

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

April 4, 2017

The Regular Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, April 4, 2017, at 9:30 A.M., at 24264 El Toro Rd, Laguna Woods, California.

Directors Present: John Parker, JoAnn diLorenzo, Beth Perak, Judith Troutman, Joan Milliman, Richard Palmer, Ray Gros, Kathryn Freshley, John Beckett, Diane Phelps, Tom Sirkel (via phone until 11:55 AM)

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Catherine Laster
Executive Session: Brad Hudson, Catherine Laster, Francis Rangel

Others Present: None

CALL TO ORDER

President John Parker served as Chair of the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 9:30 AM.

PLEDGE OF ALLEGIANCE TO THE FLAG

Director Beth Perak led the membership in the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF MEDIA

A representative of the Laguna Woods Globe and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

APPROVAL OF AGENDA

Director JoAnn diLorenzo moved to approve the agenda. Director Beth Perak seconded the motion. Without objection, the agenda was approved as presented.

APPROVAL OF THE MINUTES

Director diLorenzo moved to approve the minutes of March 7, 2017, as written. Director Perak seconded the motion. Without objection, the minutes were approved as written.

CHAIR'S REPORT

President Parker thanked the City of Laguna Woods for the use of Council Chambers while the Village's Board Room is under renovation. President Parker announced the outcome of the Special Meeting of the Corporate Members, held on March 30, 2017. President Parker explained that the Corporate Members vote to approve the amendments to the Trust and

Bylaws ended the litigation discord between the Mutuals. President Parker also acknowledged and praised VMS Inc. employee, Luis Lopez, for his valiant efforts coming to the aid of a Gate Ambassador in medical distress.

UPDATE FROM VMS – Chair Dan Kenney

Mr. Dan Kenney, Chair, Village Management Services, Inc. (VMS) spoke about Earthquake insurance in the community, and commented about staff receiving training to respond in the event of a seismic emergency. VMS Chair Kenney commended staff for their response to the prior months' rainstorms and mentioned the reopening of the Fitness Center on the first floor of the Community Center. Chair Kenney explained that the VMS Board is currently examining an employee benefit comparison, implementing a succession and cross training plan, and arranging for a Department Head to report the status of their Division at each VMS meeting. Chair Kenney also commented on the Human Resources Division's management of the life support equipment, and voiced his appreciation for the Maintenance and Construction Division's Paint Crew.

CEO REPORT

Mr. Bradley Hudson, CEO/General Manager, expressed his satisfaction in hearing how staff members are performing lifesaving deeds due to the mandatory training and the availability of AED equipment. Mr. Hudson thanked Director John Beckett for leading the lifesaving training and equipment project. Mr. Hudson affirmed that "Dwelling Live", the Community's gate access program, is now available as a mobile App for smartphones; explained the App's features and how it would help improve the guest entry process. Mr. Hudson revealed the new early hours for the Village Fitness Center; the effort to bring back quality work in the Landscape Department; and the debut of a new TV Personality on Channel 6. Mr. Hudson spoke on how the new transportation vans that will be replacing the Lift Bus/B-Bus will be more efficient. Mr. Hudson indicated the Trainers for the Bike Patrols are back in the community; and the importance of not dumping bulk items near the trash bins. Mr. Hudson also pointed out the changes within Resident Services and the Department's efforts to provide better customer service.

MEMBERS COMMENTS

- Carolyn Pardoe (5036) commented on her concern about the Drone Policy and how would it be enforced. She requested the Board reconsider the policy.
- Andre Torng (389-Q) commented on the disposition of the Board Members; addressed the Code of Conduct and communication from the Boards.
- Debbie Bloom (3109-P) voiced her concern about nonresidents taking up space at activities and events. She requested a special seating policy, giving priority to residents over nonresidents.
- John McNamara (5371-3A) commented about the Drone Policy benefit for the security of the Community, but is concerned about the policy for non-security uses.
- Stephanie Irving (3045-N) – expressed her feelings that the new equipment in the Fitness Center is a different quality than the old equipment and requested a Trainer review the equipment and propose changes.

- Pat English (928-A) conveyed her happiness that the lawsuit regarding the Trust was behind the Community. She also questioned why an item on the agenda was over the \$500K limit.
- Maxine McIntosh (68-C) expressed her concern about the entrance to the new Fitness Center not accounting for handicap parking, weather and night entry.

Directors Freshley, Gros, Perak, Palmer, Phelps, Beckett, diLorenzo and Chair Parker briefly responded to Members' comments.

CONSENT CALENDAR

Director diLorenzo requested agenda item 11(a) the motion Discontinuing the Support of Analog Television Service be pulled from the Consent Calendar and be placed under New Business as item 13 (c).

Director Beckett requested the motion Establishing an Ad Hoc Committee on the remodel potential of the Performing Arts Center be pulled from the Consent Calendar and be placed under New Business as item 13 (d).

Without objection the Board agreed to pull the above-mentioned items. Director Freshley moved to approve the Consent Calendar as amended (approval of agenda Items 11 c, d & e). Director Gross seconded the motion. Discussion ensued.

By a vote of 9-0-1, (Director diLorenzo abstained), the Board approved the Consent Calendar as amended and the Board took the following actions:

Maintenance and Constructions Committee Recommendations:

Supported the Maintenance and Constructions Committee's denial of signage at Cul-de-Sac Nos. 206 and 217.

Approved the Purchase of Fall Protection Equipment for \$38,000 from the Miscellaneous Equipment Fund.

Approved Directing Staff to Assess the Condition of the Lawn Bowling Greens.

UNFINISHED BUSINESS

Secretary of the Board, Director JoAnn diLorenzo, read a proposed resolution to approve revisions to the Recreation Division Policy regarding room capacity requirements, and the addition of the Billiards Rooms as rentable space. Director Beckett seconded the motion. Discussion ensued.

Director diLorenzo moved to amended paragraph 4 of the resolution. Director Beckett seconded the motion. The motion was unanimous to amend paragraph 4 of the resolution.

Chair Parker made a motion to approve the resolution as amended. Director Freshley seconded the motion.

By a vote of 10-0-0, the motion carried and the Board approved the following resolution as amended:

RESOLUTION 90-17-xx

Revisions to the Recreation Division Policy

WHEREAS, the Golden Rain Foundation has established a Recreation Division Policy to streamline and reduce confusion regarding use of its facilities by residents; and

WHEREAS, the Community Activities Committee recommended revisions to the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, April 4 2017, that the Board of Directors of this Corporation hereby adopts the revisions to its Recreation Division Policy regarding Room Capacity Requirements, and the addition of Billiards Rooms at Clubhouses 5 and 6 as rentable space; and

RESOLVED FURTHER, that these revisions to the current Recreation Division Policy are adopted ~~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 the prior Resolution 90-16-42 adopted September 6, 2016,~~ is hereby superseded and cancelled to the extent that it differs; and

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

April Initial Notification initial notification – (must postpone to June to conform to the 30-day notification requirement) Should the Board endorse the proposed Revision to the Recreation Policy, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Secretary of the Board, Director JoAnn diLorenzo, read a proposed resolution to approve revisions to the to the Recreation Division Policy to include the policy addition that Executive Club Officers must be resident members; and to permit the Temporary Suspension of Pool and Fitness Center Guest Fees from May to August 2017. Director Milliman made a motion to approve the resolution as written. Director Phelps seconded the motion. Discussion ensued.

Carolyn Pardoe (5036), Mary Stone (356-C), Andre Torng (389-Q) and Maxine McIntosh (68-C) commented on the resolution.

