



OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

**Thursday, February 8, 2024 – 1:30 P.M.
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/87439575498> or by calling (669) 900-6833; Access Code: 874 3957 5498
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 14, 2023
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

8. Financial Statement
9. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. Garden Center Advisory Group Update
11. 2023 Event Recap/2024 Scheduled Events
12. Presentation from Pickleball Club for Additional Courts

Items for Discussion and Consideration: (Entertain a Motion to)

13. California Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Redistribution of Equestrian Arena Lighting Funds
- Aquadettes Show
- Review of CAC Charter

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, March 14, 2024 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair
Alison Giglio, Staff Officer
Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, December 14, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Sue Stephens, Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Peter Sanborn, excused

OTHERS PRESENT: Juanita Skillman, S. K. Park, Mickie Choi Hoe

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Samantha Kurland, Jackie Chioni, Ada Montesinos, Steve Hormuth, Andrew Anastasio, Blake Lefante

Call to Order

Chair Horton called the meeting to order at 1:30 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for November 9, 2023

Director Bhada made a motion to approve the report. No second was recorded.

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the Veterans Day event at Clubhouse 2 was a success with almost 200 people in attendance; the annual Thanksgiving Buffet at Clubhouses 2 and 5 sold out in less than 3 days with 124 attendees at Clubhouse 2 and 243 attendees at Clubhouse 5; Pool 4 reopened today after several weeks of being closed for annual maintenance; new air filters were installed in the Slipcasting room and carpet cleaning was completed; the Volunteer Luncheon was held on December 1 at Clubhouse 5 with over 400 attendees; the Clubhouse 5 New Year's Eve Dinner/Dance sold out in 1.5 days with 360 tickets sold; a new employee was hired at the Fitness Centers; over 4000 bar codes have been processed for resident users at the Fitness Centers; the Equestrian Center security gate is scheduled to be completed by the end of January; Library volunteers have greeted 2,325 visitors in the past month with volunteers working 771 hours; Recreation operating rules were officially approved by GRF in November and will be reviewed on an as needed basis; staff met with 25-30 tennis players to get feedback on the operating rules; a tennis survey will be developed to further poll all users; the Clubhouse 1 renovation project will begin March 4, 2024 which will entail a total facility closure for approximately six months; the Library and History Center will remain open.

Ms. Murphy reported the following: the annual Santa Paws event will be held at the Equestrian Center on Saturday, December 16, 1 to 3 p.m.; both Clubhouse 5 Christmas Buffet and New Year's Eve Dinner Dance are sold out; tickets are still available for the Performing Arts Center New Year's Eve variety show which begins at 7:30 p.m.; Restaurant 19 will be closed on Christmas Day, but will be open Christmas Eve, New Year's Eve and New Year's Day; Clubhouse 5 will host the college football national championship game at 4 p.m. on Monday, January 8; the free Monday movie on January 15 at the Performing Arts Center will be *Barbie* with showtimes at 2 and 7 p.m.; Clubhouse 5 will host a Village Bazaar on January 27 with registration opening on January 3 through ActiveNet.

Mr. McCray reported the following: the driving range grass is yellowing due to winter coldness, but staff was able to paint the targets which look great; the new driving range drainage system is working very well; driving range mats may be replaced in 2024; some Course 3 tee boxes have been redone; the Southern California Golf Association has allowed shorter courses in the rating system so staff began the rating process for the Par 3 course; a computer will be added to the Par 3 course to post scores for ratings; twilight events will be hosted in 2024 on one Sunday afternoon per month; all Garden Center plots and Veggie Pods are rented.

Member Comments (Items Not on the Agenda)

None.

CONSENT

Director Ginocchio made a motion to approve the consent calendar. Director Bhada seconded.

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Drop-In Lounge Television – Ms. Murphy stated the staff report.

Discussion ensued.

Director Bhada made a motion to accept the recommendation of changes to the Clubhouse 1 Drop-In Lounge television programming. Director Ginocchio seconded.

