



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

1. 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 manor number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.

OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, June 11, 2020 – 1:30 p.m.

VIRTUAL MEETING

**Laguna Woods Village Community Center
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for May 14, 2020
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items Not on the Agenda)

Consent:

8. Financial Statement

Reports:

9. GRF Recreation Department Policy: Small Clubs Fee Amendment

Items for Discussion and Consideration:

10. Alternative Entertainment for 2021 4th of July Celebration
11. Outdoor Fitness Equipment Presentation
12. Proposed Outdoor Activity List
13. Court Reservation System Review
14. Enclosed Swimming Pool Discussion
15. Review Proposed Amendments of Existing GRF Recreation Policy
16. Bridge Club Budget Request



Items for Future Agendas:

17. None

Concluding Business:

18. Committee Member Comments

19. Date of Next Meeting – July 9, 2020 at 1:30 p.m.

20. Adjournment

Joe Fitzekam, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

OPEN MEETING

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

Thursday, May 14, 2020 – 1:30 p.m.
Virtual GoToMeeting

MEMBERS PRESENT: Joe Fitzekam-Chair, Elsie Addington, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Annie McCary, Cush Bhada, Dennis Boudreau, Janey Dorrell

MEMBERS ABSENT: Ryna Rothberg, Andre Torng, Ed Tao

OTHERS PRESENT: None.

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Dan Yost and Jackie Kupfert

Call to Order

Chair Fitzekam called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for May 14, 2020

A motion was made, and by consensus, the report was approved.

Chair's Remarks

Chair Fitzekam thanked everyone for being here today. We are going through a difficult time with the pandemic. It is difficult as a Community Activities Committee to have so little going on when you want to have everything open, so I appreciate the patience of the residents as we take a safe path to open as many facilities as we can. It will be slow, but we have to be cautious.

Report of the Recreation and Special Events Director

Mr. Gruner stated the Recreation Department is slowly progressing toward opening some amenities. The golf course, Par 3 and driving range opened on May 11 with restrictions. Recreation is opening similar to state mandates: phase 1 was golf and driving range; phase 2 will incorporate tennis opening on Monday, May 18 with pickleball, paddle tennis, bocce, lawn bowling and swimming following with no specific dates of opening yet; phase 3 would include indoor activities such as fitness, arts and crafts, archery, small lectures or small club events; phase 4 would include all facilities and larger events. Staff must monitor federal, state and county mandates closely.

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Recreation is modifying opening procedures to follow these guidelines which will require reservations for most activities. All information regarding openings will be presented for approval to the CAC chair and GRF president before implementation.

Mr. Gruner reported on the following facility operations: the Performing Arts Center Ad Hoc committee approved to move forward to the June GRF meeting for approval; the Garden Centers remain open; tree trimming and clearing of pathways were completed by West Coast Arborists; Mr. McCray and his team have done a great job with modifications for safety during the soft opening of golf, Par 3 and the driving range; resident walkers have been using the golf course during the closure, however they are not allowed on course during regular golf play; Ms. Murphy will be overseeing the Equestrian Center; a boarder meeting will be held tomorrow and Mr. Gruner invited Director Horton and Director Carpenter to attend this meeting; the riding program will have to follow strict social distancing protocols if reinstated and may be limited to intermediate or advanced level to limit physical contact; other variables include, but are not limited to, having the leather disinfected; pools have been restricted by county closures at this time, however staff is in direct contact with Premier Aquatics for safety protocols to be followed when they can be opened.

Director Carpenter inquired as to tennis opening without Gate 16 access. Mr. Gruner stated Gate 16 will remain closed with close monitoring. Chair Fitzekam inquired as to opening the gate during tennis time only and opening pickleball. Mr. Gruner stated he will revisit the gate opening for tennis time only. He stated two communities have opened pickleball, but that is not allowed quite yet per county mandates. Director Horton stated LA County has opened almost everything outdoors except swimming. Advisor Boudreau inquired as to when clubhouses are opening. Mr. Gruner stated not at this time due to state and county mandates. Director Addington stated that LA County announced they may be closed for three more months.

Member Comments (*Items Not on the Agenda*)

As meeting was held via GoToMeeting, Ms. Murphy read an email from resident regarding the opening of pickleball.

Director Horton stated she considers all racquet sports equal and inquired as to why tennis is open, but not the others. Chair Fitzekam stated the three racquet sports are similar and will follow up with staff. Director Bhada concurs with Director Horton.

