, over 600 puzzles and 800 paperbacks were also utilized, facility is used as a cooling center, two very popular Korean papers are

donated by the Korean American Association Club and there is a children's section in the Library as well; Pickleball Club proposal of reserving six hours per month for scheduled events at the pickleball courts; lifeguards cannot track lane reservation no-shows and inquired as to a process to hold members accountable for consistent no-shows; donation of two wood bales in the archery room from the Laguna Woods Archery Club; proposed installation of stage lighting at Clubhouse 7 in which the Old Pros Club received a grant for this project; brief summary of the Village Community Fund and their mission for the community; proposed expansion of fundraiser definition to include all types of fundraisers for all clubs within the Recreation policy not just those utilizing the Performing Arts Center.

Discussion ensued.

Staff was directed to propose an agenda item for the donation of two wood bales from the Archery Club to the GRF agenda prep meeting next month.

CONSENT

Director S. Leonard made a motion to approve the consent calendar. Director Yun seconded.

Motion passed unanimously.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Lifeguard Services Modification for Cost Savings – Chair E. Leonard stated this is a significant operational and financial matter, the lifeguard services modification at select pools. This discussion is part of a broader effort of balance resident safety with the need to reduce operating costs in the 2026 budget; staff report outlines the background safety and considerations, legal and insurance implications, and potential cost savings. She encouraged committee members to weigh both the fiscal realities and our responsibility to maintain safe, accessible facilities for all residents as we consider possible changes.

Director Yun made a motion to discuss this staff report. Director Costello seconded.

Motion passed unanimously.

Ms. Giglio stated the staff report.

Discussion ensued.

Members were called to speak regarding the following: with up to \$300,000 in savings with modifications, only \$1.50 savings per manor, per month; inquiry of pools used by Saddleback College Emeritus program, utilization of Pool 2 and 5, and OC Fire response time of 15 minutes is too long for proper emergency assistance; Emeritus instructors may be required to be CPR/AED/First Aid certified; proposed modifications to include lifeguards at deeper pools only, at only higher utilized times, maintain lifeguards due to medical and pool contamination issues; ensure all clubhouse staff are trained in CPR/AED/First Aid; keep lane lines up for swimmers in distress to use for aid; add more flotation rings for those without lifeguards; agreement with Saddleback College Emeritus funding assistance with lifeguard costs and payment for using facilities.

Director Costello made a motion to recommend to not accept proposed reduction/elimination to lifeguard services as a cost-saving measure in response to efforts to reduce operational costs. Director Addington seconded.

Motion passed 4-3. Chair E. Leonard, Directors S. Leonard and Yun opposed.

ITEMS FOR FUTURE AGENDAS

Annual Club Fees – Staff was directed to leave this on the agenda under Items for Future Agendas.

Recreation Policy Review – Staff was directed to put this on the September 11, 2025 meeting agenda under Items for Discussion and Consideration.

CONCLUDING BUSINESS

Committee Member Comments

Director Yun would like to open Pool 5 to 7 p.m.

Advisor Gidwani thanked staff and committee for reviewing measures that conclusions are extremely difficult to reach and making the right decision.

Advisor Bilowitz is at Pool 5 almost every day and at 5 p.m. there is an influx of swimmers.

Chair Leonard directed staff to send the Recreation Policy document to each CAC member.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, September 11, 2025.

Adjournment

There being no further business, Director E. Leonard adjourned the meeting at 3:10 p.m.

 DRAFT
Ellen Leonard, Chair



Laguna Woods Village® Recreation Dashboard

UPCOMING EVENTS

- Sept 15:** Monday Movie, *My Penguin Friend*, PAC, 2 and 7 p.m.
- Sept 18:** Outdoor Concert, 80z AllStars, Clubhouse 2, 4 p.m.
- Sept 29:** Monthly dinner, Hawaiian Buffet, Clubhouse 5, 5 p.m.
- Sept 30:** Unity Festival, Clubhouse 2, 4 p.m.
- Oct 4:** Taste of Country, Equestrian Center, 4 p.m.
- Oct 6:** Spotlight Cinema Series, *Butch Cassidy and the Sundance Kid*, PAC, 2 p.m.
- Oct 16:** Timeless Melodies, PAC, 1:30 p.m.
- Oct 25:** Village Bazaar, Clubhouse 5, 10 a.m.
- Oct 25:** The Whitney Houston Legacy, PAC, 7:30 p.m.
- Oct 27:** Monthly dinner, Oktoberfest Buffet, Clubhouse 1, 5 p.m.



Come witness the incredible vocals performed by Charity Lockhart in this memorable tribute to the late musical icon, Whitney Houston, at the Performing Arts Center on Saturday, October 25 at 7:30 p.m.

Recreation Utilization YTD 2025

Clubhouse 1:	93,975	Clubhouse 2:	43,852	Performing Arts Center:	52,827
Room Reservations*	52,112	Room Reservations*	37,403	Room Reservations*	32,149
Archery	1,711	Lawn Bowling	5,199	Auditorium	20,678
Billiards	6,909	Video Room/Studio	1,028	Clubhouse 6:	5,645
Bocce	2,961	Card Room	222	Room Reservations*	5,645
Drop-In Lounge	7,614	Clubhouse 5:	66,572	Aquatics:	54,484
Game Room	1,107	Room Reservations*	54,124	Pool 1:	13,412
Gymnasium	19,396	Fitness Classroom	8,001	Pool 2:	2,734
Shuffleboard	2,026	Game Room	4,447	Pool 4:	22,436
Radio	139	Clubhouse 7:	40,664	Pool 5:	13,558
Clubhouse 4:	43,655	Room Reservations*	25,056	Pool 6 (seasonal):	2,344
Art	7,946	Bridge	15,608	Fitness:	162,210
Ceramics	6,351	Community Center:	38,314	Fitness Center (CC)	54,548
Jewelry	3,450	Room Reservations*	1,358	Fitness Center (CH 1)	71,544
Knitting	165	Table Tennis	19,366	Fitness Center (CH 5)	7,058
Lapidary/Glass	5,193	PC Computer Rooms	12,958	Paddle Tennis	1,438
Photography	3,438	Mac Computer Room	4,632	Pickleball	19,888
Quilting	2,683	Golf:	123,396	Tennis (Card Swipe)	17,625
Sewing Room	4,254	All Courses	95,183	Tennis (Sign-In)	7,734
Slipcasting Studio	4,908	Driving Range	28,137	Equestrian Center:	16,160
Woodshop	5,267	Lessons	76	Library:	18,064

*Indicates number of attendees, not number of room reservations

Agenda Item #8

Laguna Woods Village AED Locations

Facility	Location
Clubhouse 1	Fitness Center
	Office
	(Pool Deck) Lifeguard Shack
Clubhouse 2	Lawn Bowling
	Pool Deck (Lifeguard Shack)
	Breezeway
Clubhouse 3	Main Entrance
Clubhouse 4	Pool Deck (Lifeguard Shack)
	Office
Clubhouse 5	Pool Deck (Lifeguard Shack)
	Office
Clubhouse 6	Pool Deck (by restrooms)
Clubhouse 7	Main Entrance
	Golf Pro Shop
	Tennis Courts
Golf (Village Greens)	Golf Pro Shop
	Main Entrance
	Two Mobile Units (on staff while on golf course)
	Par 3 Course Starter Building
Community Center	Fitness Center
	1st Floor
	2nd Floor
	3rd Floor
Equestrian Center	Office
Garden Centers	Garden Center 1 Building at Entrance
	Garden Center 2 Office Building
Pickleball	Pending
Non-Recreation	Security North Entrance Hallway
	Warehouse

STAFF REPORT

DATE: September 11, 2025
FOR: Community Activities Committee
SUBJECT: Proposed Amendments to GRF Recreation and Special Events Department Policy and Procedures

RECOMMENDATION

Review and recommend the proposed amendments to the GRF Recreation and Special Events Department Policies and Procedures.

BACKGROUND

The Recreation and Special Events Department is responsible for the planning and execution of a comprehensive recreation program for all Laguna Woods Village residents. The Department coordinates events and programs to ensure that Residents are provided an enjoyable, diversified program. This includes management of the day-to-day operation of recreational facilities and amenities, including the booking and monitoring of room reservations. Facility and amenity operating rules are codified in the GRF Recreation and Special Events Department Policies and Procedures.

The Policy was last reviewed by the CAC on January 10, 2019 and the unanimously recommended amendments were approved by the GRF Board on March 19, 2019 (Attachment 3).

DISCUSSION

The proposed amendments seek to enhance the understandability of GRF Recreation and Special Events Department Policies and Procedures thereby mitigating the potential for confusion, misuse, and/or abusive behaviors by facility users. Further, the proposed amendments will enhance the enforceability of the policies and procedures by staff. Edits include language clarification, updated processes and information, and removal of duplicate verbiage that can be referenced in either the GRF Fees List or the Recreation Operating Rules.