By a vote of 9-1-0 (Director diLorenzo opposed) the motion carried and the Board approved the following resolution with scrivener's modification:

RESOLUTION 90-17-13

Revisions to the Recreation Division Policy

WHEREAS, the Golden Rain Foundation has established a Recreation Division Policy to streamline and reduce confusion regarding use of its facilities by residents; and

WHEREAS, the Community Activities Committee recommended revisions to the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, April 4 2017, that the Board of Directors of this Corporation hereby adopts the revisions to its Recreation Division Policy to include the policy addition that Executive Club Officers must be resident members; and Permit the Temporary Suspension of Pool and Fitness Center Guest Fees from May to August 2017; and

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.

30-day notification requirement has been satisfied

NEW BUSINESS

Chair Parker commented on the endorsement and requested revisions to the endorsement for Paddle and Pickleball Courts on Parcel 3. Discussion ensued. Catherine Laster, Executive Assistant, read the proposed revisions to the endorsement.

Maxine McIntosh (68-C), Mary Stone (356-C), Jackie Martin (5101), Roy Higa (658-P), Doug Tummond (4005-1A), Walter Siegel (3363-3A) and Joan Brown (5005-1A) spoke in support of the endorsement.

Mary Wall (236-D), Lynn Dumcur (Ayers Hotel Representative) and Debbie Bloom (3109-P) spoke against the endorsement.

Director Milliman made a motion to approve the revisions to the endorsement as stated. Director Perak seconded the motion.

By a vote of 8-2-0 (Directors diLorenzo and Beckett opposed) the endorsement carried and the Board approved the following revised recommendations:

Paddle and Pickleball Courts

The existing facility is reached its useful life, lacks basic amenities and does not have direct access to parking. For several years, pickleball has gained in popularity, both nationally and locally amongst senior sports enthusiasts, and we expect this trend to continue.

This project has been in some form of progression since at least 2009. Parcel 3 is the appropriate location. Enough analysis has been completed for the GRF Board to continue with this project.

A motion was made to accept staff's recommendation:

1. ~~Direct staff to proceed with full design development documents for a twelve court facility located on Parcel 3;~~ To direct staff to proceed with construction documents for the maximum number of courts and fencing that can be constructed on Parcel 3, with a budget not to exceed \$500,000;
2. Reaffirm your prior authorization to finalize and submit necessary and appropriate land-use applications to the City of Laguna Woods; and
3. ~~Approve a design-bid-build project delivery methodology with contracted design and project management elements;~~
4. ~~Direct staff to prepare design development documents to facilitate a base bid, eight court package with an additive alternate bid component consisting of four additional courts and amenities including lights, restrooms, court cover etc.; and,~~
5. Return to GRF M&C for review of design construction documents, within the next 90 75 days.

Director diLorenzo, read the resolution to approve a supplemental appropriation not to exceed \$120,000 for EV One Dual Charging Station (six total) at Clubhouse 1,2, & 5. Director diLorenzo moved to the resolution be approved as written. Director Phelps seconded the motion. Discussion ensued.

Ryna Rothgerg (Towers) and Mary Stone (356-C) spoke against using funds for this project.

By a vote of 0-9-0 the motion failed.

RESOLUTION 90-17-XX- Failed

WHEREAS, the GRF Energy Committee requested staff to investigate the installation of electric vehicle (EV) charging stations at the Community's clubhouses; and

WHEREAS, the GRF Maintenance and Construction Committee realizes the benefit of installing EV charging stations in the Community as an innovative amenity to address the rising popularity of electric vehicle ownership; and

NOW THEREFORE BE IT RESOLVED, April 4, 2017, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation, not to exceed \$120,000, to be funded from the Facilities Fund, for the installation of one dual EV charging station at Clubhouses 1, 2, & 5 (six total); and

RESOLVED FURTHER, to authorize staff to execute the contract with a vendor that will provide a turn-key solution; and

RESOLVED FURTHER, to authorize staff to develop a policy for use of the charging stations and cost affiliated with the stations operation; and

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

Director Freshley moved to approve the endorsement to Discontinue the Support of Analog Television Service on January 8, 2018, as written, on agenda item 11(a) (moved to New Business 13(c)). Director Perak seconded the motion. Discussion ensued.

By a vote of 8-1-0 (Director diLorenzo opposed) the motion carried and the Board approved the following endorsement:

Discontinue the Support of Analog Television Service on January 8, 2018

The Media and Communication Committee met on March 20, 2017, and at Chair diLorenzo request discussed analog service. Mr. Holland presented information and Ms. Esperon reported that there were approximately 6,000 digital subscribers aka subs in the Village, itemized below:

- 840 have a standard box which suggests a subset of these subs have an Old Tube Style TV, aka an Analog set (some subs already have an HDTV and not watching HD).
- 414 have a digital to analog converter which suggests a subset of these subs have an Old Tube Style TV, aka an Analog set (some subs already have an HDTV and not watching HD).

- 230 have CableCARDS in either a TiVo or HDTV. It is unknown how many of the TiVo users have Analog or HDTV's.
- This information suggests there are 6,736 residences that have any combination of an Old Tube Style TV, aka an Analog set, a HDTV, DirectTV, Dish Network, or the homes are vacant.

Mr. Hudson stressed the importance of discontinuing analog in order to increase bandwidth allowing for more digital content and video on demand.

Director Perak expressed concern with discontinuing analog but knew it was necessary, she suggested that residents with analog TVs be given direction on next steps.

Director Wellikson felt it was important to do what is best for the community as a whole.

A recommendation was made by Director Perak to move toward eliminating analog by January 8, 2018. Director Wellikson seconded. The committee voted unanimously in favor.

The GRF Media and Communications Committee came to a consensus to recommend moving towards eliminating Analog by January 8, 2018.

Director Troutman stated the reason for the Ad Hoc Committee for the Renovation of the Performing Arts Center (PAC). Chair Parker announced the Board Members' composing the Committee and added Juanita Skillman, United Mutual Director, as a part of the Committee.

Dick Rader (270-D), Mary Stone (356-C) and Maxine McIntosh (68-C) commented on the resolution.

Director Beckett made a motion for the proposed Committee to be called a Task Force. Director Milliman seconded the motion. Discussion ensued. Director Beckett requested permission from the Board to withdraw his motion. With no objection the motion was withdrawn.

Director Troutman moved to approve the resolution to create an Ad Hoc Committee for the remodel of the Performing Arts Center (PAC) , presented as agenda item 11(b) (moved to New Business 13(d)) . Director Milliman seconded the motion.

By a vote of 8-1-0 (Director Beckett opposed) the motion carried and the Board approved the following resolution:

RESOLUTION 90-17-14

**GOLDEN RAIN FOUNDATION
PERFORMING ARTS CENTER RENOVATION
AD HOC COMMITTEE CHARTER**

WHEREAS, on April 4, 2017, the Board of Directors of this Corporation established the Performing Arts Center (PAC) Renovation Ad Hoc Committee (RAHC) in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.1.1 for the purpose of providing feedback for the potential renovations and upgrades to the PAC.

NOW THEREFORE BE IT RESOLVED, April 4, 2017, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Renovation Ad Hoc Committee (RAHC) as follows:

1. The PAC Renovation Ad Hoc Committee (RAHC) will be provided with and review all current Consultants and VMS Staff Reports relative to the proposed renovations to The Performing Arts Center.
2. The Renovation Ad Hoc Committee (RAHC) may make suggestions, revisions, changes, approvals, or disapprovals of said Reports. When evaluating said Reports, concepts for the renovation, such as architectural designs, the Renovation Ad Hoc Committee (RAHC) shall consider the overall Community needs, uses and future growth.
3. Furthermore, the Renovation Ad Hoc Committee (RAHC) shall serve as the Liaison between the Golden Rain Foundation Maintenance and Construction Committee (GRF-M&C), the Community Activities Committee (CAC), and the Finance Committee. The Renovation Ad Hoc Committee (RAHC), in its duty as Liaison, will first gather the input of the Golden Rain Foundation Maintenance and Construction GRF-M&C Committee (GRF-M&C) and the Community Activities Committee (CAC).
4. The Renovation Ad Hoc Committee (RAHC), as Liaison, will submit such gathered inputs to the Consultants and the VMS Staff. The Consultants will then prepare a Preliminary Proposal for the submission to the Ad Hoc Committee and VMS Staff for review.
5. The Consultants' Preliminary Proposal will include an Assessment and Schematic Design and Design Development for the Renovation of the Performing Arts Center (PAC) including the proposed Scope of Work (SOW) and a proposed line item budgetary consideration.