Mr. Gruner stated staff is following state and county guidelines and will open once all racquet sports are approved. Staff is most concerned with safety. Chair Fitzekam stated that Mr. McCray was well prepared for this situation and Mr. Gruner has been working diligently to contact clubs to submit proposals on how they can be safe if able to reopen for meetings.

CONSENT

A motion was made, and by consensus, the consent calendar was approved.

REPORTS

There were no reports presented for this meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION

Request from resident-George Zilligen - Mr. Gruner stated the request from Mr. George Zilligen regarding allowance of a 1.5' by 100' length of the perimeter fence next to his garden plot to grow roses horizontally for the equal yearly rental fee of \$57 per year.

Discussion ensued.

A motion was made to approve the resident request.

Motion passed unanimously.

Club Insurance and COVID-19 Club Insurance - Mr. Gruner introduced Mr. Dan Yost, Risk Manager, to present to the committee. Mr. Yost stated in 2014 a group policy procurement was discussed. This policy included coverage of the use of the meeting rooms (liability only) and clubs could procure a stand-alone policy if desired. Members of multiple clubs would have been charged according to participation in number of clubs. This group GL policy would have needed 5000 members to enter into this policy to make it effective.

Director Carpenter inquired as to club coverage at best economical price. Mr. Yost stated every club can assume their own risk and there are avenues for one-time policies for club excursions. Clubs can research these options online at theeventhelper.com.

Director Bhada inquired as to cost for an umbrella policy. Mr. Yost stated each policy is different and would not be associated with GRF; each club would be listed as additional insured under that policy. This would cost thousands of dollars. Director Bhada inquired as to extra insurance offered when renting a room (ie. car rental insurance) to help cover the cost and added an example of charging \$1 per event registration. Mr. Yost stated at that point it would be considered a mandate for clubs to procure insurance which is not currently required. Director Carpenter stated the governing documents state clubs are not required to have insurance. Advisor Boudreau inquired as to a rider on GRF insurance policy. Mr. Yost stated GRF policy covers any incident at a facility, thus we do not have the additional rider in place at this time. Advisor Boudreau inquired as to if a club can acquire a rider. Mr. Yost stated it would not be purchased as a rider, but a stand-alone policy. Chair Fitzekam inquired as to an advantage to having an umbrella insurance policy versus using a policy such as auto or homeowners insurance and if club officers have umbrella policies, is that as good as other policies. Mr. Yost stated every situation is unique and should be reviewed by each club for each event by verifying with their insurance company. Chair Fitzekam inquired is there a difference in liability if something happens when not an organized club. Mr. Yost stated it does as they are not under one name and that club would have to be named in a lawsuit. Lawsuits are filed under one name which is usually GRF.

Mr. Gruner addressed the COVID-19 insurance inquiries stating it would be very difficult to prove that the virus was contracted at an event. Mr. Yost stated the GL policy applies to illness or injury and concurred with proving proximity of infection would be very unlikely. Director Carpenter stated legal counsel is reviewing the addition of this verbiage to our waivers within the hold harmless portion.

Ms. Murphy read resident comments regarding the following: what would be covered in a group general liability policy to involve the use of a meeting room; would policy cover suit to the club or the

individual and would it cover the suit of a member of the club if from another member or board member; would a trip waiver be legally binding and can this be applied to club events; being named as additionally insured on company policies for which a person was an outside consultant; resident not sure why GRF can't add clubs as additionally insured.

Mr. Yost stated GL policy covers board members/active members under general liability actions at the event itself and liable slander. A waiver sets forth on paper that a participant accepts inherent risks, but debate still ensues about legally binding as each situation is different, thus it is better to have a waiver than not at all. Mr. Yost stated premiums would go through the roof if clubs were added on the GRF policy.

Chair Fitzekam stated we will not be changing status quo and will not require club insurance. Director Carpenter stated it may be more economical for clubs to purchase insurance per event.

Clubs/Organizations Annual Fee and Rollover Fee - Mr. Gruner restated the current club annual fee and rollover fees.

Discussion ensued.

A motion was made to change the club fee to reflect the size of the club: \$25 for groups under 50 members and \$50 for those over 50 members and to keep the rollover fees as is.

Motion passed unanimously.

Exclusive Use of Club Entertainment - Chair Fitzekam stated the history of the disagreement between two clubs regarding exclusive use of entertainment.

Discussion ensued.

A motion was made stating no allowance of exclusive contracts for events within the Village pending amendment to GRF policy.

Motion passed unanimously.