Proposed edits to the document will be reviewed by the CAC for feedback and then forwarded to Compliance, Communications and GRF legal to ensure that changes meet the required standards and guidelines. Upon approval, the document may come back to the CAC for final review before being forwarded with recommendations to the GRF Board for approval. A Glossary and Mandatory Adherence (Attachment 4) is included to aid in the understanding of common terms used in the Recreation Policies. The Mandatory Adherence provides clarification of what forms and/or policy adherence that must be met within Recreation.

After the February 13, 2025 CAC meeting, staff received feedback from various clubs and will discuss proposed changes when the committee brings forth the respective sections.

At the March 13, 2025 CAC meeting, the committee reviewed the policy in part and will continue to do so at the April 10, 2025 meeting. The edits discussed at the March meeting are included in Attachment 3.

At the April 10, 2025 CAC meeting, the committee reviewed the policy in part and will continue to do so at the May 8, 2025 meeting. The edits discussed at the April meeting are included in Attachment 3.

At the May 8, 2025 CAC meeting, the committee reviewed the policy in part and will continue to do so at the June 12, 2025 meeting. The edits discussed at the May meeting are included in Attachment 3.

The policy was not discussed at the June 12, 2025, meeting or the August 14, 2025, meeting and the July 10, 2025, meeting was canceled.

FINANCIAL ANALYSIS

There is no financial impact from amending the Recreation and Special Events Department Policies and Procedures.

Prepared By: Alison Giglio, Recreation & Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

- ATT 1: GRF Recreation and Special Events Department Policy and Procedures (redline)
- ATT 2: GRF Recreation and Special Events Department Policy and Procedures (clean copy)
- ATT 3: Recreation Policy Edits Discussed at CAC Meetings
- ATT 4: Resolution 90-19-17
- ATT 5: Glossary and Mandatory Adherence Reference



**Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures**

Table of Contents

Golden Rain Foundation Recreation Department Policy	2
Access to GRF Recreation Facilities	3
Residents	3
Guests/Other	3
Gate clearance/Community access for guest(s).....	3
Use of GRF Recreation Facilities	3
All facilities/General	3
Games of chance/Opportunity drawings	5
Gathering signatures for petitions and/or initiatives and/or election campaigns.....	5
Continuing education program	65
Clubs/Groups/Organizations	6
General	6
Fundraisers	7
Tournaments <u>Room reservations</u>	7
<u>Clubhouse 1 Club</u>	
<u>Plaques</u>	<u>8</u>
<u>Sponsorship</u>	<u>8</u>
<u>Room</u>	
<u>Reservations</u>	<u>8</u>
<u>Flyers</u>	<u>98</u>
Performing Arts Center lobby poster area/bulletin board; Clubhouse 5 glass-enclosed bulletin board.....	99
Room Reservations	99
General	99
Types of reservations	110
Setup and cleanup of room reservations	111
Food	122
Caterers	122
Alcohol.....	13
<u>Performing Arts</u>	
<u>Center</u>.....	<u>13</u>

Auditorium Event

Posters.....13

Auditorium

Reservations.....13

Golden Rain Foundation Recreation Department Policy

The Recreation and Special Events Department (Recreation) is responsible for planning and executing a comprehensive recreation program for all Laguna Woods Village residents. Recreation coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to Golden Rain Foundation (GRF) facilities is available for residents. Specific facility and amenity operating rules may be found on the Laguna Woods Village website. Exceptions to the policy require GRF Board approval. Residents may request an exception to the policy via Recreation Committee Request Form. Recreation may refer certain applications directly to the GRF board. Call 949-597-4273 or email recreation@vmsinc.org for more information.

Please refer to the GRF policy for entire community policy.

A. GRF Authority and Enforcement

GRF is authorized to take disciplinary or suspension action against a member found to be in violation of Recreation policy and/or operating rules. The GRF board of directors has the authority to impose monetary fines, suspend member privileges and/or bring forth legal action. Member (be it via a club/group/organizationclub or individual) is entirely responsible for ensuring that the rules, regulations and policies are followed. This includes any co-occupant, lessee or guest.

Access to GRF Recreation Facilities

A. Residents

1. Residents and guests must sign in.

~~a.2.~~ Residents must be prepared to show their Laguna Woods Village ID card upon request. Inability to provide Laguna Woods Village ID card may result in denied access to facility or event.

B. Guests/Other

~~b.1. Residents must accompany their guests at all times. Guests must be accompanied by a resident at all times.~~

~~c.2.~~ Facilities may have age limitations and guest limits, which may be found in the operating rules for the respective facility.

~~d.3.~~ Guests may not enroll in/attend no-cost Recreation-coordinated classes, ~~use any of the Clubhouse 4 workshops (except as students during a Saddleback Emeritus class)~~ or check out materials from the library. Please refer to the Clubhouse 4 operating rules to view access to each room.

~~e.4.~~ Guests must pay all applicable guest fees in accordance with the GRF Schedule of Guest Fees fee list.

~~f.5.~~ City staff or city council for city business and/or city events pay resident rates, plus any additional costs ~~for technicians and others~~, in accordance with the GRF fee list.

~~g. Guests must abide by age restrictions and guest limits that are identified for certain facilities:~~

Facility	Age Minimum	Guest Limit Per Resident
Billiards	12	N/A
Bocce	12	N/A
Bridge room	10	2 at a time 4 total per day
Gymnasium	12	2
Golf facilities	11	1 prime time 3 nonprime time
Tennis	6	1 prime time 3 nonprime time
Fitness centers	16	2

Facility	Age Minimum	Guest Limit Per Resident
Equestrian Center	10	N/A
Lawn bowling	18	N/A
Paddle tennis/ Pickleball	6	1 court/3 guest
Shuffleboard	10	N/A
Pools	0-15 child 16+ adult	5
Hot pools	16	5
Table tennis	6	N/A

C. Gate clearance/Community access for guest(s)

1. Complete the Gate Clearance Form at least four business days prior to the event.

~~a.~~ Submit forms to community.access@vmsinc.org. Failure to submit form will result in denied entry for guests and/or a fine.

~~h.a.~~

~~i. b.~~ List the first name and last name of all nonresident guests (including catering staff, entertainers, speakers, etc.).

~~j.1~~ Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301. ~~Submit forms to community.access@vmsinc.org. Failure to submit form will result in denied entry for guests and/or a fine.~~

2.

Use of GRF Recreation Facilities

A. All facilities/general

- ~~a. Everyone must sign in at events/meetings or check in at the facilities (i.e. billiards or drop-in lounges). Attendance sheets must be turned in to clubhouse staff at the end of all events/meetings.~~
- ~~b.1.~~ Facilities may not be used to conduct a business by clubs or individuals.
- ~~c.2.~~ GRF facilities are smoke/vape free; smoking/vaping is not permitted within 20 feet of any entrance and waste must be disposed of properly. Please refer to the City of Laguna Woods Municipal Code, Chapter 7.16.
- ~~d.3.~~ Use of Styrofoam products of any kind is ~~prohibited~~not permitted per City of Laguna Woods ordinance 4.23.010.
- ~~e.4.~~ Technical special effects must be approved by the facility supervisor or senior technician.
- ~~f.5.~~ Facility staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures, protect GRF facilities and equipment. ~~Security shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention, documented and reported to the GRF Board. GRF directors may inspect conditions and bring any hazards or unsafe conditions to the board's attention for appropriate action.~~
- a. ~~Emergencies~~ (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Development, (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to Owners and/or their residents, but not exceed authorized amounts for that expected purpose. Notwithstanding the foregoing authority, if at all possible, Staff shall confer immediately with GRF and obtain GRF's prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures.
- ~~g.6.~~ Use of equipment by residents is at the discretion of the facility staff and may require training prior to use; facilities and equipment must be used in a safe manner and in such a way as to not cause a hazard, damage or undue wear and tear.
- ~~h.7.~~ Facility user must sign and/or provide required documents ~~annually~~ and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements). Agreement, waivers and/or all other documents remain in effect until replaced.
- ~~i. Scheduled club/group/organization tournaments and activities at the specifically designated facility take priority; club rules prevail as long as they are not in conflict with Recreation operating rules and regulations.~~
- ~~j.8.~~ Everyone must follow proper rules of etiquette for each activity/sport.
- 9. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
- ~~k.10.~~ No one may provide instruction of a formal nature unless authorized by staff in the concerned area contracted by the Recreation Department. Most areas have certified instructors that can be engaged to provide proper techniques at the different amenities.

~~l.11.~~ ~~No resident may remove any furniture, equipment or supplies from any facility (including from one clubhouse room to another, from pool deck to locker room, etc.). may not be moved to a different room/space or between facilities.~~

~~m.12.~~ Facility user must leave the facility and equipment in the same condition in which it was found. All personal items must be removed at the conclusion of the activity. This includes properly bundling trash for disposal and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.

~~n.13.~~ In order to balance use and avoid overuse of facilities, staff will impose time and frequency limits on rooms and equipment.

~~o.14.~~ Facilities, ticket sales, posting of flyers, etc. are available on a first-come first-served basis.

