

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES-RESERVATIONS

Recreational Facilities

The Golden Rain Foundation (GRF) Trust facilities will be made available for the use of all Members. The Recreation Department is designated to schedule the use of the clubhouses and other recreational facilities. The Recreation Department head is responsible for the equitable application of this policy.

Reservations will be planned to provide for the following needs:

1. Facilities for the GRF, Mutual boards and committees;
2. Special events sponsored by the Recreation Department;
3. Facilities for religious services;
4. Facilities for Holidays;
5. Programs and/or functions that provide important information or services for the benefit of all Members will be determined administratively;
6. Facilities for recognized GRF clubs/organizations;
7. Reservations for private parties must be made by and/or be for Members only;
8. All regularly scheduled reservations will be automatically cancelled on the following holidays each year: Thanksgiving, Christmas, New Year's Eve and New Year's Day;
 - a. The Golden Age Foundation may use the hospitality area of Clubhouse Six (6) on any holiday for the benefit of the Members.
9. Some scheduled reservations may be canceled on Election Days as required, if the clubhouse is to be used for polling, with advance notice to the club/organization; and
10. The Clubhouse Two (2) Card Room is unavailable for reservations and is open for use on a first come first basis whenever the clubhouse is open.

Reservation Procedures

The Recreation Department will supply Community Facility Application forms for Members desiring to make a reservation in a clubhouse or other recreational facility.

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- 1) GRF, Mutual boards and committees may make a reservation for meetings without the completion of the standard form.
- 2) The club or organization desiring a reservation must designate a responsible Member to arrange for the reservation and the setup required. Any communication between the Recreation Department and the club will be through the designated Member.
- 3) Members must pay a \$200 deposit to use a clubhouse or the Clubhouse One (1) Picnic area. The deposit must be paid ten (10) days prior to the event as a good faith deposit against any damage to the facility or overtime charges. (See policy 1406-50) The deposit will be returned or refunded, less any fee for damages or overtime, within ten (10) working days.
- 4) The facility must be signed for at the time the request is made.
- 5) A complete setup plan must be in the Recreation Office ten (10) days prior to a booked event or the event is automatically canceled. If a caterer is to be used, the caterer's name must be on the application (See policy 1431-50).
- 6) Clubs or Organizations registered with the Recreation Department may make a clubhouse reservation for as many as three (3) meeting periods per week on a regular basis, subject to availability.
- 7) The limitation on private parties is intended to limit the use of the clubhouse facilities to functions directly related to Members. Functions honoring nonmembers, or relating to nonmembers, cannot be scheduled. Reservations and arrangements can only be made in person by a Member.
- 8) Adult classes sponsored by the GRF will be supervised by the Recreation Department and will be given the same status as a reservation for recognized clubs. The use of a room or facility and its equipment by a regularly scheduled class will be available only to regularly enrolled students in that class. (See policy 1710-50.)
- 9) Individuals may not reserve any community facility on a regular basis.
- 10) All reserved activities in the clubhouses will be held between the hours of 7:30 am and 10:00 pm. Any event extending beyond these hours will be charged overtime at the current rate in accordance with the janitorial contract. In the event of overtime, a minimum of one hour increments will be charged.

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- a) In order for arrangements to be made with the janitorial contractor to provide the appropriate number of staff, advance notice of possible overtime must be given by the Member at the time the reservation is made.

Clubhouse Cleaning Standards

All clubs/organizations using GRF Trust kitchen facilities are held responsible for the cleaning of kitchens and kitchen equipment. All facilities and appliances are to be left clean and orderly.

1. All dishes and silverware ~~is~~ are to be properly washed, dried and placed neatly in the cupboards and drawers.
2. Refrigerators, stove tops, ovens, coffee urns and dishwashers are to be left clean.
 - a) The coffee urns are to be assembled in a unit following cleaning and drying.
3. Counter and table tops are to be thoroughly scrubbed and washed down.
4. Shelves from refrigerators and stoves which have been removed are to be replaced.
5. All areas of the Clubhouse One (1) Picnic Area must be cleaned by the reserving Member, except for the BBQ, which will be cleaned by the custodian.

When Member or club/organization does not leave the kitchen facilities in a reasonably clean and sanitary condition, the clubhouse custodian will do the necessary cleaning and report time and cost involved to the Recreation Department. The Member or club/organization having last used the facilities will be charged. Any such charge must be paid before the Member or club/organization can make any further reservations for use of any Trust facility. The Recreation Department is authorized to refuse further use of the Trust facilities to any Member or club/organization which does not comply with the cleaning standards. This authority includes the right to decide who has violated the regulation. The reports made by the clubhouse custodian may be used as evidence in this determination.

Reservations by Outside Organizations

The Executive Director, with the Recreation Committee's approval, is authorized to permit outside organizations and persons to use the clubhouse facilities when a service will be performed which will be of benefit to the GRF Members.

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This policy is interpreted to include, but not be restricted to, the following:

1. Elected Officials;
2. Utility company representatives;
3. Governmental Agencies; and
4. Special events.

The Executive Director is authorized to approve the following without the Recreation Committee's prior approval:

1. Registrar of Voters and official polling places.

Amphitheater Reservations

All uses of the Amphitheater is scheduled by the Recreation Department.

Priorities for Amphitheater use are:

1. Golden Rain Foundation (GRF) and Mutual annual or special stockholder's meetings;
2. Recreation Department sponsored programs and public functions; or
3. Recognized club meetings and programs needing large seating capacity.
4. Any recognized political club of the GRF may obtain reservations for the Amphitheater when they desire to hold an event.
5. The club sponsoring the meeting will be required to meet the following special conditions:
 - a. Accept full financial responsibility for any facilities or services provided at the request of the news media or the political organization involved;
 - b. Notify any concerned individuals that guests other than the official party can be admitted only by individual invitation extended by a Member of GRF;

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c. Give written notice to staff members where their participation or assistance is requested; and

d. Hire any staff needed to ensure the fire-permit rules and regulations are enforced. These include capacity limits (2,500) and ensuring no one sits or stands in the aisles.

7. The Security Services Director is responsible for making the necessary contacts with the Seal Beach Police Department and security personnel accompanying the official party.

Policy:

Adopted: 16 Feb 65
 Amended: 21 Jun 66
 Amended: 18 May 71
 Amended: 21 Jan 75
 Amended: 21 Oct 75
 Amended: 15 Jul 80
 Amended: 21 Jun 83
 Amended: 19 Mar 85
 Amended: 20 Nov 90
 Amended: 08 Mar 94
 Amended: 19 Mar 96
 Amended: 16 Oct 01
 Amended: 16 Sep 03
 Amended: 22 Apr 14
 Amended: 28 Apr 15
 Amended: 26 Sept 17

GOLDEN RAIN FOUNDATION
Seal Beach, California