Staff was directed to present as a report at the June 11, 2020 CAC meeting.

Director Carpenter will consult with legal counsel on validity of exclusivity of entertainment contracts within GRF policy.

Alternative Entertainment for 2021 4th of July Celebration - Mr. Gruner stated July 4 is canceled for 2020 due to COVID-19 pandemic. Staff was directed to cancel the 3-year fireworks contract using force majeure.

Discussion ensued.

Staff was directed to gather ideas from Ms. Stefanie Brown and research other options.

Mr. Gruner recommended an unofficial advisory group to assist with planning. This group will begin meeting in August and present to CAC in November. The group will be Director Carpenter, Director McCary, Director Skillman and Director Addington.

Additional Emeritus Classes Review for 2021 - Mr. Gruner stated rooms were reassessed according to size as Emeritus classes were becoming overcrowded. He has met with Mr. Dan Predoehl from Emeritus to discuss additional classes and they are amenable. All Emeritus classes are online at this time until 2021. Mr. Gruner stated Recreation will be working to reinstate the OLLI program as well.

Discussion ensued.

Security for Specialty Events Discussion - Chair Fitzekam stated Recreation would refer events to Security if it was requested by the event or determined by Security it is needed. The Security Department will be presenting this report to SCAC for fees to be established and then will be presented to GRF for resolution.

Staff was directed to assist the Security Department with this presentation and if approved, work in conjunction with Security should it be necessary at an event.

ITEMS FOR FUTURE AGENDAS

Review of Existing Recreation Department Rules and Policies - Staff was directed to keep this item under future agendas.

Review of Community Facilities Utilization - Staff was directed to keep this item under future agendas.

Expense and Revenue for all Recreation Activities for 2020 - Staff was directed to keep this item under future agendas. This item may be postponed due to COVID-19 closures.

Outdoor Fitness Equipment - Mr. Gruner stated resident request was to move indoor fitness equipment outdoor however indoor equipment is not viable for outdoor use. The Fitness supervisor is working on options to incorporate outdoor fitness once mandates are lifted. Mr. Gruner stated incorporating outdoor fitness equipment by the Aliso Creek area may cost about \$75,000-\$100,000.

Discussion ensued.

Staff was directed to obtain equipment costs of all outdoor options (small to large) to present at next meeting.

CONCLUDING BUSINESS

Committee Member Comments

Director McCary stated Recreation needs to inform the club presidents and would like this on a future agenda discussion prior to opening.

Director Horton stated she enjoyed the meeting.

Director Addington stated this was a really good meeting and thank you for having me.

Director Skillman stated the little library on the patio has paperbacks, puzzles and etc. that are available for pick up. The items may be dropped off and are cleaned before the next rental. The main problem is people who don't respect the rules with newspapers being the biggest problem as they try to take them home. Signs are posted stating the rules, but they not being adhered.

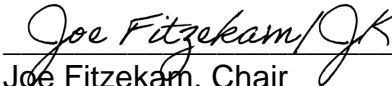
Ms. Murphy stated a notice was received today by the OC Health Department that libraries were not to be opened. Director Skillman stated all items are being sanitized. The table of items is open 24 hours a day with exception of reserved items.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, June 11, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:21 p.m.