6. The Scope of Work for the Preliminary Proposal for renovation of the Performing Arts Center will focus on:
 - The Architectural considerations,
 - The Original Schematic site and floor plans,
 - The Proposed Schematic Site and Floor Plans changes,
 - The Proposed Building Elevations and Landscape plans,
 - The Interior design,
 - The Theatrical design,
 - The primary interior activity relationships related to the building and program adjacencies.
 - All interior and exterior Finish Materials and Color Finishes,
 - Parking accommodations and locations,
 - Overall site improvements.
7. Upon approved review of the Consultants' Preliminary Proposal by the Renovation Ad Hoc Committee (RAHC) and the VMS Staff, the Ad Hoc Committee will present the Preliminary Proposal to the GRF Maintenance and Construction Committee (GRF-M&C) and the Community Activities Committee (CAC) for each committee's review and approval of the implementation plan for the recommended facility upgrades.
8. Upon the final approvals of the Implementation Plans for the recommended facility upgrades by both the GRF Maintenance and Construction Committee (GRF-M&C) and the Community Activities Committee (CAC), then the Renovation Ad Hoc Committee (RAHC) shall present the Implementation Plans to the Finance Committee for its approval.
9. The Renovation Ad Hoc Committee, upon the approval of the Finance Committee, will submit such approval to the Consultants and the VMS staff.
10. The Consultants and the VMS Staff may then commence implementation of the Performing Arts Center Renovation according to the approved Implementation Plans.
11. The Consultants and the VMS staff will provide at least monthly reports to the Chair of the Renovation Ad Hoc Committee.
12. Ad Hoc Committee shall report on the plan implementation activities to the Golden Rain Foundation Board periodically at Board meetings or when requested by the Golden Rain Foundation Board.

RESOLVED FURTHER, that the Performing Arts Center (PAC) Renovation Ad Hoc Committee (RAHC) shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.

COMMITTEE REPORTS

Director Diane Phelps reported from the Finance Committee. Director Phelps also commented on the formation of a Tax Task Force, to include various Mutual Directors and Resident Advisors.

Director Beth Perak reported from the Community Activities Committee. Director Perak advised of the meeting date changed to Tuesday, April 25, 2017; and the change in GRF policy regarding no disposables provided for Clubs.

Director JoAnn diLorenzo reported from the Media and Communications Committee.

President John Parker reported from the Landscape Committee.

Director Judith Troutman reported from the Maintenance and Construction Committee.

There was no report from the Security and Community Access Committee this month.

Director Ray Gros provided a Traffic Hearing Update.

Director Beth Perak reported from the Mobility and Vehicles Committee.

FUTURE AGENDA ITEMS

Entertain Motion to Approve a Drone Policy – **Resolution (March initial notification - must postpone to June to conform to the 30-day notification requirement)**

DIRECTORS' COMMENTS

The Directors made final comments.

MEETING RECESS

The Board recessed at 1:15 PM and reconvened into Executive Session at 1:55 PM.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 3:34 PM.



JoAnn diLorenzo, Secretary
Golden Rain Foundation

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During its Regular Executive Session Meeting of April 4, 2017, the Board approved the Regular Executive Session meeting minutes of March 7, 2017; held three (3) Disciplinary Hearings; discussed and considered Suspension of Cable for Violations, Ad Insertion and Emeritus Contractual matters; and reviewed the litigation status report.

GOLDEN RAIN FOUNDATION RECREATION DIVISION POLICY



I. ACCESS TO GRF RECREATION FACILITIES

The Recreation Division is responsible for the planning and execution of a comprehensive recreation program for all community residents. The Recreation Division coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to GRF facilities is available primarily for residents. Should you have any questions, or wish further information, please call 949-597-4273.

A. RESIDENTS

1. Residents must be prepared to show their Laguna Woods Village ID card upon request.

B. GUESTS/OTHER

1. Guests must always be accompanied by a resident at all time.
2. Guests may not enroll in/attend Recreation Division coordinated classes, use any of the Clubhouse 4 Workshops (except as students during a Saddleback Emeritus class), or check-out materials from the Library.
3. Guests must pay all applicable guest fees in accordance with the GRF Pricing Policies and Fees List; a caregiver providing continual assistance to the resident in or out of the pool is exempt unless personally using the pool.
 - a. Guest fees will be suspended at pools and fitness centers from May, 2017 to August, 2017.
4. Guests must abide by age restrictions and guest limits that are identified for certain facilities:

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Facility	Age Minimum	Guest Limit Per Resident
Billiards	14	N/A
Bocce	10	N/A
Bridge Room	10	2** 4***
Gymnasium	14	2
Golf Facilities	11*	1**** 3*****
Tennis	6	1 during prime time hours 3 (1 court only) all other hours
Fitness Centers	16	5

Facility	Age Minimum	Guest Limit Per Resident
Equestrian Center and Horseshoes	10	N/A
Lawn Bowling	18	N/A
Paddle Tennis/Pickle Ball	6	1 court/3 guest
Shuffleboard	10	N/A
Pools	4-15 child 16+ adult	5
Hot Pools	16	5
Table Tennis	6	N/A

* No limit with Junior PGA card signed by PGA professional

** Per session

*** Maximum per day

**** Per round on weekends & holidays until noon/1:00 PM

***** Weekdays and weekends after 1:00 PM

5. Employees may only use the facilities as invited guests of residents unless permission is granted by GRF or for Laguna Woods Village business.
6. Only City Staff or City Council for City business and/or City events pay resident rate plus any additional costs for Technicians, Door Hosts, and other, in accordance with the GRF Pricing Policies and Fees List.
7. Tours, filming, and/or photography in any recreation facility for commercial purposes must be approved in advance through the Media and Communications Division.

C. GRF AUTHORITY AND ENFORCEMENT

GRF is authorized to take disciplinary or suspension action against a Member found to be in violation of the Recreation Division Policy. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

Club/resident is entirely responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any Co-occupant, Lessee, or Guest.

D. FACILITY APPLICATION AND AGREEMENT

Any proposed use of a facility requires completion of the Facility Application and Agreement.

1. All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.
2. Applications are accepted on official forms provided by the Recreation Division.
3. Applications and other documents may be submitted as follows:
 - a. Scan and email to: reservations@vmsinc.org
 - b. Deliver in person to the Recreation Division Department located on the 1st floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, CA 92637
 - c. Mail to Recreation Division, P.O. Box 2220, Laguna Hills, CA 92654
4. All fees must be paid within two weeks of application approval.
5. Applications and all required documentation is required at booking or at least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Division. Requests received outside these time frames may be granted if time allows.
6. GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section F, 2, a, Types of Reservations.
7. An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.
8. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two-week deadline.

9. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.
10. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
11. GRF will not be held financially or legally responsible for consequences experienced by Facility 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 returned.
12. Rate changes and reservations are subject to cancellation.

E. GATE CLEARANCE/COMMUNITY ACCESS FOR GUEST(S)

1. Complete the Gate Clearance Form at least four business days prior to the event.
2. List first name of all non-resident guests (including catering staff, entertainers, speakers, etc.).
3. Groups containing six guests or less may be called in directly to Gate Clearance at (949) 597-4301.
4. Submit forms to residentservices@vmsinc.org or fax: (949) 268-2515.
5. Failure to submit form may result in denied entry for guests and a fine.

