



SUN CITY CIVIC ASSOCIATION FACILITIES USE PROCEDURE

I. PURPOSE

The Sun City Civic Association (SCCA) facilities are maintained, managed, and operated under the direction of the SCCA Board of Directors, in accordance with the Association's Governing Documents and all applicable Federal, state, and local laws.

Use of the SCCA recreational facilities shall not conflict with the Association's primary purposes, overburden the facilities, or unreasonably prevent Eligible Residents from having a fair opportunity to use the facilities.

The primary purpose of the Facilities Use Procedure is to protect the rights and privileges of Eligible Residents and, secondarily the rights and privileges of clubs and organizations that have been approved to use SCCA facilities. The Board retains the right to schedule days and hours of use, the right to review Clubs using the facilities, and the right to revoke, suspend, or deny privileges for violation of any part of this procedure or any other SCCA Governing Document.

II. DEFINITIONS

Approved: A Club or Organization that is "approved" means only that the SCCA Board has determined that it meets the criteria established in Section VI of this procedure for eligibility to use SCCA facilities.

Club or Organization: A group of Eligible Residents who gather to enjoy and participate in a social or recreational activity of mutual interest.

Eligible Resident: A resident of SCCA who has a valid Resident Activity Card in his or her name.

Governing Documents: Rules or regulations that govern the administration, maintenance, or use of the Corporation and its facilities. These include, but may not be limited to, the Articles of Incorporation, Declaration, Bylaws, Facilities Use Procedure, and any other rules and regulations established by the Board of Directors.

Guest: An individual who is not an Eligible Resident of the SCCA, and is defined by one of the following categories:

1. **Houseguest.** An individual temporarily staying in an Eligible Resident's home, while the Eligible Resident is present, for a period of time that, in the aggregate, does not exceed sixty

(60) days per calendar year. An individual who occupies the residence in the absence of the Eligible Resident is not considered a *Houseguest* for the purposes of this Procedure.

2. *Visitor*. An individual who is an invitee of the Eligible Resident, whose use of the facilities shall be restricted to infrequent and occasional use, as defined below. If a Club violates the intent of this section, the Board may revoke the Club's approved status and may prohibit the Eligible Resident's invitee from using SCCA facilities. A resident who is not eligible to use the SCCA facilities (does not hold a Resident Activity Card) shall be considered a Visitor.

Infrequent and Occasional: A use that cannot be considered regular, and is of a lesser degree than that of an Eligible Resident, and that does not overburden SCCA's facilities. The SCCA Board shall have the sole and exclusive right to determine whether infrequent and occasional use has been exceeded.

SCCA Member: An owner of residential property within the Sun City Civic Association.

III. GENERAL POLICY

- A. Permission to use SCCA facilities, furnishings, equipment, or grounds is restricted to Eligible Residents of the SCCA.
- B. Eligible Residents may bring a maximum of three (3) Guests to the facilities at any one time, on an infrequent and occasional basis.
- C. Eligible Residents must sign their Guests in to any activity, and remain at the activity with their Guest(s) at all times. Responsibility for an Eligible Resident's Guest(s) may not be delegated to the SCCA or to anyone else.
- D. Guests may not use certain facilities, which include but may not be limited to the Lapidary Shop, Wood Shop, Ceramics Room, Art Room, Exercise Room, and Spa (Jacuzzi). The Board of Directors reserves the right to determine which facilities are suitable for use by Guests.
- E. SCCA facilities may not be used to create or construct items that will be sold by individuals for personal gain. The only exceptions to this rule are items sold during Board approved activities, sales of tickets for Club functions.
- F. Individuals may not sell items on the SCCA premises for person gain. The only exceptions to this rule are items that are sold through "Our Galleria", items sold during Board approved activities or sales of tickets for club functions.
- G. No pets of any kind, with the exception of trained service animals, are allowed on SCCA facilities.