Joe Fitzekam, Chair

Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
4/30/2020

SUMMARY: DEPARTMENT OF RECREATION SERVICES

| | Admin | Aquatics/Fitness | Bar Services | Clubhouses | Equestrian | Garden Centers | Golf | PAC | YTD ACTUAL | YTD BUDGET | VAR\$ B/(W) |
|---|------------------|------------------|----------------|------------------|------------------|-----------------|------------------|------------------|--------------------|--------------------|-------------------|
| Non-Assessment Revenues: | | | | | | | | | | | |
| Golf Green Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$308,156 | \$0 | \$308,156 | \$505,000 | (\$196,844) |
| Golf Operations | 0 | 0 | 0 | 0 | 0 | 0 | 56,603 | 0 | 56,603 | 78,912 | (22,309) |
| Merchandise Sales | 0 | 290 | 10,672 | 0 | 0 | 0 | 38,558 | 0 | 49,520 | 89,440 | (39,920) |
| Clubhouse Rentals and Event Fees | 2,204 | 2,006 | 0 | 74,703 | 1,878 | 0 | 3,751 | 85,088 | 169,630 | 221,008 | (51,378) |
| Rentals | 0 | 0 | 0 | 0 | 0 | 17,941 | 18,000 | 0 | 35,941 | 61,200 | (25,259) |
| Miscellaneous | 2,069 | 37,502 | 100 | 20,232 | 34,904 | (1,224) | (105) | 5,254 | 98,732 | 149,365 | (50,633) |
| Total Non-Assessment Revenue | 4,273 | 39,798 | 10,772 | 94,935 | 36,782 | 16,717 | 424,963 | 90,343 | 718,582 | 1,104,925 | (386,343) |
| Expenses: | | | | | | | | | | | |
| Employee Compensation | 123,217 | 136,278 | 5,630 | 227,015 | 63,761 | 15,871 | 500,580 | 88,293 | 1,160,645 | 1,280,505 | 119,860 |
| Expenses Related to Employee Compensation | 46,385 | 46,248 | 1,764 | 75,560 | 17,084 | 8,082 | 208,588 | 23,898 | 427,608 | 424,641 | (2,967) |
| Materials and Supplies | 1,200 | 23,606 | 0 | 47,310 | 27,077 | 3,314 | 70,951 | 3,914 | 177,371 | 245,808 | 68,437 |
| Cost of Goods Sold | 0 | 0 | 5,173 | 0 | 0 | 0 | 27,653 | 0 | 32,826 | 56,928 | 24,102 |
| Community Events | 4,224 | 297 | 0 | 48,078 | 23 | 0 | 0 | 64,700 | 117,322 | 124,707 | 7,385 |
| Utilities and Telephone | 227 | 50,969 | 0 | 157,896 | 31,462 | 12,839 | 72,986 | 22,013 | 348,393 | 402,080 | 53,687 |
| Professional Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 500 |
| Equipment Rental | 0 | 8,189 | 0 | 0 | 0 | 0 | 15,085 | 59 | 23,333 | 23,392 | 59 |
| Outside Services | 2,486 | 87,906 | 0 | 5,665 | 1,756 | 735 | 18,502 | 9,617 | 126,667 | 236,828 | 110,161 |
| Repairs and Maintenance | 0 | 3,776 | 0 | 5,245 | 2,695 | 0 | 2,533 | 899 | 15,148 | 35,015 | 19,867 |
| Other Operating Expense | 19,217 | 2,311 | 455 | 2,509 | 1,046 | 237 | 6,249 | 1,080 | 33,104 | 36,842 | 3,738 |
| Property and Sales Tax | 43 | 21 | 848 | 212 | 28 | 102 | 3,576 | 25 | 4,855 | 6,576 | 1,721 |
| Total Expenses | 196,998 | 359,600 | 13,870 | 569,489 | 144,932 | 41,180 | 926,702 | 214,498 | 2,467,270 | 2,873,822 | 406,552 |
| Net Cost (before allocations) | \$192,725 | \$319,802 | \$3,099 | \$474,554 | \$108,150 | \$24,464 | \$501,739 | \$124,155 | \$1,748,688 | \$1,768,897 | (\$20,209) |
| Allocated To Departments | (146,654) | 0 | 0 | (10,838) | 0 | 0 | 0 | 0 | (157,493) | (217,836) | (60,343) |
| Allocated From Departments | 80,872 | 49,886 | 2,562 | 162,042 | 14,948 | 1,840 | 35,621 | 31,940 | 379,709 | 454,465 | 74,755 |
| Net Cost | \$126,942 | \$369,688 | \$5,660 | \$625,758 | \$123,098 | \$26,303 | \$537,360 | \$156,095 | \$1,970,905 | \$2,005,526 | (\$34,621) |

Agenda Item #8
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STAFF REPORT

DATE: June 11, 2020
FOR: Community Activities Committee
SUBJECT: GRF Recreation Department Policy: Small Clubs Fee Amendment

RECOMMENDATION

Recommend that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organization to reduce the annual fee for clubs with less than 50 members ("small clubs") from \$50 to \$25.

BACKGROUND

Laguna Woods Village has 254 registered clubs within the community. Village clubs are afforded a variety of privileges upon approval of the Recreation and Special Events Department including priority rollover reservations, flyer postings at clubhouses, Village website use (club page, event calendar, Village news), free Globe submissions, Village Television air time, message board use and club storage (excluding Clubhouse 2).

At the May 9, 2019 CAC meeting a policy review committee was formed to review and provide GRF Recreation Department policy recommendations to the CAC at the July 2019 meeting. One of the committee recommendations was to implement a processing fee to offset administrative costs associated with club support (Attachment 1).

On September 3, 2019, the board of directors adopted RESOLUTION 90-19-39, GRF Recreation Department Policy Revision: Clubs/Groups/Organizations (Attachment 2).