~~p.15.~~ When there is a waiting list, the first resident on the list will be contacted first. The resident has three options:

~~i.a.~~ Accept the opening;

~~ii.b.~~ Pass and retain his/her position on the list; or

~~iii.c.~~ Pass and be removed from the list.

~~iv.~~

~~q.16.~~ Facility user shall not discriminate in any way against any person on the basis of race, age, sex, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, mental and physical handicap disability, ancestry, mental condition, pregnancy, denial of medical and family care leave, pregnancy disability leave or marital status in connection with the activities of any individual or club/group/organizationclub.

~~r.17.~~ Facility user shall be solely responsible for all ~~i~~ individuals or club/group/organizationclub's statements, actions and/or failures to act. Facility user understands and agrees that GRF does not endorse, approve or authorize such conduct and therefore expressly disclaims all responsibility and liability without exception in accordance to the GRF Nuisance Policy.

18. Clubs, ~~Ggroups, Organizations~~ and ~~i~~ individuals must not allow entertainers, vendors, caterers and other contracted service entities to sign an exclusivity contract agreement; nor shall a statement be included in the general contract agreement, when utilizing GRF property.

~~s.—~~

~~t.~~ Facility user agrees that GRF and Village Management Services Inc. (VMS) staff and directors are not responsible for any program, activity or content thereof, which takes place during facility users' use of GRF facilities. If the City of Laguna Woods requires a special event permit relating to the use of this GRF facility, facility user agrees to comply with city requirements. In the event that the city requires the facility user to obtain insurance in order to obtain a special event permit from the city, facility user shall name GRF, VMS, staff and directors, as additional insureds. If requested, facility user agrees to provide GRF a copy of the policy Certificate of Insurance or a specific endorsement that shows this coverage.

19. ~~Tours, filming and/or photography in any recreation facility for commercial purposes must be approved in advance through the Marketing and Communications Division.~~ Tours, filming/videography and photography in any GRF facility for commercial or recreational

purposes must be approved in advance through the Communications Division in the Office of the CEO.

~~u.~~ a. The Clubhouse supervisor must review requests regarding photography/filming for recreational purposes.

~~v.~~20. No user of GRF facilities shall act in any of the following manners, and no GRF facility shall be used for any of the following purposes that constitutes a/an:

~~i.~~a. Violation of GRF rules;

~~ii.~~b. Interference with the rights of other GRF members and/or users of GRF facilities;

~~iii.~~c. Nuisance;

~~iv.~~d. Indecent act;

~~v.~~e. Illegal act; or

~~vi.~~f. Inconsistency with the stated purpose of the rental agreement.

~~w.~~21. Facility user will not violate any local, state or federal law and will be solely responsible for all violations of local, state and/or federal laws. GRF is authorized to investigate any claim that any local, state or federal law has been or is being violated. GRF, its directors, officers or staff shall not be liable, at law or in equity, as a result of an individual or ~~club/group/organization~~club's failure to comply with this rule. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws. In the event that GRF determines, in its sole discretion, that the facility user has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the facility user shall thereupon immediately cease all activities under the permit.

B. Games of chance/Opportunity drawings

~~x.~~1. Games of chance or opportunity drawings are permitted only in accordance with applicable local, state and federal laws.

C. Gathering signatures for petitions, initiatives and/or election campaigns

~~y.~~1. Gathering signatures for petitions and/or initiatives is permitted under the following criteria:

~~i.~~a. The petition must remain in the possession of the signature gatherer.

~~ii.~~b. The signature gatherer must be outside of the GRF facility and not interfere with ingress or egress of the facility.

~~iii.~~c. The signature gatherer may not disturb or interrupt any program or activity.

~~iv.~~d. When invited by a club, the signature gatherer must remain in the specified room.

~~z.~~2. The use of tables, chairs or other furniture ~~is prohibited~~ is not permitted.

D. Continuing education program

~~aa.~~1. Emeritus program

~~i.~~a. ~~GRF provides the facilities at no cost. The Saddleback Emeritus Institute is a state-funded program created "to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging, and health improving courses for older adults throughout South Orange County."~~

~~b.~~ Classes may be held in all clubhouses except Clubhouses 2, 6 and 7; Pool 2; the Computer Learning Centers; the Community Fitness Center; the Village Greens Facility; and the

- ~~Performing Arts Center unless the class is approved by Recreation. GRF contracts with Saddleback Emeritus Institute to ensure a variety of free classes are offered.~~
- ~~ii.c. Due to the state-funding, non-residents are allowed to register for any class.~~
- ~~iii. Recreation works with Saddleback College to facilitate the Saddleback Emeritus program.~~
- ~~iv. Nonresident students must use a Saddleback pass to attend classes in which they are registered, may arrive at the facility no more than 15 minutes prior to the scheduled start time for the class and must leave the facility immediately after the scheduled end time for the emeritus class.~~
- ~~v. A parking pass is required if the student is driving into the community; parking passes may be purchased a week prior to the first week of classes.~~
- ~~vi.d. All participants must sign in or check in at the facility; GRF sign-in sheets must be turned into clubhouse staff at the end of class.~~
- ~~vii.e. All participants must sign the general liability and photo release form and is bound to adhere to all community rules.~~
- ~~bb.2. Recreation department-coordinated classes~~
- ~~i.a. Class punch cards are only refundable if they were purchased within the past 12 months and never punched.~~
- ~~ii.b. No refunds will be made after the first class for classes without punch cards.~~

Clubs (Recreation Approved Groups or Organizations)/Groups/Organizations

A. General

- ~~2.1. Residents requesting to form a club/group/organization~~ must first submit a request form to Recreation staff stating the purpose and/or objective of the proposed ~~club/group/organization~~ and the full names, signatures, addresses and telephone numbers of 20 residents ~~requesting to become~~ membership in the new ~~club/group/organization~~.
- ~~3.2. Club The Recreation Department~~ status is limited to 250 clubs/~~groups/organizations~~; additional inquiries will be placed on a waitlist until space becomes available.
- ~~4.3. Club membership is required to be in~~ compliance with GRF rules, policies and procedures ~~and, including the guest policy, must be a condition for membership in the club/group/organization.~~
- ~~5.4. The club/group/organization~~ must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared toward minors are ~~prohibited~~ not permitted. **All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.**
- ~~5. The club/group/organization~~ Clubs may not represent any outside business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
- ~~6.a. Clubs may sell equipment and materials at cost as a convenience to members, students and other clubs.~~

~~7.6.~~ Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:

~~i.a.~~ Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).

~~ii.b.~~ An entrance fee may be charged to cover the costs associated with an event.

~~iii.c.~~ Fundraising activities (see Page 8, Fundraiser).

The ~~club/group/organization~~club must be substantially supported by revenue from its members.

~~7.~~

~~8.~~ ~~8.~~ The ~~club/group/organization~~club must have a minimum of two and maximum of three executive club officers.

~~i.~~ ~~Who~~ do not occupy the same residence

~~9.a.~~ Executive club officers must be residents of Laguna Woods Village.

~~i.~~ One officer must be a resident owner/shareholder.

~~a.~~ ii. Only executive club officers may make requests to staff regarding club business.

~~10. 9.~~ The ~~club/group/organization~~club must have a minimum membership of 80 percent Laguna Woods Village residents.

~~i. a.~~ Nonresidents may participate as "guests" and must be accompanied by a resident.

~~ii.b.~~ Nonresident members may not invite their own "guests."

~~10.~~ An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to Recreation annually by March 31 to maintain club status.

~~11. a.~~ The membership roster must include first and last name and resident ID number.

~~12. 11.~~ All forms of ~~club/group/organization~~club publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village residents and their guests only." Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.

~~13. 12.~~ Although GRF recognized clubs/~~groups/organizations~~ are afforded promotional privileges by GRF, such organizations are ~~entirely~~ independent. GRF does not regulate club business, and therefore GRF assumes no liability for their acts.

~~14. 13.~~ Recreation reserves the right to obtain financial information from any Laguna Woods Village club. Club bylaws and insurance are not required, but are strongly recommended.

B. Fundraisers

~~15.1.~~ A ~~c~~Club/group/organizationlub may have up to four fundraisers per year to benefit their group, raise funds for a GRF project, Village Community Fund, ~~or~~ the Laguna Wood Village Foundation or an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization controlled and supervised by the sponsor. -Fundraisers that are prohibited are Charitable Raffles or Outside Organizations. -Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves or their group.

~~16.2.~~ Must be a GRF recognized ~~club/group/organization~~club hosting the event.

17-3. If fundraiser is for an outside organization, the organization must be an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.

18-4. ~~Club/group/organization~~Club may sell products or services, hold silent auctions, fashion shows or events as approved by Recreation.