II. USES OF GRF RECREATION FACILITIES INCLUDING CLUBHOUSES

A. ALL FACILITIES/GENERAL

1. Everyone must sign in or check in at the facilities as follows:
 - a. For drop-in facilities (i.e. Billiards room and Clubhouse 1 lounge area) by way of the sign-in sheets.
 - b. Attendance sheets must be turned in to Clubhouse staff at the end of all events.
2. Use of Styrofoam products of any kind is prohibited.

3. Technical special effects must be approved by the facility Supervisor or Senior Technician.
4. Facility staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy; users must use/wear all required safety equipment and safety guards and operate the equipment in accordance with operator's manuals, manufacturer's instructions and recommendations, and any other appropriate instructions.
5. Use of equipment by Residents' is at the discretion of the facility staff or Volunteer Supervisor 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.
6. 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, authorization for another resident to work a garden plot). Agreement, waivers, and/or all other documents remain in full force and effect until replaced.
7. Scheduled club/group/organization tournaments and activities at the specifically designated facility take priority and club rules prevail as long as they are not in conflict with GRF Policy.
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 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.).
11. Facility User must leave the facility and equipment in the same condition in which it was found. This includes removing anything brought in by the user, properly bundling trash for disposal, and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.

12. In order to balance utilization and avoid over utilization of facilities, staff will impose time and frequency limits on rooms and equipment as outlined in Resolution No. 90-12-132 (i.e. number of games, sets, buckets of balls at the driving range, use of fitness equipment, and rooms).
13. Facilities, ticket sales, posting of flyers, etc. are available on a first come first served basis.
14. When there is a waiting list, the first resident on the list is contacted for the first opening; that resident has three options
 - a. to accept the opening
 - b. pass and retain his/her position on the list or
 - c. pass and be removed from the list
15. 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. Neither GRF nor its managing agent nor their directors, officers and/or employees shall be liable, at law or in equity, as a result of a resident/club/group/organization's failure to comply with this rule.
16. Facility User shall not discriminate in any way against any person on the basis of race, color, religion, national origin, ancestry, sex, physical handicap, mental condition or marital status in connection with the activities of any resident/club/group/organization.
17. Facility User shall be solely responsible for all resident/club/group/organization'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.
18. Facility User agrees that Golden Rain Foundation of Laguna Woods ("GRF") and its Managing Agent, Village Management Services, Inc. ("VMS") and their employees 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 the City's 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 and VMS, and their employees, directors and agents, as additional insureds. If requested, Facility User agrees to provide GRF a copy of the policy or a specific endorsement that shows this coverage.

19. 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:
 - a. In any manner that constitutes a violation of GRF rules;
 - b. In any manner that interferes with the rights of other GRF members and/or users of GRF facilities;
 - c. In any manner that constitutes a nuisance;
 - d. In any manner that constitutes an indecent act;
 - e. In any manner that constitutes an illegal act; or
 - f. In any manner inconsistent with the stated purpose of the rental agreement.
20. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws; and 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. Facility User must agree to use the facilities in accordance with the Recreation Division Policy and Recreation Operating Rules, as approved and updated from time to time.
21. Any Member responsible for actions alleged to be in violation of these rules shall be subject to disciplinary action pursuant to subsections 4.4 through 4.6 of GRF's Bylaws, as well as the dispute resolution procedures

set forth in subsection 4.8 of GRF's Bylaws and Civil Code section 1363.840.

22. GRF facilities are smoke free.
23. Exceptions to the Recreation Division Policy go to the Recreation & Special Events Director or designee for review. The Recreation & Special Events Director may refer certain applications directly to the GRF Board.

B. GAMES OF CHANCE / OR 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 AND/OR 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 prohibited.

D. CLUBS/GROUPS/ORGANIZATIONS

1. Residents requesting to form a club/group/organization must first submit a written request to recreation staff stating the purpose and/or objective of the proposed club/group/organization and a list of at least 20 residents' full names, addresses, and telephone numbers of those requesting membership in the new club/group/organization.
2. Compliance with the Rules, Policies and Procedures of GRF, including the Guest Policy, must be a condition for membership in the club/group/organization.
3. The club/group/organization must be organized for educational, social, cultural, recreational or other non-profit purposes. All GRF Policies supersede any written rules or governing documents of clubs/groups/organizations or individuals not directly in compliance with GRF Policy.
4. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted at a GRF approved function.
5. The club/group/organization must be substantially supported by revenue from its members/sponsors or up to two GRF authorized fundraisers per calendar year. Relying exclusively on outside guest sales to support club/group/organization activities is prohibited.
- ~~5-6.~~ Executive club officers must be a resident member
- ~~6-7.~~ The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village residents.
 - a. Non-residents may participate as "guests" and must be accompanied by a resident.
 - b. Non-resident members may not invite their own "guests".
- ~~7-8.~~ A current membership roster and updated contact information must be submitted to the recreation staff annually by March 31st.

8.9. The club/group/organization may not advertise events to the general public through social media in general circulation outside of Laguna Woods Village including electronic communications.

- a. Unless more restrictively stated, all forms of publicity must say "For Laguna Woods Village residents and their guests only".

9.10. Although GRF recognized clubs/group/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts, whatsoever.

E. FUNDRAISER

1. Up to two GRF authorized fundraisers per calendar year will be permitted for a club/group/organization.
2. Fundraisers are understood to be events/activities as described:
 - a. Must be a GRF recognized club/group/organization hosting the event.
 - b. Must be an IRS recognized non-profit organization such as 501(c)(3) qualified charitable non-profit organization. A taxpayer ID number and letter of acknowledgement from the non-profit organization is required.
 - c. No other club/group/organization or individual may profit from the activity.
3. Club/group/organization may sell products that they made, hold silent auctions, fashion shows, or events as approved by the Recreation & Special Events Director.
4. No flea-market type events allowed.
5. Gate Clearance Form is required for any outside guests.

F. CONTINUING EDUCATION PROGRAM

1. Emeritus Program
 - a. GRF provides the facilities at no cost.

- b. Classes may be held in all Clubhouses except Clubhouse 2, Clubhouse 6 and Clubhouse 7, Pool Two, the Computer Learning Centers, Community Fitness Center, the Village Greens and Performing Arts Center, unless the class is related to performing arts and is approved by the Recreation & Special Events Director or designee.
 - c. The Recreation Division works with Saddleback College to facilitate the Emeritus Program.
 - d. Non-resident students may use only Saddleback student passes to attend classes in which they are registered; they may arrive at the facility no more than 15 minutes prior to the start of the class; must leave the facility no more than 15 minutes after the Instructor dismisses the class; a parking pass is required if the student is driving into the Community.
 - f. Everyone must sign in or check in at the facility and the GRF sheets must be turned into Clubhouse staff at the end of class.
 - g. Everyone must sign a general release and is bound to adhere to all community rules.
2. Recreation Division-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.

G. ROOM RESERVATIONS

1. General

- a. Facilities shall only be rented by Laguna Woods Village residents (except for memorials). The requestor must be prepared to show his/her Laguna Woods Village identification card upon request to check room availability or make/change/cancel reservations.

- b. Requestor must be an authorized agent of a club/group/organization to check availability or make/change/cancel reservations on behalf of the club/group/organization.
- c. Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only. No transactions may take place within GRF's facilities with three exceptions:
 - i. 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. An entrance fee may be charged to cover the costs associated with a reservation.
 - iii. Fundraiser activities.
- d. It is prohibited to advertise events to the general public through media in general circulation outside of Laguna Woods Village including electronic communications. Unless more restrictively stated, all forms of publicity must say, "for Laguna Woods Village residents and their guests only". This includes any third party vendor advertisement (i.e. speaker, band).
- e. Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access.