At the February 20, 2020 Club President's Meeting, small Village clubs with a small number of members expressed concern about the financial implications of the \$50 club fee. Club presidents urged GRF to reconsider the fee.

DISCUSSION

At the May 14, 2020 CAC meeting, the committee directed the Recreation and Special Events Department to reduce the annual club fee for those with less than 50 members ("small clubs") from \$50 to \$25. Of the 254 registered clubs, 136 have less than 50 members (Attachment 3).

To date, 93 clubs have paid the \$50 annual fee, including 41 small clubs. The 41 small clubs would be entitled to a \$25 refund if the proposed fee adjustment is approved by the board of directors.

FINANCIAL ANALYSIS

The \$50 club fee generates \$12,700 in revenue for GRF annually. The proposed reduction in the club fee for small clubs would reduce annual revenue to approximately \$9,300, a decrease of \$3,400.

| Annual Clubs/Groups/Organizations Fee | Clubs | Revenue |
|--|--------------|----------------|
| Clubs with 49 or less members - \$25 | 136 | \$3,400 |
| Clubs with 50 or more members - \$50 | 118 | \$5,900 |
| Total Anticipated Revenue | 254 | \$9,300 |

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, COO

ATTACHMENT(S)

ATT1: GRF Recreation Department Policy: Clubs/Groups/Organizations

ATT2: RESOLUTION 90-19-39

ATT3: Club Membership

Golden Rain Foundation Recreation Department Policy Clubs/Groups/Organizations

A. General

1. Residents requesting to form a club/group/organization must first submit a request form to Recreation Staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signature, address and telephone number of 20 Residents requesting membership in the new club/group/organization.
2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared towards minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. 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 by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. 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).
 - b. An entrance fee may be charged to cover the costs associated with an event.
 - c. Fundraising activities (see Page 8, Fundraiser).
7. The club/group/organization must be substantially supported by revenue from its members and from up to two Recreation Department-authorized fundraisers per calendar year (see Page 8, Fundraiser).
8. The club/group/organization must have a minimum of two executive club officers.
 - a. Which do not occupy the same residence.
9. Executive club officers must be a Resident of Laguna Woods Village.
 - a. One officer must be a Resident owner/shareholder.
10. The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
 - a. Nonresidents may participate as "guests" and must be accompanied by a Resident.
 - b. Nonresident members may not invite their own "guests."
11. An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31 to maintain club status.

12. All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village Residents and their guests only." Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
13. Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
14. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

B. Fundraisers

1. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization the organization must be an IRS-recognized nonprofit organization such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover 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 first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing; in accordance with the GRF Fee list.
 - d. 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).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.

- h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
- i. Rollover reservations are not permitted in the Village Greens Facility.
- j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

ATTACHMENT 2

RESOLUTION 90-19-39

GRF Recreation Department Policy Revision: Clubs/Groups/Organizations

WHEREAS at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

WHEREAS Laguna Woods Village has 286 registered clubs within the community which are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2);

WHEREAS Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

WHEREAS room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

WHEREAS at the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting;

WHEREAS proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared totally towards minors are prohibited;

WHEREAS limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

WHEREAS anticipated annual revenue generated from proposed fees is \$20,750; and,

NOW THEREFORE BE IT RESOLVED, September 3, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

28-day notification for Member review and comments to comply with §4360 has been satisfied.

Director Milliman made a motion to adopt the resolution to revise the GRF Recreation Department Policy on Clubs/Groups/Organizations. Director Soule seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

ATTACHMENT 3

Club/Groups/Organizations Membership

1. 254 total clubs
2. 136 clubs have 49 or less members
3. 118 clubs have 50 or more members
4. 93 clubs have paid the \$50 fee for 2020 (highlighted yellow)