- H. No gambling or similar activities are allowed except where conducted in compliance with California law, including but not limited to Penal Code Section 320.5 governing raffles by non-profit charitable/beneficial organizations. Events that require any type of licenses are not permitted. *(Adopted by the Board 8/28/14)*
- I. To permit only the service (not sale) of beer or wine to be consumed at SCCA sponsored or approved activities. All other consumption of alcohol on SCCA facilities is prohibited. Use of illegal drugs and related activities will continue to be prohibited. *(Adopted by Board 06/26/14)*
- J. Smoking is *not allowed* in or around any building or the pool areas. The SCCA Campus is a smoke free facility. Additionally, the use of "E" cigarettes or other vapor delivery systems is also prohibited. *(Adopted by the Board 8/28/14)*
- K. The SCCA reserves the right to deny access to, or terminate the immediate use of the facilities to any person who is creating a nuisance or interfering with the rights of others seeking quiet enjoyment of the facilities. For the purposes of this procedure, "nuisance" includes, but is not limited to, offensive, obnoxious, or threatening language or behavior, recklessness that threatens the health and safety of others, or being under the influence of drugs or alcohol.
- L. Golf carts must be parked in the parking lot or on the street, and should not be driven through the facilities.
- M. All Members will be required to have an Eligible Activity Card (electronic key card) to access the pools, spa and exercise room area and to serve as their SCCA Membership Identification for use of the Facilities. *(Adopted by Board 1/29/13)*

IV. SCCA BUILDINGS & FACILITIES

- A. SCCA buildings and facilities are locked on a 24-hour basis when not in use for a scheduled activity. Facilities Operations personnel are instructed not to open buildings or facilities without permission from the SCCA Office.
 - 1. In the event a Club's assigned room for a daytime activity is still locked at the beginning of the scheduled period, the responsible Club member should report the fact to the SCCA Office, not to Facilities Operations personnel. The Office will make the appropriate contact to remedy the situation.
 - 2. If the same problem occurs for an activity scheduled after 5:00 p.m. or on weekends, proof of event approval will be required before Facilities Operations personnel will open the room. A Club may request a copy of the approved form from the SCCA Office prior to the evening or weekend event.
 - 3. No object may be affixed to any surface of the SCCA facilities without prior approval of the Board or permission from the SCCA Office.

V. BULLETINS

- A. Material for posting on the SCCA's bulletin boards must be approved in advance by the SCCA Office. The material must pertain to SCCA Club activities, or be of general benefit to membership. The material may be posted for a period not to exceed two (2) weeks. The maximum size allowed for the materials is 11" x 14".
- B. A community bulletin board is located in the breezeway near the entrance to the Crystal Pool. Miscellaneous items of community interest or private sales of items by SCCA residents may be posted on this board upon approval from the SCCA Office. The maximum size allowed for materials posted on this board is 8-1/2" x 11".
- C. Commercial advertisements, political notices, or religious notices may not be posted on any bulletin board or at any other location on SCCA property.

VI. CLUBS & ORGANIZATIONS ELIGIBLE FOR USE OF SCCA FACILITIES

- A. All organizations approved to use the SCCA facilities will be designated as Clubs. Each Club must file its purposes with the SCCA Office, even if it does not collect dues or have any officers.
- B. Wood Shop, Lapidary, Ceramics and Arts & Crafts must designate two members to serve as contact persons for the SCCA Office.
- C. All Clubs approved to use the SCCA facilities must become members of the Sun City Coordinating Council, and have at least one club representative attend regular Coordinating Council meetings, which are held the first Friday of each month.
- D. Groups whose purpose is commercial, political, or religious may not use the SCCA facilities.
- E. No Club may use "Sun City Civic Association" in its name. Clubs are not agents, agencies, arms, organs or subsidiaries of SCCA. They are not sponsored by SCCA. Their activities and functions are not, and may not be considered to be, endorsed by SCCA. No Club may make any express or implied representations to its members or to anyone else that conflicts with these principles.
- F. Competition. Clubs may participate in inter-club competition. This means that a Club approved for use of the SCCA facilities may invite an outside club of the same interest to compete against it.
 - 1. When Clubs participate in intra-club competition (competition between Club members), Eligible Residents of the SCCA and their Guests may participate, if Guests are allowed by Club rules.