19-5. ~~Club/group/organization~~Club must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Tournaments

1. All new applications are accepted on a first-come, first-served basis and are only accepted from Recreation approved clubs.
 - a. Applications must be submitted at least 6 months prior to the event.
2. Applications and other documents may be submitted as follows:
 - a. Scan and email to: recreation@vmsinc.org
 - b. Deliver in person to Recreation Department staff located on the first floor of the Laguna Woods Village Community Center or mail to: 24351 El Toro Road, Laguna Woods, CA 92637
3. All fees must be paid within two weeks of application approval and will be in accordance with the GRF pricing policy and fee schedule.
4. Applications and all required documentation are required to be approved by the Recreation Department.
5. GRF reserves the right to limit requests for tournaments based upon the following requirements:
 - a. Tournament must not impede use of the facility by residents outside the designated area.
 - b. Insurance requirements must be met per the VMS Risk Manager.
 - c. Parking for the tournament must allow ample parking for residents using adjacent facilities.
 - d. The facility or amenity used for the tournament must be cleaned and returned to the exact condition in which it was accepted. Fees will be incurred if repairs or custodial staff are necessary.
 - e. A club may have up to four tournaments which include outside participants per year to benefit their club, raise funds for a GRF project or the Laguna Wood Village Foundation controlled and supervised by the sponsor. Companies or individuals may not hold tournaments to conduct or promote a business for the benefit of themselves.
6. An applicant applying on behalf of club must be an executive officer of the club.
7. Incomplete applications (including those missing the required backup materials) will not be accepted.
8. Tournament times requested on the application must include the entire time needed to prepare for the event, including but not limited to food preparation, decorating, complete clean up.
9. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
10. GRF will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond GRF's control, including but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these

circumstances, the event may be rescheduled (pending availability) or fees will be refunded.

11. Reservations may be canceled or moved as necessary to accommodate GRF and mutual meetings, facility renovations, GRF approved requests, Recreation-coordinated events, emergency maintenance, etc.

12. GRF reserves the right to require security personnel be present at events.

13. Gate clearance is required for all non-residents in attendance.

D. Clubhouse 1 Club Plaques

1. Only current clubs may post a plaque at Clubhouse 1. If the club disbands, the plaque is to be removed and given to the most current club president.

2. Each club is required to ensure the plaque be in good condition; maintenance is the responsibility of the club.

3. Each plaque must not exceed 24" by 22" and must be mounted by Recreation staff.

E. Sponsorship

1. Sponsorship of outside organizations is allowed for both Recreation and club events.

a. Sponsors may attend events with provided payment or permission from hosting group.

b. Sales are not permitted; promotional materials may be distributed while attending the event only.

2. All temporary sponsorship banners, plaques and/or advertising placement must be approved by Recreation facility supervisor. Permanent sponsorship advertising must have GRF approval.

A.F. Room reservations

~~1.~~ 1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.

~~2.~~ 2. Only executive club officers of a ~~club/group/organization~~club may check availability or make/change/cancel reservations on behalf of the ~~club/group/organization~~club.

~~3.~~ 3. A Laguna Woods Village ~~club/group/organization~~club may submit a request for a rollover reservation subject to:

~~i.a.~~ The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.

~~ii.b.~~ No more than 104 rollover dates per ~~club/group/organization~~club.

~~c.~~ A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.

~~iii.d.~~ Cancelations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).

~~iv.e.~~ Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.

~~v.f.~~ Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.

~~vi.g.~~ No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.

~~a.~~ Two Saturday evenings per month may be scheduled for a rollover reservation in each Clubhouse Ballroom/Main Lounge. The remaining Saturday evenings must remain open for one-time reservations. Requestor ~~Club/group/organization~~ may not have more than only

~~reserve one Saturday night per month in a main lounge/ballroom; no more than two Saturday nights may be held down as rollover reservations in any main lounge/ballroom.~~

~~h.~~

~~vii. Rollover reservations are not permitted in the Village Greens Facility.~~

~~viii.i. Lottery requests for religious holiday events take priority over club/group/organization club rollovers and lottery requests.~~

~~B.G.~~ Flyers

~~1. All flyers must be stamped approved in advance by the Recreation Department. Flyers may be emailed to recreation@vmsnc.org or club representative may visit the Recreation office.~~

~~a. Flyers must be submitted to Recreation; club/group/organization may not directly post flyers on the flyer racks.~~

~~. Flyers not approved by Recreation will be removed and discarded.~~

~~1. 2.~~

~~2. GRF does not endorse any event/trip/product/service advertised on flyers.~~

~~3. 3. Flyers are permitted only in designated locations and are subject to space availability.~~

~~4. 4. If flyer is in a foreign language, an exact English translation must be provided on the back side.~~

~~5. 5. Only two flyers per club/group/organization club are allowed at any one time.~~

~~6. 6. Flyer size is 8.5 by 11 inches only.~~

~~7. Sponsor logo identification is not permitted on flyers.~~

~~8. 7. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club/group/organization club; general information flyers are prohibited.~~

~~9. 8. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.~~

~~10. 9. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website addresses.~~

~~11. 10. Flyers may be submitted no more than three days prior to when they are posted.~~

~~12. 11. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.~~

~~13. 12. Flyers must be submitted to Recreation; club/group/organization may not directly post flyers on the flyer racks.~~

~~14. Flyers not approved by Recreation will be removed and discarded.~~

~~15. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village Residents and their guests only."~~

~~C.H.~~ Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass-enclosed bulletin board

~~1. The Clubhouse 5 glass-enclosed bulletin board is for use by a club that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.~~

~~2. All posters must be stamped in advance by Recreation.~~

~~1. a. Posters not approved by Recreation will be removed and discarded~~

~~2. 3. Displaying posters is subject to space availability.~~

~~3. 4. Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.~~

4. Posters are not allowed to be adorned with lights or decorations.
- ~~5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).~~
- ~~6. The Performing Arts Center lobby poster area is for box office events.~~
- ~~7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.~~
- ~~8. The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.~~
9. Posters not approved by Recreation will be removed.

Room Reservations

A. General

1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must ~~submit a facility application form prior to making payment for a room reservation~~ sign a reservation agreement prior to making payment for a room reservation.
- ~~3.~~ Reservations by individuals may only be booked for private ~~or social~~ gatherings.
- ~~3.4.~~ Recreation requires attendance sheets to be completed and turned in to clubhouse staff at the end of all events/meetings.
- ~~4.5.~~ Reservations made by individuals must be for personal, non-commercial purposes only. Acceptable uses include social events such as birthday parties, anniversaries, music or dance practice, or other gatherings where attendees are not charged a fee. Events that involve business promotion, client services, or any form of paid instruction or admission are prohibited. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities.
- ~~6.~~ Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village.
- ~~5.7.~~ Staff works to assure that clubs/groups/organizations and individuals are placed in the appropriate-sized rooms for their event. ~~Set minimum occupancy limits will be enforced.~~
- ~~8.~~ Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
~~6.a.~~ Rooms that include a patio or grassy area and two setups are requested: renter will be charged an additional Recreation Leader fee for the second set up.
- ~~7.~~ Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. Hourly reservations may be made on a case-by-case basis with the approval of the facility supervisor. One-hour reservations may be made on a case-by-

~~case basis with the approval of the facility supervisor; reservations for one hour may not request a room setup.~~

~~8.9.~~ Length of reservation must include setup/decoration, caterer preparation and cleanup time.

~~9.10.~~ The GRF pricing policies contain two rates: ~~r~~Resident rate and exception rate; (refer to the GRF fee list).

a. Resident rate applies to:

~~1.i.~~ All Laguna Woods Village residents;

~~2.ii.~~ Weddings and wedding receptions for residents and

~~3.iii.~~ Private resident events such as birthdays, memorials and/or anniversary parties.

b. Exception rate applies to:

~~1.i.~~ Any non-Laguna Woods Village organization or group for which a resident makes a reservation;

~~2.ii.~~ Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and

~~3.iii.~~ All ~~club/group/organization~~club reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (~~club/group/organization~~club-approved fundraisers are exempt).

~~11.~~ It ~~is prohibited~~is not permitted to use any room/facility for anything but the stated purpose.

~~10.12.~~ It is not permitted to lock the entry/exit doors of the rental space during facility business hours to ensure safety protocols are adhered unless special arrangements are made with the Security Department.

~~11.13.~~ Reservations may be canceled or moved as necessary to accommodate GRF and mutual meetings, facility renovations, GRF-approved requests, Recreation-coordinated communitywide events, etc. The Performing Arts Center rehearsal room reservations may be canceled or moved if the auditorium is booked.

~~12.14.~~ Every reservation must submit a Facility Checkout Form to the clubhouse staff at the conclusion of the event indicating the number of residents and nonresidents.

~~15.~~ Cancellation of a paid reservation requires at least 14 days' notice to Recreation to qualify for a full refund.

~~13.a.~~ Club rollovers will not receive a refund per the contract.

~~14.16.~~ Refunds will be credited to the requestor's credit/~~debit~~ card or via check, by request.

~~15.17.~~ "No shows" and cancellations less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.

~~18.~~ Specialty club/resident events may have security personnel; additional fees apply (refer to the GRF fee list).

~~16.a.~~ Please contact Security at 949-597-4294 to inquire about security personnel.

~~a.b.~~ Staff will determine if an ~~E~~events requires ~~es ing~~security personnel ~~are determined~~by the type, size and/or nature of ~~the~~ event.

~~17.19.~~ Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the insurance coordinator 60 days in advance (call 949-597-4202 for more information) and may require a permit by the City of Laguna Woods.