Motion passed 6-1. Director Laws opposed.

Request from Chicago Club for Clubhouse 5 Back Screen Purchase – Ms. Giglio stated the staff report.

Director Ginocchio made a motion to accept the request from Chicago Club for Clubhouse 5 back screen purchase to cost approximately \$8,700. Director Leonard seconded.

Discussion ensued.

Motion failed 5-2. Chair Horton and Director Bhada voted yea.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Ginocchio inquired as to if the 26-week phase was chosen for CH1 renovation and when does it start. Chair Horton stated yes and it will begin on March 4, 2024.

Chair Horton stated Clubhouse 1 will be closed in March for 6 months due mostly for safety and also due to cost savings. She commended the Recreation Department for managing the room reassignments. She stated she is hopeful the users of Clubhouse 1 will be patient and wait to be called by staff to ease Recreation office traffic.

Director Quam stated it is reasonable to do the Clubhouse 1 renovation in 26 weeks which will be much improved and safer for the community.

Advisor Boudreau inquired as to if the contract states a firm completion date of within six months. Ms. Giglio stated Recreation is not made aware of contractual details.

Advisor Gidwani thanked all the board members and staff for doing these projects and for managing them smoothly.

Advisor Addington inquired if Fitness will be impacted during the Clubhouse 1 renovation. Ms. Giglio stated yes.

Director Bhada inquired as to the type of equipment referenced as this was to be a light makeover and if an early completion bonus was included in the contract. Ms. Giglio stated replacements of flooring, doors and windows will require other construction equipment and Recreation is not made aware of contractual details.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, January 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:49 p.m.

____Yvonne Horton____

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Recreation Services Summary of Operations
11/30/2023**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
Non-Assessment Revenues:												
1	\$0	\$0	\$0	\$0	\$0	\$0	\$1,531,887	\$9,803	\$1,541,690	\$1,599,114	(\$57,424)	(3.59%)
2	0	0	0	0	0	0	219,457	0	219,457	347,666	(128,209)	(36.88%)
3	0	330	50,005	0	0	0	193,526	0	243,862	335,423	(91,561)	(27.30%)
4	10,030	14	0	264,147	3,025	0	15,758	407,616	700,589	576,588	124,001	21.51%
5	0	0	0	0	0	68,367	57,750	0	126,117	118,613	7,504	6.33%
6	63,709	132,409	2,513	101,935	170,718	0	39	60,224	531,545	430,580	100,965	23.45%
7	73,739	132,753	52,518	366,081	173,743	68,367	2,018,417	477,643	3,363,260	3,407,984	(44,724)	(1.31%)
Expenses:												
8	659,272	379,922	15,374	715,899	340,474	85,219	1,422,615	337,278	3,956,052	3,777,921	(178,131)	(4.72%)
9	167,492	116,735	3,536	183,151	58,077	33,422	537,189	85,006	1,184,608	1,338,447	(153,839)	(11.49%)
10	7,232	144,705	1,156	76,707	171,942	16,451	203,932	15,923	638,047	566,495	(71,552)	(12.63%)
11	0	0	21,526	0	0	0	136,859	0	158,385	205,601	(47,216)	(22.96%)
12	8,940	15,421	0	99,015	13,077	103	503,624	354,469	491,026	345,601	(145,425)	(42.08%)
13	1,012	232,012	0	711,174	22,264	74,060	0	130,123	1,674,270	1,490,634	(183,636)	(12.32%)
14	0	0	0	0	60	0	0	0	60	0	(60)	0.00%
15	0	22,520	0	0	0	0	53,170	0	75,689	102,982	(27,293)	(26.50%)
16	52,401	626,008	93	34,011	13,759	13,796	206,343	31,481	977,892	731,442	(246,450)	(33.69%)
17	0	10,432	0	13,683	15,148	0	11,477	1,132	51,872	65,512	(13,640)	(20.82%)
18	27,201	4,678	0	20,244	3,073	1,297	16,190	3,743	76,427	101,224	(24,797)	(24.50%)
19	43	24	3,597	212	28	102	14,723	25	18,753	25,952	(7,199)	(27.74%)
20	923,593	1,552,456	45,280	1,854,096	637,903	224,452	3,106,122	959,180	9,303,082	8,751,811	(551,270)	(6.30%)
21	\$849,854	\$1,419,704	(\$7,238)	\$1,488,015	\$464,160	\$156,085	\$1,087,705	\$481,538	\$5,939,822	\$5,343,827	(\$595,995)	(11.15%)
22	(626,675)	0	0	(37,477)	0	0	0	0	(664,153)	(491,457)	172,695	35.14%
23	278,061	116,791	11,191	773,594	50,362	8,118	134,386	117,476	1,489,979	1,316,141	(173,838)	(13.21%)
24	\$501,240	\$1,536,495	\$3,953	\$2,224,131	\$514,522	\$164,203	\$1,222,091	\$599,014	\$6,765,648	\$6,168,511	(\$597,137)	(9.68%)

