

AMENITY MEETING SPACE USE POLICIES AND PROCEDURES FOR RECOGNIZED CLUB AND MEMBERS

Description and Purpose: This document describes the policies and procedures for the reservation and use of Association meeting space by “Recognized Clubs” and/or members, and to provide for adequate notice to Clubs or Members who have reserved for regularly scheduled or repeated use of a particular amenity or meeting space, in the event it becomes necessary to preempt a previously reserved date to accommodate a banquet event or other commercial use of that space.

See also the following or use in conjunction with:

- BVSA Rules: Article 3, Section 304 (b)
- BVSA Rules Article 18, Section 1800 & 1801
- BVSA “Special Activity Request and Agreement Form”

1. POLICIES

1.1. INDIVIDUAL USE OF MEETING SPACE (Less than 6 persons)

1.1.1 Individual use of an amenity or meeting space is provided, during normal operating hours set by the Board of Directors, without reservation or advance notice for all members when the space is not being used by another member or group.

1.1.2 Individual use of an amenity or meeting space is regulated by the published BVSA Rules in general, and by the particular rules applying to that specific location.

1.1.3 Common courtesy, respect for personal space, and a sharing of the available space will be expected of individual members using a space occupied by other individual members.

1.2. GROUP USE OF MEETING SPACE (6 or more persons)

1.2.1 Group use of an amenity or meeting space is provided by advance reservation only and requires the completion and submittal of a “Special Activity Request and Agreement Form” (see below).

1.2.2 Non-paying “Recognized Groups” or “Special Use Members” may be “bumped” (defined as having their previous reservation time for the meeting space being given to another group or function) from a reserved meeting space in favor of a “revenue producing group” **only** when at least 7 days (168 hours) advance notice is given the non-paying group. The non-paying group may consent to shorter notice voluntarily, but will not be compelled to surrender their space and time unless the 168 hour notice is first given the group by the Special Events Coordinator or Amenity Manager.

1.2.3 Meeting and function space for all groups will be based on a “first reserved”, first served” basis, with priority in scheduling the dates of use being given to groups consisting solely of members and their families.

1.2.4 Groups wishing to use space on multiple occasions and or on a continuing and / or regular basis throughout the upcoming fiscal year (July 1 thru June 30), will be

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required to submit their reservation requests in person by attending the January "Regular" Board meeting each year (3rd Saturday in January) in order to make their upcoming reservation requests for the next fiscal year (July 1 through June 30). Written reservation requests submitted to the Board Secretary prior to the January meeting will be allowed if the group representative cannot attend in person. Written reservation requests will not be accepted any earlier than 24 hours prior to the Board Meeting.

1.2.5 Conflicting requests and ties for submittal dates or dates of use will be decided by random chance by the Board Secretary by drawing lots at the public meeting in January.

1.2.6 Recurring or continuing reservations may only be made up to 18 months in advance of the actual meeting or event date (IE. Reservations made at the regular January, 2009 Board meeting, may only be made for the 18 month period beginning on that day through July, 2010, and so on in following years).

1.2.7 Cancellations of previously contracted meeting space requires at least 7 days notice, otherwise all or part of the event advance deposit may be forfeited (for paying groups), or annual reservation preference for the upcoming year may be forfeited or given lower priority, if a group habitually reserves space and then cancels without 7 days notice.

2.0 DOCUMENTATION AND FOLLOW UP

2.1 BVSA SPECIAL USE REQUEST AND AGREEMENT FORM

Facility/ Common Area: _____ Date(s) of Use: _____

Group / Individual: _____

Person Responsible: _____ Telephone: _____

Recognized Club Yes No Non Recognized Club Yes No Commercial Yes
No

Food/Beverage? _____ Estimated BVSA Revenue: \$ _____

Catered By: _____ Served By: _____

Alcoholic Beverages Served? _____ By Whom? _____

A.B.C. Catering Permit Req'd? _____ Valid Date(s): _____

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Does use require closing or partial closing of the facility to other users? Yes No

Facility/Equipment use and special instructions:

FEES:

Rental: Yes No Amount: \$_____

Clean/Repair Deposit: Yes No Amount: \$_____

Commercial Fee: Yes No Amount: \$_____

Fee for Unusual Hours: Yes No Amount: \$_____

Expected Attendance:_____ Number of Members:_____

Purpose of Use:_____

Facility/Equipment use and Special instructions: _____

THIS DOCUMENT CONTAINS ALL TERMS OF USE AND I/WE UNDERSTAND AND WILL ABIDE BY THE TERMS. I/WE ALSO UNDERSTAND THAT ANY ADVERTISING, NEWS ITEMS OR INVITATIONS TO THE PUBLIC WILL INCLUDE A STATEMENT THAT

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DESCRIBES THE PROCEDURE FOR OBTAINING A ROAD OR GUEST PASS REQUIRED FOR THE PUBLIC.

INSURANCE: Bodily injury and property damage insurance is required – Yes No
(must be obtained five working days prior to use of facility)

Policy Limits: \$_____ Insurer/Certificate No:_____

In consideration of being allowed to make a special use of the above-described facility or common area, the Special User named above (and each guest, member and participant) agree that the use of the facility or common area is at their own risk, that they are voluntarily using the facility or common area, and that they assume all risk of injury, damage and loss to persons or property resulting from or in any way connected with such use, and further agree to release and discharge the Association and its employees, agents and representatives from any and all claims or causes of action arising out of or related to the Special Use. The Special User agrees to hold harmless, indemnify, and release the Association, its employees, agents and representatives from any and all liability for damage and/or injury to any person or property resulting from or related in any way to the Special Use.

This document contains all terms of use and I/We understand and will abide by the terms. I/We also understand that any advertising, news items or invitations to the public will include a statement that describes the procedure for obtaining a road or guest pass required for the public. By signing this document, Special User acknowledges that the Association reserves the right to inspect/audit the books and records to verify gross revenue and the amount of the fee to be paid. [Section 1802 (c) (1) & (2)].

Signature:_____ Date:_____ Tract/Lot No:_____
(if member)

Approved Denied Amenity Manager _____ Date:_____

Approved Denied General Manager _____ Date:_____
Board President or Designee