| Club Name | Total Members |
|--|---------------|
| 1. Harmony Guitar Club | 6 |
| 2. Over Eaters Anonymous | 6 |
| 3. Chess Club | 8 |
| 4. Club For Creative Expression | 9 |
| 5. Dance Club, Sequence Dance | 10 |
| 6. Sew On Club | 10 |
| 7. Book Club, Mystery | 11 |
| 8. Bunco Group | 12 |
| 9. Dance Club, Good Life | 12 |
| 10. Dance Club, Pasara Dancing Club | 12 |
| 11. Healthy Living | 13 |
| 12. That's Entertainment! | 13 |
| 13. Porcelain Artists Of Laguna Woods | 14 |
| 14. Foundation | 15 |
| 15. Aa Ladies Big Book | 17 |
| 16. Roberts Rules Study Club | 19 |
| 17. Yang Style Tai Chi Club | 19 |
| 18. Acupuncture | 20 |
| 19. Blues And White, Ensemble | 20 |
| 20. Creative Arts Club | 20 |
| 21. Dance Club, Country Music | 20 |
| 22. Good Samaritan Mission | 20 |
| 23. Happy Singing Club | 20 |
| 24. Harmonica Club | 20 |
| 25. Korean Men's Chorus Club | 20 |
| 26. Lapidary Club | 20 |
| 27. Mandarin Resident Supporting Club | 20 |
| 28. Opera & Musical Guild | 20 |
| 29. Our United Neighbors | 20 |
| 30. Philippine American Society Of South Orange County | 20 |
| 31. Shalom Club | 20 |
| 32. Taiwan National University Alumni Club, Laguna Woods | 20 |
| 33. Twilight Reader's Theater | 20 |
| 34. Western Bluebird Club | 20 |
| 35. Act Laguna Woods | 21 |
| 36. Angels Joy | 21 |

| | |
|--|----|
| 37. Harmonaires | 21 |
| 38. Korean Auto Harp Club | 21 |
| 39. P.E.O. Group | 21 |
| 40. Professionals, Laguna Woods | 21 |
| 41. Alzheimer's OC | 22 |
| 42. Backgammon Club | 22 |
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Proposed Outdoor Activities

- Drive-up movies and or concert (with portable stage)-possibly utilize resident bands
- July 4, 2020 Golf Cart parade
- Outdoor classes (CH2 annex open space) - must have lawn marked for spacing
 - Tai chi
 - Meditation
 - Yoga
 - Chair yoga
 - Pilates
 - Fitness Challenge (Boot Camp)
 - Bring own equipment
- Picnic with Restaurant 19 orders or BYOE



Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures

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Golden Rain Foundation Recreation Department Policy

The Recreation and Special Events Department (Recreation) is responsible for planning and executing a comprehensive recreation program for all Laguna Woods Village residents. Recreation coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to Golden Rain Foundation (GRF) facilities is available for residents. Specific facility and amenity operating rules may be found on the Laguna Woods Village website. Residents may request an exception to the policy via Recreation Committee Request Form. Recreation may refer certain applications directly to the GRF board. Call 949-597-4273 or email recreation@vmsinc.org for more information.

A. GRF Authority and Enforcement

GRF is authorized to take disciplinary or suspension action against a member found to be in violation of Recreation policy. The GRF board of directors has the authority to impose monetary fines, suspend member privileges and/or bring forth legal action. Member (be it via a club/group/organization or individual) is entirely responsible for ensuring that the rules, regulations and policies are followed. This includes any co-occupant, lessee or guest.

Access to GRF Recreation Facilities

A. Residents

1. Residents must be prepared to show their Laguna Woods Village ID card upon request. Inability to provide Laguna Woods Village ID card may result in denied access to facility or event.

B. Guests/Other

1. Guests must be accompanied by a resident at all times.
2. Facilities may have age limitations, which may be found in the operating rules for the respective facility.
3. Guests may not enroll in/attend Recreation-coordinated classes, use any of the Clubhouse 4 workshops (except as students during a Saddleback Emeritus class) or check out materials from the library.
4. Guests must pay all applicable guest fees in accordance with the GRF fee list.
5. City staff or city council for city business and/or city events pay resident rates, plus any additional costs for technicians and others, in accordance with the GRF fee list.
6. Guests must abide by age restrictions and guest limits that are identified for certain facilities:

| Facility | Age Minimum | Guest Limit Per Resident |
|-----------------|-------------|---------------------------------|
| Billiards | 12 | N/A |
| Bocce | 12 | N/A |
| Bridge room | 10 | 2 at a time 4 total per day |
| Gymnasium | 12 | 2 |
| Golf facilities | 11 | 1 prime time 3 nonprime time |
| Tennis | 6 | 1 prime time 3 nonprime time |
| Fitness centers | 16 | 2 |

| Facility | Age Minimum | Guest Limit Per Resident |
|------------------------------|-------------------------|--------------------------|
| Equestrian Center | 10 | N/A |
| Lawn bowling | 18 | N/A |
| Paddle tennis/ Pickleball | 6 | 1 court/3 guest |
| Shuffleboard | 10 | N/A |
| Pools | 0-15 child 16+ adult | 5 |
| Hot pools | 16 | 5 |
| Table tennis | 6 | N/A |

C. Gate clearance/Community access for guest(s)

1. Complete the Gate Clearance Form at least four business days prior to the event.
2. List the first name and last name of all nonresident 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. Submit forms to community.access@vmsinc.org. Failure to submit form will result in denied entry for guests and/or a fine.