**Golden Rain Foundation of Laguna Woods
Recreation Services Summary of Operations
12/31/2023**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	BUDGET	VAR\$ B/(W)	VAR% B/(W)
Non-Assessment Revenues:												
1	\$0	\$0	\$0	\$0	\$0	\$0	\$1,677,719	\$10,198	\$1,687,917	\$1,744,500	(\$56,583)	(3.24%)
2	0	0	0	0	0	0	249,558	0	249,558	379,300	(129,742)	(34.21%)
3	0	330	56,060	0	0	0	212,217	0	268,606	365,926	(97,320)	(26.60%)
4	10,348	689	0	298,297	2,093	0	17,275	421,187	749,889	653,971	95,918	14.67%
5	0	0	0	0	0	73,621	63,000	0	136,621	129,400	7,221	5.58%
6	68,689	142,478	2,633	109,876	186,434	0	44	72,346	582,499	469,004	113,495	24.20%
7	79,037	143,497	58,693	408,174	188,527	73,621	2,219,812	503,731	3,675,090	3,742,101	(67,011)	(1.79%)
Expenses:												
8	702,512	422,914	17,885	800,283	370,218	91,920	1,555,720	379,987	4,341,437	4,129,632	(211,805)	(5.13%)
9	224,059	149,851	4,744	229,929	73,172	39,431	676,615	111,248	1,509,050	1,458,266	(50,783)	(3.48%)
10	14,719	158,380	1,156	83,597	199,988	16,473	216,471	17,589	708,373	613,205	(95,168)	(15.52%)
11	0	0	24,157	0	0	0	150,881	0	175,038	224,300	-49,262	21.96%
12	17,470	15,421	0	144,035	13,637	103	0	418,220	608,886	404,910	(203,976)	(50.38%)
13	1,088	261,595	0	790,304	23,631	79,603	500,918	145,793	1,802,932	1,619,909	(183,023)	(11.30%)
14	0	0	0	0	60	0	0	0	60	0	(60)	0.00%
15	0	24,567	0	0	0	0	54,502	0	79,069	112,354	33,285	29.63%
16	57,948	674,712	124	41,627	14,909	13,827	238,886	35,799	1,077,832	797,013	(280,819)	(35.23%)
17	0	12,418	0	16,307	15,148	0	16,116	1,212	61,200	70,603	9,403	13.32%
18	41,174	4,730	0	21,997	3,276	1,717	17,466	3,825	94,185	111,282	17,097	15.36%
19	86	24	4,032	423	88	205	16,870	49	21,778	28,415	6,637	23.36%
20	1,059,056	1,724,611	52,099	2,128,502	714,126	243,280	3,444,445	1,113,722	10,479,840	9,569,889	(909,951)	(9.51%)
21	\$980,020	\$1,581,114	(\$6,594)	\$1,720,328	\$525,598	\$169,659	\$1,224,632	\$609,992	\$6,804,750	\$5,827,788	(\$976,962)	(16.76%)
22	(676,733)	0	0	(40,930)	0	0	0	0	(717,662)	(536,255)	181,407	33.83%
23	297,786	126,755	12,085	841,963	54,618	8,893	146,021	127,982	1,616,102	1,436,548	(179,555)	(12.50%)
24	\$601,073	\$1,707,869	\$5,491	\$2,521,362	\$580,216	\$178,552	\$1,370,654	\$737,973	\$7,703,190	\$6,728,081	(\$975,109)	(14.49%)