Listed below is the Room Capacity Requirements chart:

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Recreation Division Room Reservation Capacity

Updated January 2017

Clubhouse Reservations ~ 949-597-4227

**Room capacities are approximate and are subject to change with added equipment - stages, pianos, buffets, podiums, etc.*

Community Center ~ 949-597-4227	24351 El Toro Road
<u>Spruce Room</u> *No kitchen/carpet 32'x33', minus 13'x13'6" and entrance (L Shaped)	24 People - Lecture 24 People - 6' (6 tables) 24 People - Card tables (7 tables)
<u>Pine Room</u> *No kitchen/tile *PHONE 34.5x19, minus 7x12 (L Shaped)	35 People - Lecture 35 People - 6' (6 tables) 24 People - Card tables (6 tables)
<u>Elm Room</u> *No kitchen/carpet 35'x21', minus 12'6"x8' (L Shaped)	30 People - Lecture 30 People - 6' (6 tables) 20 People - Card tables (5 tables)
TV/DVD, small & large whiteboard, easel, coffee urns, Free WiFi in all rooms	
Clubhouse One ~ 949-597-4281	24232 Calle Aragon
<u>Main Lounge</u> Minimum 60 Kitchen/wood floor/icemaker/baby grand piano/patio/portable bar/movie screen/cable hookup/sound system/plates (dinner & salad)/cups/saucers/dessert cups/silverware/wine glasses(appx 150)	168 People - 8 chairs per table - 60" Rounds No room for dancing 210 People- 10 chairs per table -- 60" Rounds No room for dancing 130 People - 60" Rounds - w/ Dancing 220 People - 8' Tables No Dancing 180 People - 8' Tables w/ Dancing 322 People - Lecture 120 People - Card Tables wood floor area: 39'W by 85.5'L
<u>Dining Rooms 2 & 3</u> kitchen/carpet (DR2) & tile(DR3)/patio/ piano available/movie screen/plates/dinner & salad)/cups/saucers/silverware/no glasses.	38 People - 54" Rounds No Buffet 32 People - 54" Rounds w/ Buffet 38 People - 8' Tables No Buffet 32 People - 8' Tables w/ Buffet 38 People - Lecture 32 People - Card Tables w/out kitchen: 19.5'W by 29.5'L
<u>Art Gallery</u> sink & refrigerator ONLY/tile floor/grand piano/movie screen/dry erase board	80 People - 54" Round Tables 100 People - 8' Tables 145 People - Lecture 80 People - Card tables 39.5' W near entrance to kitchen, 29.5' W at kitchen end by 59.5' L entire room

Clubhouse One ~ 949-597-4281 (con't)	24232 Calle Aragon	Formatted: Centered
Multipurpose Room no kitchen/Tile floor/mirrors on wall	100 People - 54" Round Tables 120 People - 8' Tables 120 People - Lecture 80 People - Card tables 29.5' by 59.5'	
Equipment: TV/DVD/VCR, projector, overhead projector, coffee urns, mics/mic stands, music stands available in all.	Free WiFi in all Rooms	
Clubhouse Two ~ 949-597-4286	24112 Moulton Parkway	
Sequoia Ballroom Minimum 75 Kitchen/wood floor/icemaker/baby grand digital piano/front patio/bar/movie screen/cable hookup/sound system/dishes	240 People - 60" Rounds - No Dancing 192 People - 60" Rounds - w/ Dancing 222 People - 8' Tables No Dancing 190 People - 8' Tables w/ Dancing 300 People - Lecture 104 People - At 26 Card Tables	
The Palo Verde Loggia / Back Patio BBQ/sink/fans/shade awning/sound system	Existing patio furniture See staff for additional setup options	
Grevillea & Los Olivos Kitchen/shared patio/digital upright piano/movie screen (grevillea only)/cable hookup/dishes/ice maker/BBQ (Los Olivos only) 38L x 17W	32 People - 60" Rounds No Buffet 32 People - 60" Rounds w/ Buffet 40 People - 8' Tables No Buffet 40 People - 8' Tables w/ Buffet 45 People - Lecture 32 People - Card Tables	
Equipment: TV/DVD/VCR, projector, coffee urns, mics/mic stands, music stands available in all. Gate Closes at 11PM	Free WiFi in all Rooms	
Performing Arts Center ~ 949-597-4289	23822 Avenida Sevilla	
Auditorium *Rehearsal Room Included w/ Package/Grand Piano on Stage/ Tech #: 268-2553 Box Office: 597-4288 M-Sat: 9- 4:30pm (closed 12-12:30) Sun 10-2 pm	814 Seat Capacity *Reserved Through CH3 Supervisor ONLY	
Dining Rooms 1 & 2 Minimum 50 tile floor/sound system/kitchen/icemaker/ coffee urns/dishes/cups/saucers/ silverware/portal stage/upright piano/ power down screen/no patio/ cable hookup in DR2	104 People - 54" Rounds No Buffet 104 People - 54" Rounds w/ Buffet 120 People - 8' Tables No Buffet 120 People - 8' Tables w/ Buffet 130 People - Lecture 84 People - Card Tables	
Rehearsal Room-rented w/ auditorium package as "green room". *No kitchen/no patio/1 baby grand piano, 2 uprights/ sound system/ linoleum floor/located across from DR-2/cable hookup	82 People - 8' Tables 82 People - Lecture 60 People - Card tables	
Conference Room Equipment: TV/DVD/VCR, projector, projector stands, 2 overhead, and 1 slide, mics/mic stands, music stands available in all.	Max 10 @ Conference Table Book a Tech through Adam Hankinson 2 weeks prior. Free WiFi in all Rooms.	

Clubhouse Five ~ 949-597-4382	24262 Punta Alta
Main Lounge Entire Room Minimum 75 *kitchen/ice-maker/wood floor/sound system/stage/baby grand piano on stage/bar with lounge/coat room(requires fee)/movie screen/cable hook up/BBQ/ no patio 73W x 97L	400 People - 72" Rounds - No Dancing 360 People - 72" Rounds - w/ Dancing 368 People - 8' Tables No Dancing 256 People - 8' Tables w/ Dancing 650 People - Lecture 264 People - Card Tables
Main Lounge (Front Half) Minimum 50 Includes stage *Kitchen 73W x 59L	250 People - 72" Rounds - No Dancing 210 People - 72" Rounds - w/ Dancing 224 People - 8' Tables No Dancing 160 People - 8' Tables w/ Dancing 360 People - Lecture 168 People - Card Tables
Main Lounge (Back Half) Minimum 50 *Kitchen Windows No stage 73W x 38L	150 People - 72" Rounds - No Dancing 120 People - 72" Rounds - w/ Dancing 144 People - 8' Tables No Dancing 96 People - 8' Tables w/ Dancing 240 People - Lecture 96 People - Card Tables
Multipurpose Room 1 Carpet floor/piano *Kitchenette(oven, stove, small sink, refrigerator, microwave, do Dishes, no Flatware) 30W x 43L	64 People - 53.5" Round Tables 80 People - 8' Tables 99 People - Lecture 72 People - Card tables
Multipurpose Room 2 (formally the billiard room) Carpet floor 30W x 43L	64 People - 53.5" Round Tables 80 People - 8' Tables 99 People - Lecture 72 People - Card tables
Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms	
Clubhouse Six ~ 949-597-4436	5365 Algarrobo
Main Lounge Minimum 40 Pro Kitchen/sound system/small stage/dance floor/piano on stage/patio/lobby/bar/BBQ/no projector	96 People - 60" Rounds - No Dancing 72 People - 60" Rounds - w/ Dancing 80 People - 8' Tables No Dancing 48 People - 8' Tables w/ Dancing 132 People - Lecture 72 People - Card Tables Dining Area 22'Wx40'L, Stage 17.5'Wx10'L
Multipurpose Room (formally the billiard room) Carpet floor	50 People - 53.5" Round Tables 50 People - 8' Tables 65 People - Lecture 48 People - Card tables
Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms	