~~C.B.~~ Types of reservations

1. Permanent/Rollover
 - a. Only a Laguna Woods Village ~~club/group/organizationclub~~ may submit a request for a rollover reservation; individuals may not hold rollover reservations.
 - b. For clubs/groups/organizations rollover reservation information, see Page 8.
2. Lottery
 - ~~a. Requests for religious holiday events take priority over club/group/organization rollovers and lottery requests. Holiday must be named on lottery card.~~
 - ~~b.a.~~ Only one card is permitted per event; duplicate cards will result in all cards for that event being moved to the end of the requests.
 - ~~b.~~ An individual or ~~club/group/organizationclub~~ may submit up to four lottery cards each year.
 - ~~c.~~ One card may be submitted to request a weekly/monthly reservation. All weekly/monthly requests will be placed into a different pool to be processed after all one-time lottery requests have been processed.
 - ~~d.~~ Lottery cards may be submitted between May 15 and June 15 for one-time special events for the upcoming year.
 - ~~i.~~ Those submitted after June 15 will be processed after lottery in order of receipt.
 - ~~d.e.~~ Requests for religious holiday events take priority over club rollovers and lottery requests. Holiday must be named on lottery card.
3. One time/Walk-in
 - a. One-time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be approved by the facility supervisor where the reservation is being requested.
 - b. Walk-in reservations open on August 1 for the upcoming year.

~~D.C.~~ Setup and cleanup of room reservations

1. Room setup specifications for furniture and equipment (such as projectors, pianos, etc.) must be made with the facility staff a minimum of seven days prior to the reservation date.
2. Residents must make a request for technical services at least ~~two~~four weeks in advance of the reservation date. Notice to senior technician must be provided ~~two~~four weeks in advance for cancelations. Failure to notify senior technician of a cancelation within ~~two~~four weeks of the event will result in a two-hour minimum fee (refer to the GRF fee list).
3. Clubhouse 5 requires technicians for events that include projector, sound, lighting, three or more microphones and/or access to the sound booth.
4. Performing Arts Center auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation technicians. The senior technician may be reached at 949-268-2553.
5. The facility must be cleaned and returned to the exact condition in which it was accepted.

6. All cleanup must be accomplished by the end of the event. At the end of the cleanup period, the facility user is responsible for inspecting the premises with a staff member and signing off on the Facility Checkout Form. If the facility user fails to sign the Facility Checkout Form or fails to accomplish facility cleanup by permit end time, GRF reserves the right to reject any future applications. A cleanup fee may be charged for inadequate cleanup (refer to the GRF fee list).
7. Facility user is responsible for the following:
 - a. Bundling all trash and placing in the designated location as specified by staff;
 - b. All equipment used;
 - c. All table tops and chairs used must be wiped clean; and
 - d. Any soiled or dampened floor or carpet areas.
8. For kitchen approval, the facility user is responsible for cleaning the following:
 - a. Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.
 - b. Wipe off, with a damp cloth, all tables used for eating and serving.
 - c. Thoroughly clean all large coffee urns and baskets.
 - d. Check with the staff regarding proper clean up instructions for grills, broilers and fryers.
 - e. Clean the areas around grills, broilers and fryers even if you do not use the equipment.
 - f. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - g. Clean the refrigerator if used.
 - h. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
 - i. Clean the barbecue if used.
9. All equipment, supplies, personal articles, displays, etc., must be removed prior to checkout and signoff of Facility Checkout Form. All items left at the facility will be discarded.
10. The facility user is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from facility users reservation/use of the facility, amenity or equipment.

E.D. Food

1. Facility user must bring their own food, have food dropped off or use a caterer from a Recreation -approved list (call 949-597-427327 or email recreation@vmsinc.org to obtain).
- ~~a.~~ No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge; call 949-206-1525).

2-a.

- ~~3-2.~~ A ~~\$25 for small kitchen/barbecue or \$50 for commercial kitchen~~ fee will be charged when the barbeque, oven, stove, silverware/plates or dishwasher are used; there is no charge to use the microwave and refrigerator. Please refer to the GRF fee list.

- ~~4-1.~~ ~~No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge; call 949-206-1525).~~

E. Caterers

F.

1. Recreation has complete authority in scheduling times for the caterer to arrive at the appropriate facilities to prepare food.
2. A caterer cannot enter any clubhouse facility without a Recreation staff member on the premises.
3. Storage of food is permitted only during the reservation period; additional time must be requested in advance and approved by the facility supervisor and may not exceed 24 hours; if approved, GRF holds no liability for food left unattended.
4. Caterer must pay caterer's fee in accordance with the GRF Fee list.

G.F. **Alcohol**

1. The facility user may bring in his or her own alcohol only when not charging for drinks.
2. A reservation which includes serving of alcohol to more than 100 people ~~with alcohol~~ requires a GRF bartender to be hired, unless otherwise approved by the Recreation Department.
3. Arrange Request a GRF bartender ~~by calling 949-597-4381~~ at least three weeks prior to the event.
3.a. Please refer to the Recreation Reservation Checklist for arrangement.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF bartenders have the right to deny service.

Performing Arts Center Policy

A. Auditorium Event Posters

1. Resident and Club event posters must adhere to Golden Rain Foundation (GRF) poster policy.
2. Performing Arts Center lobby posters must be no larger than 33 by 40 inches; Performing Arts Center bulletin boards posters must be no larger than 11 by 17 inches.
3. Performing Arts Center lobby posters may be displayed a maximum of 90 days prior to the date of the event (or date of first event in a series).
4. The Performing Arts Center lobby poster area is for box office events.
5. The Performing Arts Center lobby bulletin board is for use by GRF or a club that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.

B. Auditorium Reservations

1. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
 - a. A Performing Arts Center (Clubhouse 3) Rental /Technical Application must be submitted at least four months in advance of the event.
 - b. A reservation is not confirmed/final until the GRF Performing Arts Center Rental Contract is approved and signed.
 - c. Reservation must be for a four-hour minimum. Hourly reservations may be made on a case-by-case basis with the approval of the facility supervisor.
 - d. The earliest requests can be made for the Theatre are in August, two years prior. (Example: August 2025 for dates in 2027)
2. Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
3. Maximum of six dates per club within one calendar year.

4. Clubs are limited to booking four fundraisers per year.
5. No more than four ticketed show dates per club per year on Fridays or Saturdays.
6. The theater is not reservable one month per year for general maintenance. Other closures may apply for GRF approved capital reserve projects or emergency maintenance.
7. Any new Theatre rollover and/or series reservations or change to existing rollover reservations for two years out must be received by June 15.



Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures

Table of Contents

Golden Rain Foundation Recreation Department Policy	2
Access to GRF Recreation Facilities	3
Residents.....	3
Guests/Other	3
Gate clearance/Community access for guest(s)	3
Use of GRF Recreation Facilities	3
All facilities/General.....	3
Games of chance/Opportunity drawings.....	5
Gathering signatures for petitions and/or initiatives and/or election campaigns	5
Continuing education program.....	5
Clubs/Groups/Organizations	6
General.....	6
Fundraisers.....	7
Tournaments.....	7
Clubhouse 1 Club Plaques.....	8
Sponsorship.....	8
Room Reservations.....	8
Flyers.....	9
Clubhouse 5 glass-enclosed bulletin board	9
Room Reservations	9
General.....	9
Types of reservations.....	11
Setup and cleanup of room reservations.....	11
Food	12
Caterers.....	12
Alcohol	13
Performing Arts Center.....	13
Auditorium Event Posters.....	13
Auditorium Reservations.....	13

Golden Rain Foundation Recreation Department Policy

The Recreation and Special Events Department (Recreation) is responsible for planning and executing a comprehensive recreation program for all Laguna Woods Village residents. Recreation coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to Golden Rain Foundation (GRF) facilities is available for residents. Specific facility and amenity operating rules may be found on the Laguna Woods Village website. Exceptions to the policy require GRF Board approval. Residents may request an exception to the policy via Recreation Committee Request Form. Recreation may refer certain applications directly to the GRF board. Call 949-597-4273 or email recreation@vmsinc.org for more information.

Please refer to the GRF policy for entire community policy.

A. GRF Authority and Enforcement

GRF is authorized to take disciplinary or suspension action against a member found to be in violation of Recreation policy and/or operating rules. The GRF board of directors has the authority to impose monetary fines, suspend member privileges and/or bring forth legal action. Member (be it via a club or individual) is entirely responsible for ensuring that the rules, regulations and policies are followed. This includes any co-occupant, lessee or guest.

Access to GRF Recreation Facilities

A. Residents

1. Residents and guests must sign in.
2. Residents must be prepared to show their Laguna Woods Village ID card upon request. Inability to provide Laguna Woods Village ID card may result in denied access to facility or event.