Recreation Dashboard

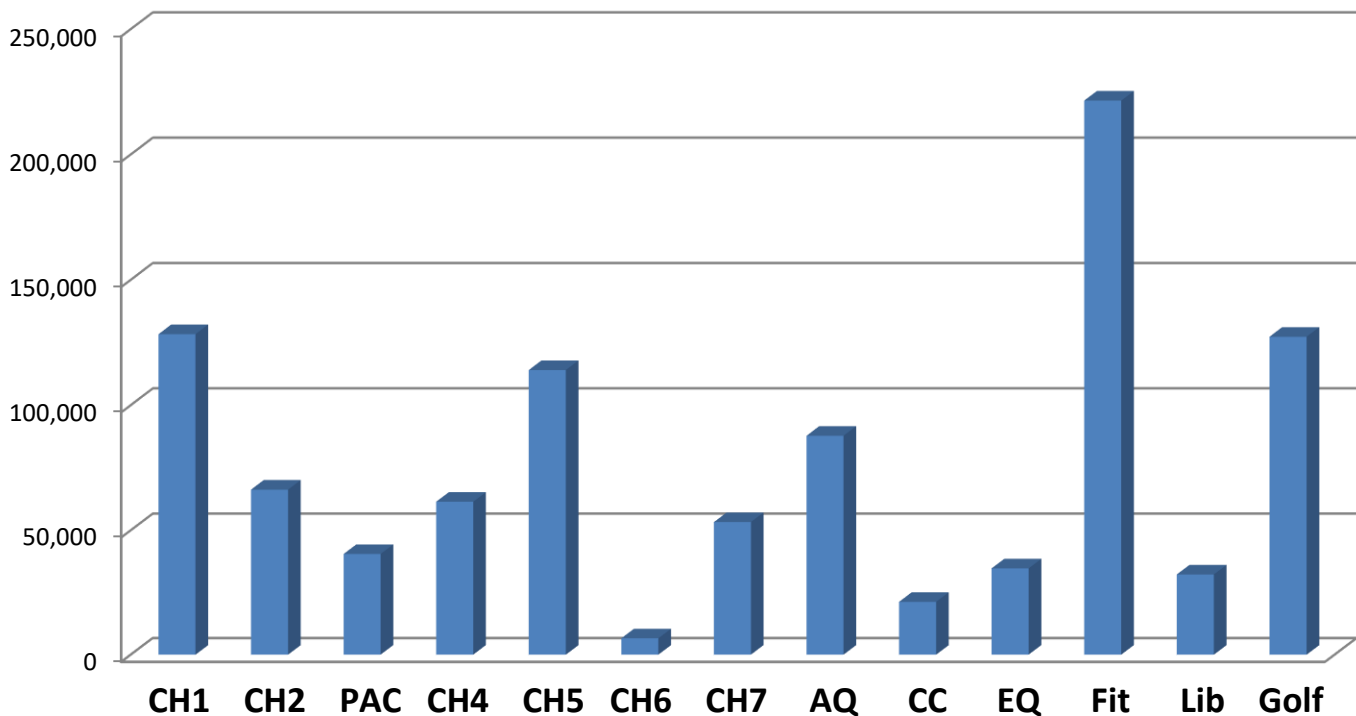
UPCOMING EVENTS

- Feb 11:** The Big Game, Clubhouse 5, 3 p.m.
- Feb 12:** Monday Movie, *Sliding Doors*, PAC, 2 and 7 p.m.
- Feb 14:** Valentine's Day Dinner Dance, Clubhouse 5, 5 p.m.
- Feb 17:** ABBAFAB, Performing Arts Center, 7:30 p.m.
- Mar 17:** St. Patrick's Day Buffet, Clubhouse 5, 5 p.m.
- Mar 18:** Monday Movie, *Oppenheimer*, PAC, 2 and 7 p.m.
- Mar 23:** Health and Wellness Expo, Clubhouse 5, 10 a.m.
- Mar 23:** Neil Diamond Tribute Concert, PAC, 7:30 p.m.
- Mar 30:** Easter Eggstravaganza, Equestrian Center, 10 a.m.
- Mar 31:** Easter Buffet, Clubhouse 5, 1 p.m.
- Apr 6:** Village Bazaar, Clubhouse 5, 10 a.m.
- Apr 15:** Monday Movie, *The Miracle Club*, PAC, 2 and 7 p.m.



The Neil Diamond tribute concert starring Rob Garrett, a premiere Neil Diamond tribute artist for more than two decades, will be hosted at the PAC on Saturday, March 23. Tickets are available for purchase now!

Facility Usage (2023 Year End Total)



FEATURED PROGRAM

The annual Valentine's Dinner Dance will be hosted at Clubhouse 5, February 14 at 5 p.m. Dinner is served at 5:30 p.m. with entertainment by Close Harmony starting at 6:30 p.m. Tickets are available for purchase at the Clubhouse 5 office.

2024 Events - Free

Date	Event	Location
January		
Monday, January 8, 2024	National Championship	CH5