- 2. Clubs may not invite Guests to compete regularly on an intra-club basis.
- G. Programs sponsored by County, State, or Federal agencies, Board-approved activities, Patriotic Holiday Observances and other functions to which the public is invited, shall be under the direct supervision of the SCCA Board of Directors.
- H. Clubs approved to use SCCA facilities shall be responsible for purchasing their own supplies. Requests for service, repair, or replacement of SCCA owned equipment must be submitted in writing to the SCCA Office.

VII. PUBLIC SERVICE ORGANIZATIONS (PSOs)

- A. Permission to use facilities may be granted to other organizations that reflect the legitimate needs of the community, such as Public Service Organizations (PSO). Status as a PSO entitles certain groups to special use of the SCCA facilities free of charge. In order for a group to qualify for consideration as a PSO, it must satisfy two of the following criteria:
 - 1. The group must serve the public in general and be subject to the control and authority of a known public agency (Veterans Organizations, AARP, etc.) The group will also be subject to the authority of the SCCA Board of Directors and agree to follow all SCCA procedures, rules, and regulations.
 - 2. The group must be a non-profit organization and work in conjunction with other non-profit organizations.
 - 3. The group must provide services to the community at no cost.
- B. Groups that qualify for PSO status are:

AARP Tax Preparation
 AARP 55+ Driver Safety Course
 Merrymakers
 Menifee Valley Amateur Radio Club
 NARFE
 Sun City Crime Watch
 GFWC Menifee/Sun City Woman's Club
 Philanthropic Educational Organization (P.E.O) Chapter TA
 Riverside County Registrar of Voters
 Veterans Organizations (VFW, VFW, Auxiliary, American Legion)

VIII. CLUB APPLICATION FOR USE OF FACILITIES

- A. Groups and organizations requesting use of the SCCA facilities must make annual written application for such use at the SCCA Office, using SCCA approved forms.

- B. Written application for regular use of the facilities begins with the application being submitted to the SCCA Office for review by the Board of Directors. Applications must include the following:
1. Bylaws, which include a statement that the Club is a non-profit organization whose primary purpose is for recreational or social activities. The bylaws should further state that, as long as the Club intends to use SCCA facilities, the Club agrees to abide by all SCCA Governing Documents relating to the use of the facilities, regardless of any conflicting provision a state or national charter may impose.
 2. A current financial statement.
 3. A list of all current Club members' names, addresses, and SCCA number shall be submitted with each annual renewal application.
 4. A roster of currently elected officers. The president or leader will be the member who is accountable to the SCCA for the Club's activities.
 5. No officers are required if a Club has no income (dues, fund-raisers, etc.) However, an Eligible Resident designated by the Club to be the Club's representative must complete and sign the required application forms, provide the purpose for the Club, and accept responsibility for the Club's use of the facilities.
 6. A written statement providing the Club's membership criteria or requirements.
- C. Clubs approved to use SCCA facilities must file all required paperwork with the SCCA Office by the designated date. Failure to do so may result in suspension of the Club's facilities use privileges.
- D. The president and vice president or designated representatives of each Club must attend an annual Facilities Use Workshop and sign an agreement on behalf of their Club for use of the SCCA facilities. Date and time of the annual workshop will be mailed to each Club's officers.
- E. The SCCA Office will review all applications, including applications for special events, to make sure they have been completed accurately. The applications will be submitted to the Board for review and approval.

VIII. REVIEW AND APPROVAL OF APPLICATION

- A. Use of the SCCA facilities is not automatic upon application, but is predicated upon a Club's acceptance of and compliance with all SCCA Governing Documents. Use of facilities may be suspended in the event of a violation of any of the Governing Documents.

- B. Applications approved by the Board of Directors will be valid for one year.
- C. Renewal applications are due annually. A letter with the annual renewal packet will be given to each club during the December Coordinating Council Meeting, describing what information is needed and the date the information is due. Clubs that have not submitted complete renewal applications by the designated date will be considered inactive and may lose their listing on the schedule for assigned rooms.