Clubhouse Seven ~ 949-268-2417	24111 Moulton Parkway
Main Lounge	136 People - 54" Rounds - No Dancing
Minimum 50	104 People - 54" Rounds - w/ Dancing
Pro Kitchen/sound system/small stage/wood dance floor/patio/lobby/bar/ dishes/cups & saucers/silverware/drinking glasses	200 People - 8' Tables No Dancing
Projector/piano/centerpieces available	120 People - 8' Tables w/ Dancing
Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms	250 People - Lecture
	64 People - Card Tables
	268 chairs total
	63L x 41W

Village Greens ~ 949-597-4350	24122 Moulton Parkway
Club Rooms 1, 2 and 3	33 People - per room (Lecture)
Carpet Floor/No Kitchens/one podium/no coffee urns/ TV-DVD/CD Player/Easels/Portable Speaker	72 People - all 3 rooms (Lecture)
No outside food/drink-café catering only/Patio access but not exclusive	24 People - 54" Rounds (1 room) with buffet
Free WiFi in all rooms, 72 chairs total, TV/DVD & CD, portable mic/speakers, 2 easels	40 People - 54" Rounds (2 rooms) with buffet
Dimensions: 1rm=17x23, 2rm=34x23, 3rm=51x23	68 People - 54" Rounds (all 3 rooms) 8 tables total with buffet
	12 People - conference style (1) room
	32 people - conference style (3) rooms
	17 People- 5' Tables classroom style for all rooms

e. _____

- f. Clubhouse hours are 8:00 AM until 10:00 PM seven days per week, except for New Year's Eve.

- i. An exception may be granted for reserved use up to midnight for Clubhouse 2 and Clubhouse 7. There will be an additional charge for reservations requesting the additional 2 hours which may also include hiring of Security personnel.

- g. The GRF Pricing Policies contains two rates: resident rate and exception rate; (refer to the GRF Pricing Policies).

- i. Resident rate applies to all Laguna Woods Village Residents
- ii. Resident weddings will be charged the resident rate.
- iii. Exception rate applies to:
- a. Any non-Laguna Woods Village organization/club/group for which a resident makes a reservation.

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- b. All weddings between non-residents and/or wedding reception reservations are limited to a resident's immediate family.
- h. It is prohibited to use the room for anything but the stated purpose.
- i. Reservations may be cancelled or moved, as necessary, to accommodate government elections, GRF and Mutual meetings, facility renovations, GRF approved requests, Recreation coordinated community-wide events, etc. Performing Arts Center Rehearsal Room reservations may be cancelled or moved if the Auditorium is booked.
- j. The length of a reservation must include the setup/decorating, caterer preparation, and clean up time.
- k. Reservations must be for two hour minimum room rental and four hour minimum rental for the large ballrooms and main lounges.
- l. Every reservation must submit a Facility Check Out form to the Clubhouse staff at the conclusion of the event; indicating the number of residents and non-residents.
- m. Cancellation of a paid reservation requires at least 14 days notice to the Recreation reservation desk to qualify for a full refund. Exception applies to reservations in a peak location/time where no refund will be issued (subject to the Recreation & Special Events Director or his designee's approval).
- n. If a change in reservation is for a different day or time within 14 days, a two-hour minimum fee will be charged in addition to any difference in the facility fee.
- o. Reservations (with the exception of an extension in hours) will result in a fee of the minimum for that facility per reservation.
- p. Refunds will be credited to the requestor's credit card or via check, by request.

- q. "No shows" and cancellation in less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
- r. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, etc. must be cleared by the Insurance Coordinator; call 949-597-4202 for more information.

2. Types of Reservations

a. Permanent/Rollover

- i. The series 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 1st 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. 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); no refunds, credit, or transfers of fees after a signed contract is received by the Recreation Division.
- iii. Requestor may not have more than one Saturday night per month in a Main Lounge; the remaining Saturdays are for one-time reservations only.
- iv. Rollover reservations are not permitted in the Village Greens.
- v. No Individual roll-overs are permitted.
- vi. Grandfathered Exceptions to Permanent/Rollover Reservation Policy are as follows:

AARP Tax Preparation	Wednesdays, January through April 15 th	Community Center Clubhouse 7	8:00 AM – 5:00 PM
Garden Club Annual Garden Show	Fourth Wednesday in April	Clubhouse 1 Main Lounge	8:00 AM – 5:00 PM
Men's 18 Hole Golf Club Member Guest Tournament	Third Saturday in August	Clubhouse 2 Main Lounge	3:00 PM – 10:00 PM

Dinner			
Men's 18 Hole Golf Club Appreciation Event	Third Saturday in October	Clubhouse 2 Main Lounge	12:00 PM – 5:00 PM
Men's 18 Hole Golf Club Skins Tournament Dinner	First Saturday in October	Clubhouse 2 Main Lounge	2:00 PM – 10:00 PM
Men's 18 Hole Golf Club Memorial Tournament	Second Saturday in May	Clubhouse 2 Main Lounge	3:00 PM – 10:00 PM
Women's Nine Hole Golf Club Luncheons	First Wednesday in April and December	Clubhouse 2 Main Lounge	9:00 AM – 2:30 PM
Women's 18 Hole Golf Club Invitational Tournament	Third Thursday in June	Clubhouse 2 Main Lounge	8:00 AM – 4:00 PM
Kiwanis Pancake Breakfast	Third Saturday in May and prior Friday for set up	Clubhouse 1 Main Lounge	8:00 AM – 10:00 PM
Meiklejohn Table Tennis Tournament	First Weekend in June (Wednesday through Sunday)	Clubhouse 5 Main Lounge, and both Multi-Purpose Rooms	8:00 AM – 10:00 PM
Men's 18-Hole Golf Club Father/Sibling	Third Saturday in June	Clubhouse 2 Main Lounge	2:00 PM – 10:00 PM

b. Lottery

- i. Requests for Religious Holiday Events take priority. Holiday must be named on lottery card.
- ii. 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.

c. One time/Walk-In

- i. 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 Recreation & Special Events Director or designee.
- ii. One time reservations must be paid within two weeks of being made or they will automatically expire in the reservation system.

3. Set Up and Clean Up After Event of Rental Room

- a. Room set up 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.

- b. Residents must make a request for technical services at least two weeks in advance of the reservation date.
- c. Clubhouse 5 requires Technicians for events that include: movie, projector, sound, lighting, three or more microphones and or access to the sound booth.
- d. Performing Arts Center Auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation Division Technicians or those authorized by the Recreation Division. The Senior Technician can be reached at 949-268-2553.
- e. The facility must be cleaned and returned to the exact condition in which it was accepted.
- f. All clean-up must be accomplished by the end of the event. At the end of the clean-up period, the Facility User is responsible for inspecting the premises with a staff member and signing off on the Facility Check Out Form. If the Facility User fails to sign the Facility Check Out Form, or fails to accomplish facility clean-up by permit end time, GRF reserves the right to reject any future applications. A \$33 clean-up fee may be charged for inadequate clean-up.
- g. Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning:
 - i. All equipment used
 - ii. All table tops and chairs used
 - iii. Any soiled or dampened floor or carpet areas
 - iv. Litter in restrooms
- h. For kitchen approval, Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning.
 - i. 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.