B. Guests/Other

1. Residents must accompany their guests at all times.
2. Facilities may have age limitations and guest limits, which may be found in the operating rules for the respective facility.
3. Guests may not enroll in/attend no-cost Recreation-coordinated classes or check out materials from the library. Please refer to the Clubhouse 4 operating rules to view access to each room.
4. Guests must pay all applicable guest fees in accordance with the GRF Schedule of Guest Fees.
5. City staff or city council for city business and/or city events pay resident rates, plus any additional costs in accordance with the GRF fee list.

C. Gate clearance/Community access for guest(s)

1. Complete the Gate Clearance Form at least four business days prior to the event.
 - a. Submit forms to community.access@vmsinc.org. Failure to submit form will result in denied entry for guests and/or a fine.
 - b. List the first name and last name of all nonresident guests (including catering staff, entertainers, speakers, etc.).
2. Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301.

Use of GRF Recreation Facilities

A. All facilities/general

1. Facilities may not be used to conduct a business by clubs or individuals.
2. GRF facilities are smoke/vape free; smoking/vaping is not permitted within 20 feet of any entrance and waste must be disposed of properly. Please refer to the City of Laguna Woods Municipal Code, Chapter 7.16.
3. Use of Styrofoam products of any kind is not permitted per City of Laguna Woods ordinance 4.23.010.
4. Technical special effects must be approved by the facility supervisor or senior technician.
5. Facility staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures, protect GRF facilities and equipment. Security shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention, documented and reported to the GRF Board. GRF directors may inspect conditions and bring any hazards or unsafe conditions to the board's attention for appropriate action.
 - a. Emergencies (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Development, (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to Owners and/or their residents, but not exceed authorized amounts for that expected purpose. Notwithstanding the foregoing authority, if at all possible, Staff shall confer immediately with GRF and obtain GRF's prior written approval regarding every such unbudgeted expenditure and

suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures.

6. Use of equipment by residents is at the discretion of the facility staff and may require training prior to use; facilities and equipment must be used in a safe manner and in such a way as to not cause a hazard, damage or undue wear and tear.
7. Facility user must sign and/or provide required documents and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements). Agreement, waivers and/or all other documents remain in effect until replaced.
8. Everyone must follow proper rules of etiquette for each activity/sport.
9. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
10. No one may provide instruction of a formal nature unless contracted by the Recreation Department.
11. Furniture, equipment or supplies may not be moved to a different room/space or between facilities.
12. Facility user must leave the facility and equipment in the same condition in which it was found. All personal items must be removed at the conclusion of the activity. This includes properly bundling trash for disposal and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.
13. In order to balance use and avoid overuse of facilities, staff will impose time and frequency limits on rooms and equipment.
14. Facilities, ticket sales, posting of flyers, etc. are available on a first-come first-served basis.
15. When there is a waiting list, the first resident on the list will be contacted first. The resident has three options:
 - a. Accept the opening;
 - b. Pass and retain his/her position on the list; or
 - c. Pass and be removed from the list.
16. Facility user shall not discriminate in any way against any person on the basis of race, age, sex, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, mental and physical disability, ancestry, mental condition, pregnancy, denial of medical and family care leave, pregnancy disability leave or marital status in connection with the activities of any individual or club.
17. Facility user shall be solely responsible for all individuals or club's statements, actions and/or failures to act. Facility user understands and agrees that GRF does not endorse, approve or authorize such conduct and therefore expressly disclaims all responsibility and liability without exception in accordance to the GRF Nuisance Policy.
18. Clubs and individuals must not allow entertainers, vendors, caterers and other contracted service entities to sign an exclusivity contract agreement; nor shall a statement be included in the general contract agreement, when utilizing GRF property.

Facility user agrees that GRF and Village Management Services Inc. (VMS) staff and directors are not responsible for any program, activity or content thereof, which takes place during facility users' use of GRF facilities. If the City of Laguna Woods requires a special event permit relating to the use of this GRF facility, facility user agrees to comply with city requirements. In the event that the city requires the facility user to obtain insurance in order to obtain a special event permit from the city, facility user shall name GRF, VMS, staff and directors, as additional insureds. If requested, facility user agrees to provide GRF a copy of the Certificate of Insurance or a specific endorsement that shows this coverage.

19. Tours, filming/videography and photography in any GRF facility for commercial or recreational purposes must be approved in advance through the Communications Division in the Office of the CEO.
 - a. The Clubhouse supervisor must review requests regarding photography/filming for recreational purposes.
 20. No user of GRF facilities shall act in any of the following manners, and no GRF facility shall be used for any of the following purposes that constitutes a/an:
 - a. Violation of GRF rules;
 - b. Interference with the rights of other GRF members and/or users of GRF facilities;
 - c. Nuisance;
 - d. Indecent act;
 - e. Illegal act; or
 - f. Inconsistency with the stated purpose of the rental agreement.
 21. Facility user will not violate any local, state or federal law and will be solely responsible for all violations of local, state and/or federal laws. GRF is authorized to investigate any claim that any local, state or federal law has been or is being violated. GRF, its directors, officers or staff shall not be liable, at law or in equity, as a result of an individual or club's failure to comply with this rule. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws. In the event that GRF determines, in its sole discretion, that the facility user has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the facility user shall thereupon immediately cease all activities under the permit.
- B. Games of chance/Opportunity drawings**
1. Games of chance or opportunity drawings are permitted only in accordance with applicable local, state and federal laws.
- C. Gathering signatures for petitions, initiatives and/or election campaigns**
1. Gathering signatures for petitions and/or initiatives is permitted under the following criteria:
 - a. The petition must remain in the possession of the signature gatherer.
 - b. The signature gatherer must be outside of the GRF facility and not interfere with ingress or egress of the facility.
 - c. The signature gatherer may not disturb or interrupt any program or activity.
 - d. When invited by a club, the signature gatherer must remain in the specified room.
 2. The use of tables, chairs or other furniture is not permitted.
- D. Continuing education program**
1. Emeritus program
 - a. The Saddleback Emeritus Institute is a state-funded program created "to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging, and health improving courses for older adults throughout South Orange County."
 - b. GRF contracts with Saddleback Emeritus Institute to ensure a variety of free classes are offered.
 - c. Due to the state-funding, non-residents are allowed to register for any class.
 - d. All participants must sign in or check in at the facility; GRF sign-in sheets must be turned into clubhouse staff at the end of class.
 - e. All participants must sign the general liability and photo release form and is bound to adhere to all community rules.
 2. Recreation department-coordinated classes

- a. Class punch cards are only refundable if they were purchased within the past 12 months and never punched.
- b. No refunds will be made after the first class for classes without punch cards.

Clubs (Recreation Approved Groups or Organizations)

A. General

1. Residents requesting to form a club must first submit a request form to Recreation staff stating the purpose and/or objective of the proposed club and the full names, signatures, addresses and telephone numbers of 20 residents to become members in the new club.
2. The Recreation Department is limited to 250 clubs; additional inquiries will be placed on a waitlist until space becomes available.
3. Club membership is required to be in compliance with GRF rules, policies and procedures and the guest policy.
4. The club must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared toward minors are not permitted. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. Clubs may not represent any outside business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
 - a. Clubs may sell equipment and materials at cost as a convenience to members, students and other clubs.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
 - b. An entrance fee may be charged to cover the costs associated with an event.
 - c. Fundraising activities (see Page 8, Fundraiser).
7. The club must be substantially supported by revenue from its members.
8. The club must have a minimum of two and maximum of three executive club officers who do not occupy the same residence
 - a. Executive club officers must be residents of Laguna Woods Village.
 - i. One officer must be a resident owner/shareholder.
 - ii. Only executive club officers may make requests to staff regarding club business.
9. The club must have a minimum membership of 80 percent Laguna Woods Village residents.
 - a. Nonresidents may participate as "guests" and must be accompanied by a resident.
 - b. Nonresident members may not invite their own "guests."
10. An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to Recreation annually by March 31 to maintain club status.
 - a. The membership roster must include first and last name and resident ID number.
11. All forms of club publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village residents and their guests only." Online publicity is permissible if the publicity is clear that the

event is for Laguna Woods Village residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.

12. Although GRF recognized clubs are afforded promotional privileges by GRF, such organizations are independent. GRF does not regulate club business.

13. Club bylaws and insurance are not required, but are strongly recommended.

B. Fundraisers

1. A club may have up to four fundraisers per year to benefit their group, raise funds for a GRF project, Village Community Fund, the Laguna Wood Village Foundation or an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization controlled and supervised by the sponsor. Fundraisers that are prohibited are Charitable Raffles or Outside Organizations. Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves or their group.

2. Must be a GRF recognized club hosting the event.

3. If fundraiser is for an outside organization, the organization must be an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.

4. Club may sell products or services, hold silent auctions, fashion shows or events as approved by Recreation.

5. Club must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Tournaments

1. All new applications are accepted on a first-come, first-served basis and are only accepted from Recreation approved clubs.

a. Applications must be submitted at least 6 months prior to the event.

2. Applications and other documents may be submitted as follows:

a. Scan and email to: recreation@vmsinc.org

b. Deliver in person to Recreation Department staff located on the first floor of the Laguna Woods Village Community Center or mail to: 24351 El Toro Road, Laguna Woods, CA 92637

3. All fees must be paid within two weeks of application approval and will be in accordance with the GRF pricing policy and fee schedule.