Use of GRF Recreation Facilities

A. All facilities/general

1. Everyone must sign in at events/meetings or check in at the facilities (i.e. billiards or drop-in lounges). Attendance sheets must be turned in to clubhouse staff at the end of all events/meetings.
2. Facilities may not be used to conduct a business by individuals.
3. GRF facilities are smoke free.
4. Use of Styrofoam products of any kind is prohibited.
5. Technical special effects must be approved by the facility supervisor or senior technician.

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6. Facility staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures, protect facilities and equipment. Security shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention, documented and reported to the GRF Board. GRF directors may inspect conditions and bring any hazards or unsafe conditions to the board's attention for appropriate action.

~~6. a. Emergencies (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Development, (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to Owners and/or their residents, but not exceed authorized amounts for that expected purpose. Notwithstanding the foregoing authority, if at all possible, Staff shall confer immediately with GRF and obtain GRF's prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures. Facility staff has 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.~~

7. Use of equipment by residents is at the discretion of the facility staff 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.
8. 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). Agreement, waivers and/or all other documents remain in effect until replaced.
9. Scheduled club/group/organization tournaments and activities at the specifically designated facility take priority; club rules prevail as long as they are not in conflict with Recreation operating rules and regulations.
10. Everyone must follow proper rules of etiquette for each activity/sport.
11. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
12. 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.).
13. Facility user must leave the facility and equipment in the same condition in which it was found. This includes properly bundling trash for disposal and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.
14. In order to balance use and avoid overuse of facilities, staff will impose time and frequency limits on rooms and equipment.
15. Facilities, ticket sales, posting of flyers, etc. are available on a first-come first-served basis.
16. When there is a waiting list, the first resident on the list will be contacted first. The resident has three options:
 - a. Accept the opening;
 - b. Pass and retain his/her position on the list; or
 - c. Pass and be removed from the list.

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17. Facility user shall not discriminate in any way against any person on the basis of race, age, color, religion, national origin, sexual orientation, gender, physical handicap, mental condition or marital status in connection with the activities of any individual or club/group/organization.
18. Facility user shall be solely responsible for all Individuals or 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.
19. Clubs, Groups, Organizations and Individuals ~~may not require~~ **must not allow** entertainers, vendors, caterers and other contracted service entities to sign an exclusivity contract agreement; nor shall a statement be included in the general contract agreement, when utilizing GRF property.
20. Facility user agrees that GRF and Village Management Services Inc. (VMS) staff 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 city 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, VMS, staff and directors, as additional insureds. If requested, facility user agrees to provide GRF a copy of the policy or a specific endorsement that shows this coverage.
21. Tours, filming and/or photography in any recreation facility for commercial purposes must be approved in advance through the Marketing and Communications Division.
22. 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 that constitutes a/an:
 - a. Violation of GRF rules;
 - b. Interference with the rights of other GRF members and/or users of GRF facilities;
 - c. Nuisance;
 - d. Indecent act;
 - e. Illegal act; or
 - f. Inconsistency with the stated purpose of the rental agreement.
23. 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. GRF, its directors, officers or staff shall not be liable, at law or in equity, as a result of an individual or club/group/organization's failure to comply with this rule. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws. 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.

B. Games of chance/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, 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. Continuing education program

- 1. Emeritus program
 - a. GRF provides the facilities at no cost.
 - b. Classes may be held in all clubhouses except Clubhouses 2, 6 and 7; Pool 2; the Computer Learning Centers; the Community Fitness Center; the Village Greens Facility; and the Performing Arts Center unless the class is ~~related to performing arts and is~~ approved by Recreation.
 - c. Recreation works with Saddleback College to facilitate the Saddleback Emeritus program.
 - d. Nonresident students must use a Saddleback pass to attend classes in which they are registered, may arrive at the facility no more than 15 minutes prior to the scheduled start time for the class and must leave the facility immediately after the scheduled end time for the emeritus class.
 - e. A parking pass is required if the student is driving into the community; parking passes may be purchased a week prior to the first week of classes.
 - f. All participants must sign in or check in at the facility; GRF sign-in sheets must be turned into clubhouse staff at the end of class.
 - g. All participants must sign the general liability and photo release form and is bound to adhere to all community rules.
- 2. Recreation department-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.