- ii. Wipe off, with a damp cloth, all tables used for eating and serving.
- iii. Clean thoroughly all large coffee urns and the baskets.
- iv. Check with the staff for proper clean up instructions for grills, broilers and fryers (CH5-ML only).
- v. Clean the areas around grills, broilers and fryers (CH5-ML only) even if you do not use the equipment.
- vi. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
- vii. Clean the refrigerator if used.
- viii. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
- ix. Clean the barbecue if used.
- i. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Facility Check-Out Form. All items left at the facility will be discarded.
- j. The Facility User is responsible for payment of any costs incurred by GRF due to any damage of the facility, amenities, or equipment resulting from Facility Users reservation/use of the facility, amenity, or equipment.

H. TICKET SALES/ DISTRIBUTION/REFUNDS

- 1. Auditorium Events/Programs
 - a. Tickets are available no more than 90 days prior to the scheduled event.
 - b. There is a limit of four free tickets or six paid tickets per manor for Recreation Division coordinated events/programs.
 - c. No refunds are available on the day of the event for Recreation Division events.

- d. Consignment tickets for Auditorium events are limited to 10 percent of the total number of tickets.
- 2. Other Events/Programs
 - a. Clubs/groups/organizations and individual residents may distribute free tickets at the applicable facility for upcoming events as scheduled with the facility Supervisor.

I. FOOD

- 1. Facility User must bring their own food, have food dropped off, or use a caterer from the approved list. Facility User may request an alternate caterer by calling 949-597-4227.
- 2. A \$25 for kitchenette or \$50 for full kitchen fee will be charged when the kitchen is used for meal preparation.
- 3. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge. Contact 949-206-1525).

J. CATERERS

- 1. The Recreation Division 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 Pricing Policies and Fees List.

K. ALCOHOL

1. The Facility User may bring in their own alcohol only when not charging for drinks.
2. A reservation of over 100 people with alcohol requires a GRF Bartender to be hired, unless otherwise approved by the Recreation & Special Events Director.
3. GRF Bartenders can be arranged by calling 949-597-4381, at least three (3) weeks prior to the event.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF Bartenders have the right to deny service.

L. LOCKERS

1. In accordance with the Locker Pricing Policy there are annual fees for these lockers: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis, and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
2. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.
3. GRF holds no liability as to the contents held in these lockers.

M. FLYER RACKS AND BULLETIN BOARDS

1. Flyers
 - a. All flyers must be approved in advance by the Recreation Department.
 - b. GRF does not endorse any event/trip/product/service advertised on flyers.
 - c. Flyers are only permitted in designated locations subject to space availability.
 - d. If flyer is in a foreign language, an exact English translation must be provided on the back side.

- e. Only two flyers per resident or club/group/organization are allowed at any one time. Flyers must be for different activities.
 - f. Flyer size is 8 ½ inches by 11 inches only.
 - g. Sponsor identification is permitted on flyers.
 - h. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a resident, club/group/organization, Recreation Division, or City of Laguna Woods; general information flyers are prohibited.
 - i. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
 - j. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited.
 - k. Flyers may be submitted no more than three days prior to when they are posted, by the recreation staff.
 - l. Flyers may not be posted more than 60 days prior to earliest date on the flyer; multiple dates may not be displayed longer than one month following the earliest date; thereafter, flyers must be resubmitted with revised dates.
 - l. Flyers, not approved by the Recreation Department, will be removed.
2. Performing Arts Center Lobby Poster Area, Performing Arts Center Lobby Bulletin Board and Clubhouse 5 Glass Enclosed Bulletin Board
- a. All posters must be approved in advance by the Recreation Department.
 - b. Displaying posters is subject to space availability.
 - c. Performing Arts Center Lobby posters must not be larger than 33 x 40 inches; Performing Arts Center and Clubhouse 5 bulletin boards have a 22 x 17 inches maximum.
 - d. Posters are not allowed to be adorned with lights.

- e. Posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
- f. The Performing Arts Center Lobby poster area is for Box Office events.
- g. The Performing Arts Center Lobby bulletin board is for use by residents and clubs/group/organizations that schedule events in the Performing Arts Center Auditorium on a regular basis but do not distribute tickets through the Performing Arts Center Box Office.
- h. The Clubhouse 5 glass-enclosed bulletin board is for use by residents and clubs/group/organizations that have events scheduled in the Clubhouse 5 Main Lounge or the Performing Arts Center Auditorium.
- i. Posters not approved by the Recreation Department, will be removed.

III. FACILITIES

A. BRIDGE ROOM

- 1. Gross guest fees shall be collected on behalf of and paid to GRF with appropriate and timely accountability in accordance with the GRF Pricing Policies and Fees List.
- 2. The parent chapter of the Duplicate Bridge Club may host a tournament game, one day per month. The Duplicate Bridge Club rents the room and pays a fee in accordance with the GRF non-resident Pricing Policies and Fees List.

B. CARD/GAME ROOMS/DROP-IN LOUNGE

- 1. These facilities are for drop-in use only.
- 2. Multiple games may take place at the same time.

C. CLUBHOUSE 4

1. A Volunteer Supervisor must be on duty for any Workshop to be open.

D. COMPUTER LEARNING CENTER (PC and Mac)

1. Facility Volunteers establish the facility hours.

E. EQUESTRIAN CENTER/STABLES

For specific Equestrian Center/Stables rules refer to the Equestrian Center/Stables Operating Rules.

F. FITNESS EQUIPMENT ROOM

1. The Facility User must schedule an initial interview with staff prior to using any fitness equipment in any fitness facility for the first time.
2. Video players and reading materials are prohibited while using treadmills.
3. Cell phone use is prohibited; phones must be turned off or on vibrate; conversations must take place outside of the facility.

G. GARDEN CENTERS

For specific Garden Center rules refer to the Garden Center Operating Rules.

H. GOLF FACILITIES

1. General
 - a. Visiting PGA and GCSAA Professional and guests are permitted to play in accordance with PGA and GCSAA Policy. The visiting Professional's and one guest pay the resident rates for greens and cart fees.
 - b. Clergy must be an active member of a church adjacent to the Community; must be the guest of a resident and play with the

resident at the resident rate for greens fees; clergy are limited to once per month; must provide proof of church affiliation.

- c. Every golfer must have his/her own golf equipment in order to play.
- d. Check-in with the Starter is required no earlier than 20 minutes prior to tee time and no later than 10 minutes prior to tee time.
- e. Pets, except service dogs, are prohibited in the Village Greens, its patios and terraces, and on the Golf Courses.

2. Golf Carts

- a. Privately-owned carts must have a golf cart permit or golfer must pay the daily fee, prior to play, in accordance with the GRF Pricing Policies and Fees List.
- b. Golf carts are prohibited on the Par Three Golf Course.
- c. Carts must carry containers of sand to be used on the fairways at the 27-hole course.

3. Tee Times and Tournaments

- a. Men's Club Tournament Day is every Wednesday; Women's Club Tournament Day is every Tuesday; the course is not available for open play on those days until it is released by the Tournament Director.
- b. Requests for special tournaments, where fees are affected, must be made in writing and approved by GRF following a recommendation by CAC.
- c. No tournaments coordinated by outside organizations/clubs/groups are permitted.

I. HORSESHOES

- 1. Players must rake the pit smooth after finishing the game.
- 2. Players must stop pitching when a horse is being led along the length of the pit.

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J. LAWN BOWLING

1. New bowlers must pass a test administered by the Lawn Bowling Club to bowl on their own.

K. LIBRARY

1. Fines are established and collected by the Library Club.
2. Library is for residents' use only.
3. Guests cannot check out books, but may sit and read or do games and puzzles.