Monday, January 22, 2024	(2) Monday Movies	PAC
February		
Sunday, February 11, 2024	The Big Game (Super Bowl)	CH5
Monday, February 12, 2024	(2) Monday Movies	PAC
March		
Monday, March 18, 2024	(2) Monday Movies	PAC
Saturday, March 23, 2024	Health & Wellness Expo	CH5
Saturday, March 30, 2024	Easter at the Equestrian	EQ
April		
Monday, April 15, 2024	(2) Monday Movies	PAC
May		
Monday, May 20, 2024	(2) Monday Movies	PAC
Monday, May 27, 2024	Memorial Day Program	PAC
June		
Monday, June 17, 2024	(2) Monday Movies	PAC
Tuesday, June 18, 2024	90s Luncheon	CH5
Monday, June 24, 2024	(2) Monday Movies	PAC
July		
Thursday, July 4, 2024	Fourth of July Event	CH2
Monday, July 15, 2024	(2) Monday Movies	PAC
Saturday, July 27, 2024	Farmers Market	GC1
Monday, July 29, 2024	(2) Monday Movies	PAC
August		
Monday, August 19, 2024	(2) Monday Movies	PAC
Monday, August 26, 2024	(2) Monday Movies	PAC
September		
Monday, September 16, 2024	(2) Monday Movies	PAC
October		
Monday, October 21, 2024	(2) Monday Movies	PAC
Thursday, October 31, 2024	Halloween Golf Cart Parade	Various
November		
Monday, November 11, 2024	Veterans Day Event	CH2
Monday, November 18, 2024	(2) Monday Movies	PAC
December		
Friday, December 6, 2024	Volunteer Luncheon	CH5
Saturday, December 7, 2024	Village Tree Lighting	CH1
Monday, December 16, 2024	(2) Monday Movies	PAC