4. Applications and all required documentation are required to be approved by the Recreation Department.

5. GRF reserves the right to limit requests for tournaments based upon the following requirements:

a. Tournament must not impede use of the facility by residents outside the designated area.

b. Insurance requirements must be met per the VMS Risk Manager.

c. Parking for the tournament must allow ample parking for residents using adjacent facilities.

d. The facility or amenity used for the tournament must be cleaned and returned to the exact condition in which it was accepted. Fees will be incurred if repairs or custodial staff are necessary.

e. A club may have up to four tournaments which include outside participants per year to benefit their club, raise funds for a GRF project or the Laguna Wood Village Foundation controlled and supervised by the sponsor. Companies or individuals may not hold tournaments to conduct or promote a business for the benefit of themselves.

6. An applicant applying on behalf of club must be an executive officer of the club.

7. Incomplete applications (including those missing the required backup materials) will not be accepted.
8. Tournament times requested on the application must include the entire time needed to prepare for the event, including but not limited to food preparation, decorating, complete clean up.
9. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
10. GRF will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond GRF's control, including but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees will be refunded.
11. Reservations may be canceled or moved as necessary to accommodate GRF and mutual meetings, facility renovations, GRF approved requests, Recreation-coordinated events, emergency maintenance, etc.
12. GRF reserves the right to require security personnel be present at events.
13. Gate clearance is required for all non-residents in attendance.

D. Clubhouse 1 Club Plaques

1. Only current clubs may post a plaque at Clubhouse 1. If the club disbands, the plaque is to be removed and given to the most current club president.
2. Each club is required to ensure the plaque be in good condition; maintenance is the responsibility of the club.
3. Each plaque must not exceed 24" by 22" and must be mounted by Recreation staff.

E. Sponsorship

1. Sponsorship of outside organizations is allowed for both Recreation and club events.
 - a. Sponsors may attend events with provided payment or permission from hosting group.
 - b. Sales are not permitted; promotional materials may be distributed while attending the event only.
2. All temporary sponsorship banners, plaques and/or advertising placement must be approved by Recreation facility supervisor. Permanent sponsorship advertising must have GRF approval.

F. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club may check availability or make/change/cancel reservations on behalf of the club.
3. A Laguna Woods Village club may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club.
 - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
 - d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.

- g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
- h. Two Saturday evenings per month may be scheduled for a rollover reservation in each Clubhouse Ballroom/Main Lounge. The remaining Saturday evenings must remain open for one-time reservations.
- i. Lottery requests for religious holiday events take priority over club rollovers and lottery requests.

G. Flyers

- 1. All flyers must be approved in advance by the Recreation Department. Flyers may be emailed to recreation@vmsnc.org or club representative may visit the Recreation office.
 - a. Flyers not approved by Recreation will be removed and discarded.
- 2. GRF does not endorse any event/trip/product/service advertised on flyers.
- 3. Flyers are permitted only in designated locations and are subject to space availability.
- 4. If flyer is in a foreign language, an exact English translation must be provided on the back side.
- 5. Only two flyers per club are allowed at any one time.
- 6. Flyer size is 8.5 by 11 inches only.
- 7. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club; general information flyers are prohibited.
- 8. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
- 9. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website addresses.
- 10. Flyers may be submitted no more than three days prior to when they are posted.
- 11. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
- 12. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village residents and their guests only."

H. Clubhouse 5 glass-enclosed bulletin board

- 1. The Clubhouse 5 glass-enclosed bulletin board is for use by a club that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
- 2. All posters must be stamped in advance by Recreation.
 - a. Posters not approved by Recreation will be removed and discarded
- 3. Displaying posters is subject to space availability.
- 4. Posters are not allowed to be adorned with lights or decorations.

Room Reservations

A. General

- 1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
- 2. Requestor must sign a reservation agreement prior to making payment for a room reservation.
- 3. Reservations by individuals may only be booked for private gatherings.

4. Recreation requires attendance sheets to be completed and turned in to clubhouse staff at the end of all events/meetings.
5. Reservations made by individuals must be for personal, non-commercial purposes only. Acceptable uses include social events such as birthday parties, anniversaries, music or dance practice, or other gatherings where attendees are not charged a fee. Events that involve business promotion, client services, or any form of paid instruction or admission are prohibited.
6. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village.
7. Staff works to assure that clubs/groups/organizations and individuals are placed in the appropriate-sized rooms for their event. Occupancy limits will be enforced.
8. Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
 - a. Rooms that include a patio or grassy area and two setups are requested: renter will be charged an additional Recreation Leader fee for the second set up.
9. Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. Hourly reservations may be made on a case-by-case basis with the approval of the facility supervisor. Length of reservation must include setup/decoration, caterer preparation and cleanup time.
10. The GRF pricing policies contain two rates: resident rate and exception rate; (refer to the GRF fee list).
 - a. Resident rate applies to:
 - i. All Laguna Woods Village residents;
 - ii. Weddings and wedding receptions for residents and
 - iii. Private resident events such as birthdays, memorials and/or anniversary parties.
 - b. Exception rate applies to:
 - i. Any non-Laguna Woods Village organization or group for which a resident makes a reservation;
 - ii. Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and
 - iii. All club reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (club-approved fundraisers are exempt).
11. It is not permitted to use any room/facility for anything but the stated purpose.
12. It is not permitted to lock the entry/exit doors of the rental space during facility business hours to ensure safety protocols are adhered unless special arrangements are made with the Security Department.
13. Reservations may be canceled or moved as necessary to accommodate GRF and mutual meetings, facility renovations, GRF-approved requests, Recreation-coordinated communitywide events, etc. The Performing Arts Center rehearsal room reservations may be canceled or moved if the auditorium is booked.
14. Every reservation must submit a Facility Checkout Form to the clubhouse staff at the conclusion of the event indicating the number of residents and nonresidents.

15. Cancellation of a paid reservation requires at least 14 days' notice to Recreation to qualify for a full refund.
 - a. Club rollovers will not receive a refund per the contract.
16. Refunds will be credited to the requestor's credit/debit card or via check, by request.
17. "No shows" and cancellations less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
18. Specialty club/resident events may have security personnel; additional fees apply (refer to the GRF fee list).
 - a. Please contact Security at 949-597-4294 to inquire about security personnel.
 - b. Staff will determine if an event requires security personnel by the type, size and/or nature of the event.
19. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the insurance coordinator 60 days in advance (call 949-597-4202 for more information) and may require a permit by the City of Laguna Woods.

B. Types of reservations

1. Permanent/Rollover
 - a. Only a Laguna Woods Village club may submit a request for a rollover reservation; individuals may not hold rollover reservations.
 - b. For clubs/groups/organizations rollover reservation information, see Page 8.
2. Lottery
 - a. Only one card is permitted per event; duplicate cards will result in all cards for that event being moved to the end of the requests.
 - b. An individual or club may submit up to four lottery cards each year.
 - c. One card may be submitted to request a weekly/monthly reservation. All weekly/monthly requests will be placed into a different pool to be processed after all one-time lottery requests have been processed.
 - d. Lottery cards may be submitted between May 15 and June 15 for one-time special events for the upcoming year.
 - i. Those submitted after June 15 will be processed after lottery in order of receipt.
 - e. Requests for religious holiday events take priority over club rollovers and lottery requests. Holiday must be named on lottery card.
3. One time/Walk-in
 - a. One-time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be approved by the facility supervisor where the reservation is being requested.
 - b. Walk-in reservations open on August 1 for the upcoming year.

C. Setup and cleanup of room reservations

1. Room setup specifications for furniture and equipment (such as projectors, pianos, etc.) must be made with the facility staff a minimum of seven days prior to the reservation date.
2. Residents must make a request for technical services at least four weeks in advance of the reservation date. Notice to senior technician must be provided four weeks in advance for cancellations. Failure to notify senior technician of a cancellation within four weeks of the event will result in a two-hour minimum fee (refer to the GRF fee list).

3. Clubhouse 5 requires technicians for events that include projector, sound, lighting, three or more microphones and/or access to the sound booth.
4. Performing Arts Center auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation technicians. The senior technician may be reached at 949-268-2553.
5. The facility must be cleaned and returned to the exact condition in which it was accepted.
6. All cleanup must be accomplished by the end of the event. At the end of the cleanup period, the facility user is responsible for inspecting the premises with a staff member and signing off on the Facility Checkout Form. If the facility user fails to sign the Facility Checkout Form or fails to accomplish facility cleanup by permit end time, GRF reserves the right to reject any future applications. A cleanup fee may be charged for inadequate cleanup (refer to the GRF fee list).
7. Facility user is responsible for the following:
 - a. Bundling all trash and placing in the designated location as specified by staff;
 - b. All equipment used;
 - c. All table tops and chairs used must be wiped clean; and
 - d. Any soiled or dampened floor or carpet areas.
8. For kitchen approval, the facility user is responsible for cleaning the following:
 - a. Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.
 - b. Wipe off, with a damp cloth, all tables used for eating and serving.
 - c. Thoroughly clean all large coffee urns and baskets.
 - d. Check with the staff regarding proper clean up instructions for grills, broilers and fryers.
 - e. Clean the areas around grills, broilers and fryers even if you do not use the equipment.
 - f. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - g. Clean the refrigerator if used.
 - h. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
 - i. Clean the barbecue if used.
9. All equipment, supplies, personal articles, displays, etc., must be removed prior to checkout and signoff of Facility Checkout Form. All items left at the facility will be discarded.
10. The facility user is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from facility users reservation/use of the facility, amenity or equipment.