L. PADDLE TENNIS AND PICKLE BALL

1. Pets, except service dogs, are prohibited.

M. SWIMMING POOLS, HOT POOLS, AND LOCKER ROOMS

1. General
 - a. The facilities are only open when a Lifeguard is on duty.
 - b. The approved annual pool schedule is five pools open Memorial Day through September; four pools open the month of October; three pools open November until Memorial Day.
 - c. Consistent with the Orange County Health Department, showers are recommended (but not required) prior to entering a pool or hot pool.
 - d. Food and beverages (except water) are prohibited except in designated areas.
 - e. The approved pool water temperatures are:
 - i. Pools One, Five, and Six, 82-84 degrees
 - ii. Pool Two, 80-82 degrees
 - iii. Pool Four, 84-86 degrees
 - iv. All hot pools 102-104 degrees
2. Children's Swim

Approved children's swim time is Noon until 3:00 PM from the last two weeks in June through Labor Day and Noon until 2:00 PM the remainder of the year at the designated facility.

N. TENNIS

1. General
 - a. Prime time is defined as 7:00 AM until 12:00 PM (*Noon*).
 - b. Tennis Club Tournaments and league matches must be posted one week in advance and take place after 10:30 AM, except the annual Tennis Club Tournament in October that may use up to eight courts at any time.
 - c. Team practice sessions are prohibited during prime time and are limited to four courts.
 - d. After 4:30 PM, lighted courts are governed by the rules for the reserved courts.
 - e. Pets, except service dogs, are prohibited.
2. Reserved Courts (Courts Five through Ten)
 - a. Players signed up on pick-up courts may not also sign up on reserved courts; one player may sign up a maximum of four names.
 - b. Courts may be reserved by signing up on the appropriate board.
 - c. Doubles take priority on courts five through eight during prime time; singles take priority on courts nine and 10 during prime time.
 - d. Lessons are prohibited during prime time.

O. VIDEO LAB

1. Video Club projects take priority in the Video and Sound Studio.

RECREATION DIVISION**Facility Application and Agreement**

This application must be submitted at time of booking; or at least two (2) weeks prior to event. Return completed application to: Recreation Division, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4227, E-mail: reservations@vmsinc.org

Name:			
Organization:			
Address:			
Phone:		E-mail:	
Clubhouse:			
Room:			
Date(s) (include rollovers):			
Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Type of Event:			
Start Time (include Set Up):		End Time (include Clean Up):	
Time your Guests will Arrive: Depart:			
Expected Number of Attendees: <input type="checkbox"/> Residents <input type="checkbox"/> Non-Residents			
Is a 'Gate Clearance Form' required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will any of the following be provided at your event (mark all that apply):			
Food	Alcohol	Entry Fee	Kitchen Use
<input type="checkbox"/> Catering	<input type="checkbox"/> At No Cost	<input type="checkbox"/> No	<input type="checkbox"/> Yes, \$25 or \$50
<input type="checkbox"/> At No Cost	<input type="checkbox"/> For Sale	<input type="checkbox"/> Yes, \$	<input type="checkbox"/> Bring In Own Food
<input type="checkbox"/> For Sale	<input type="checkbox"/> BYOB		<input type="checkbox"/> Have Food Dropped Off
<input type="checkbox"/> Potluck	<input type="checkbox"/> Not Applicable		<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Not Applicable			
Sponsor(s):			
Indicate how you are Marketing your Event: Unless more restrictively stated, all forms of publicity must say "for Laguna Woods Village residents and their limited guests only"			
<input type="checkbox"/> Flyer <input type="checkbox"/> Social Media <input type="checkbox"/> Other			
The undersigned, both individually and/or on behalf of a club, certify that I/we have read the Recreation Division policy. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I/we also			

understand that falsification of any information related to this application is subject to disciplinary action.

Signature: _____ Date: _____

APPLICATIONS

13. All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.
14. Applications are accepted on official forms provided by the Recreation Division.
15. Applications and other documents may be submitted as follows:
 - a. Scan and email to: reservations@vmsinc.org
 - b. Deliver in person to Recreation Division staff located on the 1st floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, CA 92637
 - c. Mail to Recreation Division, P.O. Box 2220, Laguna Hills, CA 92654
16. All fees must be paid within two weeks of application approval.
17. Applications and all required documentation is required at booking or least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Division. Requests received outside these timeframes may be granted if time allows.
18. GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section G, 2, a, Types of Reservations.
19. An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.
20. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two (2) week deadline.
21. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.
22. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
23. 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 returned.
24. Rate changes and reservations are subject to cancelation.

Received By: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____
Requirements: <input type="checkbox"/> Security <input type="checkbox"/> Bartender	
Rate: <input type="checkbox"/> Resident <input type="checkbox"/> Exception	

Item(s):	Received:	Returned:	Received By:	Signature:
Coffee Pots				
Microphones				
Punch Bowls				
Wine Carafes				

ROUTING	<input type="checkbox"/> Compliance <input type="checkbox"/> Recreation <input type="checkbox"/> _____ <input type="checkbox"/> _____	LAGUNA WOODS VILLAGE EVENT REPORT _ PHOTOS	EMPLOYEE # _____	PAGE 1 of 1	
	CASE # _____				
	INCIDENT REPORTED				
	DATE _____		DAY OF WEEK Choose an item.	TIME <input type="checkbox"/> pm <input type="checkbox"/> am	
S CODE # 123 EVENT INSPECTION					
RECREATION	Member/Club: _____				
	Contact: _____ Phone: _____				
	Type: _____ Date: _____				
	Start Time (include Set Up): _____ End Time (include Clean-Up): _____				
	Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____				
	Location - Clubhouse: _____ Room: _____				
Special Notes: _____					
SECTORY	Description		Does request comply:		Notes
	1.	Type of Event	Yes / No		
		Expected Attendance	Yes / No		
	2.	Does it appear that majority of attendees are from outside?	Yes / No		
	3.	Sponsor	Yes / No / NA		
	4.	Food	Catering: _____ At No Cost For Sale Potluck NA		
5.	Kitchen Use	Yes / No / NA			

6.	Alcohol	At No Cost For Sale BYOB NA	
7.	GRF Bartender	Yes / No / NA	
8.	Was there any merchandise sales at this event?	Yes / No	
9.	Was there any business/soliciting at this event?	Yes / No	
10.	Was there any gate clearance issues at this event?	Yes / No	
11.	Was there styrofoam products used at this event?	Yes / No	
REPORTING OFFICER: X		APPROVING SUPERVISOR: X	
PRINT NAME:			
DATE:	TIME:	EMPLOYEE #	DATE
	<input type="checkbox"/> AM <input type="checkbox"/> PM		TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
		APPROVING MANAGER X	

Golden Rain Foundation (GRF), Recreation Division Policy:

1. Section II, Use of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. i., - "It is prohibited to use the room for anything but the stated purpose (birthday, party, anniversary, family reunion, etc.)"
2. Section II, Uses of GRF Recreation Facilities including Clubhouses, Section G. Room Reservations, 1. f., - "Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access."
3. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - "Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only."
4. Reservation Checklist - Member must "bring in own food... have food dropped off... use a caterer from approved list" Approved caterers are: Corner Bakery, Crystal Catering, Jolanda's Catering, Martinez Catering and 19 Café & Lounge.
5. Reservation Checklist - "fee will be charged when major appliances in the kitchen are used..."
6. Reservation Checklist - "bring your own alcohol without charging for drinks"

7. Reservation Checklist - "reservation of over 100 people with alcohol must have a GRF Bartender"
8. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - "No transaction may take place within GRF's facilities with three exceptions:
 - a. That they allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their books and entertainers may sell their audio/video recordings);
 - b. An entrance fee may be charged to cover the costs associated with a reservation;
 - c. fundraising activities."
9. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - "Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only.
10. Resolution 90-15-33 - "A resident must submit the completed [Gate Clearance] form to the Community Access department... at least four (4) business days in advance of the event."
11. Section II, Use of GRF Recreation Facilities including Clubhouses, Section A.2, All Facilities/General - "Use of Styrofoam products of any kind is prohibited."