2024 Events - Fee Based

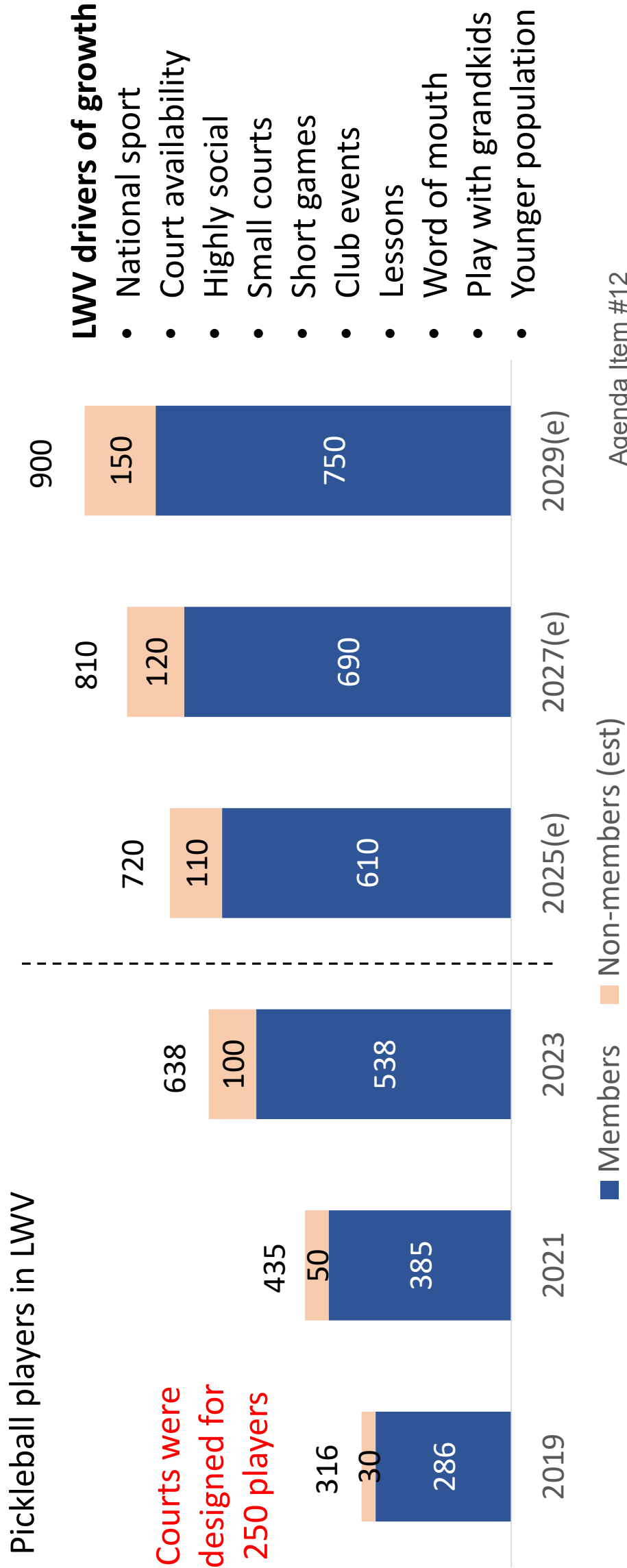
Date	Event	Location
January		
Monday, January 22, 2024	Monthly Dinner	CH5
Saturday, January 27, 2024	Village Bazaar (1 of 3)	CH5
February		
Wednesday, February 14, 2024	Valentine's Day Dinner & Dance /	CH5
Saturday, February 17, 2024	ABBA Tribute	PAC
March		
Sunday, March 17, 2024	St. Patrick's Day / Monthly Dinner	CH5
Saturday, March 23, 2024	Neil Diamond Tribute	PAC
Sunday, March 31, 2024	Easter Buffet / Monthly Dinner	CH5
April		
Saturday, April 6, 2024	Village Bazaar (2 of 3)	CH5
Saturday, April 20, 2024	Huey Lewis and News Tribute	PAC
May		
Saturday, May 4, 2024	Kentucky Derby	CH2
Sunday, May 12, 2024	Mother's Day / Monthly Dinner	CH5
Saturday, May 18, 2024	Village Renaissance Faire	EQ
June		
Thursday, June 6, 2024	CH1 Patio Concert (relocated)	PAC
Saturday, June 1, 2024	Art Affair	CH2
Sunday, June 16, 2024	Father's Day / Monthly Dinner	CH5
Friday, June 21, 2024	Splash Days (1 of 3)	Pool 2
July		
Friday, July 19, 2024	Splash Days (2 of 3)	Pool 2
Monday, July 22, 2024	Themed / Monthly Dinner	CH5
August		
Thursday, August 1, 2024	CH1 Patio Concert (relocated)	PAC
Saturday, August 10, 2024	Bowie Tribute	PAC
Friday, August 16, 2024	Splash Days (3 of 3)	Pool 2
Monday, August 26, 2024	Themed / Monthly Dinner	CH5
September		
Saturday, September 7, 2024	GFD Indoor Bounce	CH5
Monday, September 23, 2024	Themed / Monthly Dinner	CH5
Saturday, September 28, 2024	Patio concert	CH2
October		
Saturday, October 5, 2024	Taste of Country	EQ
Monday, October 7, 2024	Village Games	Various
Saturday, October 19, 2024	Pat Boone Show	PAC
Saturday, October 26, 2024	Village Bazaar (3 of 3)	CH5
Monday, October 28, 2024	Themed / Monthly Dinner	CH5
November		
Saturday, November 2, 2024	Arts and Craft Bonanza	CH4
Sunday, November 3, 2024	Arts and Craft Bonanza	CH4
Thursday, November 28, 2024	Thanksgiving / Monthly Dinner	CH5/CH2
December		
Wednesday, December 25, 2024	Christmas / Monthly Dinner	CH5
Tuesday, December 31, 2024	New Year's Eve Concert	PAC
Tuesday, December 31, 2024	New Year's Eve Gala	CH5