IX. USE OF FACILITIES

- A. Once the Board of Directors grants approval for a Club to use the SCCA facilities, the Club is responsible for following all rules and regulations pertaining to use of the facilities.
- B. Each Club must have on file in the SCCA Office the number of hours it wishes to use a specified room, including preparation and clean-up time, and a diagram showing the room set up. The room set-up information is due no later than two weeks prior to the event to allow Facilities Maintenance & Operations to include it in their schedule.
- C. When requesting times for events, consideration should be given to other activities that are scheduled that same day. Please allow time for the room to be reset to your specifications.
- D. Use of facilities is granted on a “first come, first served” basis. The SCCA reserves the right to cancel any event, with advance notice, if a room or building is needed for Association or Board use.
- E. Requests for “split-time preparation”, such as dropping off supplies or starting coffee, and then leaving the room until event start time, cannot be granted. This practice makes costly demands on Association personnel and presents security issues. Please allow enough time for preparation when completing the forms for your event.
- F. The president or other designated responsible person for a Club must be present in the assigned room throughout the entire scheduled event.
- G. Clubs must use the sign-in sheets provided by the SCCA (available from the SCCA Office) for each meeting or gathering of their members on SCCA property. The sign-in sheets are to be turned in to the SCCA Office weekly or monthly, depending on how often the Club meets.
- H. Storage areas assigned to a Club must be properly marked. A duplicate key or combination to a lock must be furnished to the SCCA Office.

- I Facilities, furnishings, and equipment are to be left clean and in good order. Clubs are responsible for any damage done by members or guests during a scheduled event, and must compensate the SCCA for such damage.
- J A cleaning fee of \$25.00 may be charged to any Club or organization that does not satisfactorily clean up a room after use. Likewise, if a Club or organization finds unacceptable conditions in a room they are scheduled to use, please notify the SCCA Office (before 4:00 p.m.) or Facilities Maintenance & Operations personnel (after 5:00 p.m.) at the earliest time possible.
- K Clubs are responsible for the cost of any overtime hours required of the Facilities Operations personnel as a result of a scheduled event (See page 9 for cost). Evening activities must end by 10:00 p.m. to allow employees to clean before their shift ends at 11:00 p.m.
- L "Tipping" (gratuity) for Facilities Maintenance & Operations personnel is discouraged. If a Club wishes to recognize Facilities Maintenance & Operations personnel, the gratuity should be submitted to the SCCA Office, specifically stating its purpose, and the amount will be divided equally among the Facilities Maintenance & Operations personnel.

X. SUSPENSION OF APPROVAL

- A. Use of the SCCA facilities may be suspended at the sole discretion of the SCCA Board for reasons that include, but are not limited to, the following:
 - 1. A violation of any SCCA Governing Document.
 - 2. A Club cancels a function that requires special setup without prior notice to the SCCA Office.
 - 3. Failure to notify the SCCA Office of a cancellation that results in another Club being denied use of the room.
 - 4. Use of a room without prior approval, or failure to vacate a room at the end of the scheduled time.
 - 5. Habitually leaving a room in unsatisfactory condition.
 - 6. When storage cabinets are not kept in good order by the user.
 - 7. When duplicate keys or lock combinations to storage areas have not been furnished to the SCCA Office.
 - 8. When cabinets have not been properly labeled.

XI. SPECIAL EVENTS

- A The annual application for use by Clubs is for regularly scheduled meetings only. Any other activity, including fundraisers, should be submitted on a Special Events form.
- B A written application for special one-time events must be submitted on the Special Events form, available in the SCCA Office. These requests need to be submitted 45-90 days in advance of the event date.
- C Each approved Club shall be allowed use of any available facility as follows:
 - 1 In addition to its regular meeting time, each Club will be allowed eight (8) hours use of the facilities free of charge. These eight hours can be used at one time or in two four-hour increments. Preparation and clean-up time required for the event must be included in the total time.
 - 2 Use of facilities beyond the first eight (8) hours will be charged as follows:
 - First hour - \$15.00
 - Each additional hour - \$7.00

XII. COMMERCIAL SPONSORED PROGRAMS

- A Applications for commercially sponsored programs shall be referred to the SCCA Board of Directors for review and approval.
- B When the Board of Directors deems a program or an organization to be of benefit to the entire senior community, the Board may elect to waive the restrictions against commercial sponsors, attendance by the community-at-large, or advertising to the public.
- C Clubs desiring to sponsor a commercial group should be aware that this sponsorship is for Eligible Residents and their Guests only. Other customers of the commercial enterprise must be excluded.