D. Food

1. Facility user must bring their own food, have food dropped off or use a caterer from a Recreation - approved list (call 949-597-4273 or email recreation@vmsinc.org to obtain).
 - a. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge; call 949-206-1525).
2. A fee will be charged when the barbeque, oven, stove, silverware/plates or dishwasher are used; there is no charge to use the microwave and refrigerator. Please refer to the GRF fee list.

E. Caterers

1. Recreation has complete authority in scheduling times for the caterer to arrive at the appropriate facilities to prepare food.
2. A caterer cannot enter any clubhouse facility without a Recreation staff member on the premises.

3. Storage of food is permitted only during the reservation period; additional time must be requested in advance and approved by the facility supervisor and may not exceed 24 hours; if approved, GRF holds no liability for food left unattended.

4. Caterer must pay caterer's fee in accordance with the GRF Fee list.

F. Alcohol

1. The facility user may bring in his or her own alcohol only when not charging for drinks.
2. A reservation which includes serving alcohol to more than 100 people requires a GRF bartender to be hired, unless otherwise approved by the Recreation Department.
3. Request a GRF bartender at least three weeks prior to the event.
 - a. Please refer to the Recreation Reservation Checklist for arrangement.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF bartenders have the right to deny service.

Performing Arts Center Policy

A. Auditorium Event Posters

1. Resident and Club event posters must adhere to Golden Rain Foundation (GRF) poster policy.
2. Performing Arts Center lobby posters must be no larger than 33 by 40 inches; Performing Arts Center bulletin boards posters must be no larger than 11 by 17 inches.
3. Performing Arts Center lobby posters may be displayed a maximum of 90 days prior to the date of the event (or date of first event in a series).
4. The Performing Arts Center lobby poster area is for box office events.
5. The Performing Arts Center lobby bulletin board is for use by GRF or a club that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.

B. Auditorium Reservations

1. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
 - a. A Performing Arts Center (Clubhouse 3) Rental /Technical Application must be submitted at least four months in advance of the event.
 - b. A reservation is not confirmed/final until the GRF Performing Arts Center Rental Contract is approved and signed.
 - c. Reservation must be for a four-hour minimum. Hourly reservations may be made on a case-by-case basis with the approval of the facility supervisor.
 - d. The earliest requests can be made for the Theatre are in August, two years prior. (Example: August 2025 for dates in 2027)
2. Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
3. Maximum of six dates per club within one calendar year.
4. Clubs are limited to booking four fundraisers per year.
5. No more than four ticketed show dates per club per year on Fridays or Saturdays.
6. The theater is not reservable one month per year for general maintenance. Other closures may apply for GRF approved capital reserve projects or emergency maintenance.
7. Any new Theatre rollover and/or series reservations or change to existing rollover reservations for two years out must be received by June 15.

Recreation Policy Edits Discussed at CAC Meetings

2025-2-13:

- Discussion of fundraising definition; what was number of tournaments before policy; charging fee to those hosting outside tournaments; meaning of groups/organizations; including resident ID vs phone number and address (on club roster)
- Page 10-Students have priority over residents at pools (Chair Leonard)
- Change tournament notification to 3 months instead of 6 months
- Better tournament definition

2025-3-13:

- Page 6, A.2. – maybe state to show to Security or staff
- Page 8, #16 – may need to be broader terms
- Page 8, #19 – please add at the end “these and any other as defined by law.”
- Page 9, D.1.b. – approved to be removed
- Page 9, under General – please add verbiage that students must leave Laguna Woods Village property after class (this is already stated in the operating rules of those facilities that host classes)
- Page 10, A.5.a. – change verbiage to be specific on these sales
- Page 11, 1.a. – Keep ID# included, but reword verbiage to include first and last name for both residents and guest and resident ID# for residents
- Discussion of fundraising ensued

2025-4-10

- Page 5, under A. (title page) – insert “GRF reserves the right to inspect books and records of all clubs and non-profits operating in the village.” (this will be presented to GRF and legal counsel prior to addition)
 - Page 8, #16 - staff is to reword discrimination verbiage
 - *Page 11, b. Fundraisers – add definition of fundraisers provided by Chair Leonard which applies to both PAC events and rollovers:
 - “1) Any event held by a club that is held on a day/time different from their regularly scheduled meeting (rollover dates) or at a location different from their regularly scheduled location (rollover location) and for which the club charges admission
 - 2) Any event for which the Recreation Department charges admission.”
- *this will be discussed further at the next CAC meeting

2025-5-8

- Page 11, 10. a. – please strike “and resident ID number” (to be included on the annual club roster)
- Page 11, #12 – staff was directed to have legal and compliance review the new and stricken statements
- Page 11, B. – A director suggested a fundraising definition of “each club and rec dept may have four fundraisers per year. Each club may have four PAC events per year.” which was asked to be amended to state “which is anticipated to.”

2025-6-12

- The committee will resume discussion of the policy review at the July 10, 2025 meeting from where the committee ended at the May 8, 2025 meeting.

July CAC was canceled, no discussion at the August meeting and the committee will resume discussion at the September meeting.

RESOLUTION 90-19-17

**Proposed Amendments to GRF Recreation and Special Events Department
Policies and Procedures and Glossary and Mandatory Adherence**

WHEREAS, the Golden Rain Foundation has established a Recreation and Special Events Department Policies and Procedures to streamline and reduce confusion regarding use of its facilities by residents;

WHEREAS, On September 13, 2018, the CAC formed an Ad-Hoc Committee comprised of Committee Members and Residents to review and recommend revisions to the GRF Recreation and Special Events Department Policies and Procedures;

WHEREAS, the emphasis of the review was on commercial activities conducted by Laguna Woods Village Clubs, Groups and Organizations;

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Policies and Procedures with the insertion of the Glossary and Mandatory Adherence (attachment 1 and attachment 2); and,

NOW THEREFORE BE IT RESOLVED, March 5, 2019, that the Board of Directors of this Corporation hereby introduces the proposed amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence;

RESOLVED FURTHER, that Resolution 90-16-15 adopted December 16, 2016, Resolution 90-15-52 adopted October 6, 2015, Resolution 90-15-53 adopted October 6, 2015, Resolution 90-16-32 adopted August 2, 2016, and Resolution 90-16-42 adopted September 6, 2016, are hereby superseded and cancelled to the extent that they differ; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Recreation Department Policy

*All Golden Rain Foundation (GRF) Policies
supersede any written rules or governing
documents of Clubs/Groups/Organizations
not directly in compliance with GRF Policy.*

Glossary-Definition of Terms and Hyperlinks

MANDATORY ADHERENCE – SEE PAGE TWO. INSURANCE, FACILITY CHECK-OUT FORM AND FOOD

Facility User: The Facility User is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from Facility Users reservation/use of the facility, amenity or equipment.

Individual: A person.

Member – Owner of Third Laguna Hills Mutual (TLHM) or Mutual 50 (The Towers) Condo or Shareholder of Cooperative (United) who has ultimate responsibility of all liability, damages, costs incurred by themselves, their residents, sub-lessees [United, if applicable] who do not pay outstanding balances incurred: e.g., skip out, neglect to clean-up after event, etc. regarding themselves, their guests, vendors, entertainers, caterers hired for the event.

Requestor: Person making the request. Example: Member, Resident, Non-Member.

Resident: Person residing in Laguna Woods Village. Check to make sure they will still be a resident on the date of event.

Resident owner: Member who is an owner, living in Laguna Woods Village. One Officer must be a Resident owner.

Non-Member: Person residing outside of Laguna Woods Village or a lessee.

Non-Resident: Person residing outside of Laguna Woods Village.

Tournament: Club organized event including non-resident participants.

Intra-club tournament/event: Club organized event including only residents.

***All club tournaments and events must be approved by the Recreation Department in order to take priority at the facility while not impeding use of the facility to all residents.**

Mandatory Adherence:

Community.access@vmsinc.org Email address to Submit Forms re: Gate Clearance/Community Access for Guests. Complete form four business days prior to the event. List first name and last name of all non-resident guests (including catering staff, entertainers, speakers, etc.) Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301.

VMS Property Manager's Insurance Coordinator requires 60 days advance clearance for bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers. Call 949-597-4202 for more information. Contact the City of Laguna Woods directly as a permit may be required by the City.

Facility Check Out form must be submitted to Clubhouse staff at the conclusion of the reserved event indicating the number of Residents and non-residents.

FOOD: No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge who may be reached at 949-206-1525).