Pickleball in LWV: Planning for the Future



7 shared courts cannot accommodate the anticipated demand



The pickleball facility should operate at the same high standard as other Village activities, e.g. Tennis

TENNIS	PICKLEBALL
<250 members	>500 members
10 dedicated courts	7 undersized shared courts lined for 2 sports
Clubhouse with restrooms	Shaded patio, no bathroom facilities
Kitchen, hot water	Outdoor stainless-steel cabinets, cold water
Swipe cards, cameras	Open gates, no security
Sidewalk from the parking lot	Busy golf cart path down from the parking lot

- Pickleball is the fastest growing sport both nationally and within Laguna Woods
- Every day, hundreds of residents play and socialize at the courts
- The pressure on both ends of the day will be exacerbated during the hot months

Options we considered

- Fundraising to build a completely new facility requires the prior commitment of land + guarantee of naming rights
- Raising the \$ to cover maintenance costs would require a large facility for regular tournaments to attract outside players
- Leasing the land and third-party management of a facility is a non-starter

None of these fit our community.

Therefore, any facility must be owned & operated by GRF and for use only by residents and our guests.

The Ask

- We are asking for 12-14 courts + a small club house to support 900 players over the coming years.
- We are asking GRF to prioritize the long-term need for an adequate pickleball facility and for the initial project funding be included in some way in the 2025 budget.
- We are asking GRF to establish an ad hoc committee to work with the Pickleball Club to realize that goal.

This page
intentionally
left blank

STAFF REPORT

DATE: February 8, 2024
FOR: Community Activities Committee
SUBJECT: California Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules

RECOMMENDATION

Review the California Club request (Attachment 1) for exceptions to the GRF Recreation flyer and poster policy and the Performing Arts Center operating rules.

BACKGROUND

The California Club was founded in 1965 and has a membership of over 400 people. The Club is open to all residents with the goal of furthering the enjoyment of life in Laguna Woods Village by uniting members in friendly social and recreational activities. The Club hosts live music events at Clubhouse 5 and the Performing Arts Center.

DISCUSSION

The GRF Recreation flyer policy (Attachment 2) states “flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.” The GRF Recreation poster policy (Attachment 2) states “Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).” For example, the Chicago Club was granted an exception to the GRF Recreation policy to place event flyers/posters in the clubhouses for their 2024 event series at the Performing Arts Center.

