

<p><b>OPERATING RULES</b> <b>Clubhouses</b></p>	
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A. General

1. Room reservations can be made at the Recreation Office or by appointment in the Clubhouse office.
2. Use of the kitchen or BBQs requires an additional fee; refer to the GRF Pricing Policy and Fee Schedule.
3. Diagrams for the room reservations must be made one week prior to the scheduled event by appointment only.
4. Clubhouse equipment can only be setup or moved by staff.
5. Audio equipment and wireless microphones must be checked out from the Clubhouse office, a resident ID is required. A fee will be imposed if equipment is broken or not returned. Technicians are scheduled at least one month prior to an event through the Performing Arts Center office. If a technician is cancelled without two weeks notice a cancellation fee will be applied.
6. Residents must submit a Facility Check Out Form at the conclusion of their event. Staff will provide the form prior to the event. Applicable fees may apply.
7. The room and kitchen must be left in the same condition as when you arrived. Staff must approve and sign the Facility Check Out Form at the conclusion of the event.
8. Residents and guests must leave the facility by the specified time on the contract.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.

B. Hours of Operation

1. Clubhouse One: Monday through Sunday 8:00 AM until 10:00 PM.

Effective: December 2017

2. Clubhouse Two: Monday through Sunday 9:00 AM until 6:00 PM (with additional hours as necessary to accommodate reservations and programs).
3. Clubhouse Five: Monday through Sunday 8:00 AM until 6:00 PM (with additional hours as necessary to accommodate reservations and programs).
4. Clubhouse Six: Monday through Sunday 8:00 AM until 10:00 PM for reservations only.
5. Clubhouse Seven: Monday through Sunday 9:00 AM until 6:00 PM (with additional hours as necessary to accommodate reservations and programs).

C. Clubhouse Five

1. In the Main Ballroom stage lighting, more than two microphones, or the opening and closing of the stage curtain during the event will require the scheduling of a technician. Technicians are scheduled at least one month prior to the event through the Performing Arts Center office. If a technician is cancelled without two weeks' notice a cancellation fee will be applied.