The California Club is requesting the policy be modified to allow clubs a total of 6 months to advertise their event flyers and posters at the clubhouses.

It is unknown how many clubs may take advantage of this benefit. The Performing Arts Center currently has eight mounted bulletin boards to display posters. Additional posters would need to be displayed on easels. Easels must be limited due to creating potential tripping hazards in the walkways. Staff would prioritize posters based on the earliest date on the flyer.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT1: California Club Request

ATT2: GRF Recreation Flyer and Poster Policy

ATT3: GRF Performing Arts Center Operating Rules

Agenda Item #1

Page 1 of 5

Attachment 1


Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ **Date:** 1-20-24 _____

Print Individual, Club or Organization Name: The California Club _____

Manor: _____ **Phone:** _____ **E-mail:** _____

Request (please check one):

☐ Change/Exception to Policy ☐ Donation ☐ Staff Time Request
☐ Equipment Request ☐ Facility Request ☐ Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

There are many performances at the PAC now. People need to be able to plan their schedules and make their choices. I believe it would be very beneficial to everyone if those of us with four shows be allowed to have a poster in the PAC lobby as well as flyers to be distributed as "save the date" items. The clubs that would be involved would be the California Club, the Boomers Club, and Village Music Club. The precedent was set when the Chicago Club was allowed to advertise its four shows.

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Please attach a separate sheet if more signatures are necessary)			

PLEASE FORWARD TO

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

Attachment 2
Clubs/Groups/Organizations

D. Flyers

1. All flyers must be stamped in advance by Recreation.
2. GRF does not endorse any event/trip/product/service advertised on flyers.
3. Flyers are permitted only in designated locations and are subject to space availability.
4. If flyer is in a foreign language, an exact English translation must be provided on the back side.
5. Only two flyers per club/group/organization are allowed at any one time.
6. Flyer size is 8.5 by 11 inches only.
7. Sponsor logo identification is not permitted on flyers.
8. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club/group/organization; general information flyers are prohibited.
9. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
10. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website addresses.
11. Flyers may be submitted no more than three days prior to when they are posted.
12. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
13. Flyers must be submitted to Recreation; club/group/organization may not directly post flyers on the flyer racks.
14. Flyers not approved by Recreation will be removed and discarded.
15. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village Residents and their guests only."

E. Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass-enclosed bulletin board

1. All posters must be stamped in advance by Recreation.
2. Displaying posters is subject to space availability.
3. Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.
4. Posters are not allowed to be adorned with lights.
5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
6. The Performing Arts Center lobby poster area is for box office events.

7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.
8. The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
9. Posters not approved by Recreation will be removed.

Attachment 3



A. Safety

1. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400. A first-aid kit is located in the office and AED is located in the lobby.

B. Auditorium Event Posters

1. Posters for resident events (nonclub/no ticket fee) in the auditorium may only be posted for those events in the Performing Arts Center and may be displayed a maximum of three months prior to the date of the event.
 - a. Lobby posters must be no larger than 33" x 40".
 - b. All posters must be stamped in advance by the Recreation Department.
 - c. Displaying posters is subject to space availability.
2. Club event posters must adhere to Golden Rain Foundation (GRF) poster policy.

C. Box Office/Ticketing

1. Tickets are sold to Laguna Woods Village residents only. Residents must be prepared to show their Laguna Woods Village ID when purchasing tickets.
2. Tickets purchased by credit card may be purchased only with a credit card in the resident's name who is purchasing the tickets.
3. Tickets are sold no more than 90 days prior to the scheduled event.
4. There is a limit of four free tickets or 10 paid tickets per manor for Recreation Department-coordinated events/programs.
 - a. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
5. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.
 - a. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
6. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.
 - a. Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
 - b. Consignment tickets may only be sold to Laguna Woods Village residents.

Effective December 2023