Clubs/Groups/Organizations

A. General

- 1. Residents requesting to form a club/group/organization must first submit a request form to Recreation staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signatures, addresses and telephone numbers of 20 residents requesting membership in the new club/group/organization.
- 2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
- 3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
- 4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared toward minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.

5. 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 by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. 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).
 - b. An entrance fee may be charged to cover the costs associated with an event.
 - c. Fundraising activities (see Page 8, Fundraiser).
7. The club/group/organization must be substantially supported by revenue from its members ~~and from up to two Recreation Department authorized fundraisers per calendar year (see Page 8, Fundraiser).~~
8. The club/group/organization must have a minimum of two executive club officers.
 - a. Who do not occupy the same residence.
9. Executive club officers must be residents of Laguna Woods Village.
 - a. One officer must be a resident owner/shareholder.
10. The club/group/organization must have a minimum membership of ~~90-80~~ percent Laguna Woods Village residents.
 - a. Nonresidents may participate as "guests" and must be accompanied by a resident.
 - b. Nonresident members may not invite their own "guests."
11. An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to Recreation annually by March 31 to maintain club status.
12. All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village residents and their guests only." Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
13. Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
14. Recreation reserves the right to obtain financial information from any Laguna Woods Village club.

B. Fundraisers

1. A Club/group/organization may have up to four fundraisers per year to benefit their group, raise funds for a GRF project or the LWV Foundation controlled and supervised by the sponsor. Fundraisers that are prohibited are Charitable Raffles or Outside Organizations. Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization, the organization must be an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.

4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by Recreation.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover 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 first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
 - d. 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).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
 - h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
 - i. Rollover reservations are not permitted in the Village Greens Facility.
 - j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

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.

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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.

Room Reservations

A. General

1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must submit a facility application form prior to making payment for a room reservation.
3. Reservations by individuals may only be booked for private or social gatherings.
4. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities.
5. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village. Staff works to assure that clubs/groups/organizations

and individuals are placed in the appropriate-sized rooms for their event. Set minimum occupancy limits will be enforced.

6. Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
7. Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. One-hour reservations may be made on a case-by-case basis with the approval of the facility supervisor; reservations for one hour may not request a room setup.
8. Length of reservation must include setup/decoration, caterer preparation and cleanup time.
9. The GRF pricing policies contain two rates: Resident rate and exception rate; (refer to the GRF fee list).
 - a. Resident rate applies to:
 - i. All Laguna Woods Village residents;
 - ii. Weddings and wedding receptions for residents and
 - iii. Private resident events such as birthdays, memorials and/or anniversary parties.
 - b. Exception rate applies to:
 - i. Any non-Laguna Woods Village organization or group for which a resident makes a reservation;
 - ii. Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and
 - iii. All club/group/organization reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (club/group/organization-approved fundraisers are exempt).
10. It is prohibited to use any room/facility for anything but the stated purpose.
11. Reservations may be canceled or moved as necessary to accommodate ~~government elections~~, GRF and mutual meetings, facility renovations, GRF-approved requests, Recreation-coordinated communitywide events, etc. The Performing Arts Center rehearsal room reservations may be canceled or moved if the auditorium is booked.
12. Every reservation must submit a Facility Checkout Form to the clubhouse staff at the conclusion of the event indicating the number of residents and nonresidents.
13. Cancellation of a paid reservation requires at least 14 days' notice to Recreation to qualify for a full refund.
14. Refunds will be credited to the requestor's credit card or via check, by request.
15. "No shows" and cancellations less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
16. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the insurance coordinator 60 days in advance (call 949-597-4202 for more information) and may require a permit by the City of Laguna Woods.

B. Types of reservations

1. Permanent/Rollover

Updated: 5/26/2020

- a. Only a Laguna Woods Village club/group/organization may submit a request for a rollover reservation; individuals may not hold rollover reservations.
 - b. For clubs/groups/organizations rollover reservation information, see Page 8.
- 2. Lottery
 - a. Requests for religious holiday events take priority over club/group/organization rollovers and lottery requests. Holiday must be named on lottery card.
 - b. 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. An Individual or club/group/organization may submit up to four lottery cards each year.
 - d. Lottery cards may be submitted between May 15 and June 15 for one-time special events for the upcoming year.
- 3. One time/Walk-in
 - a. 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 facility supervisor where the reservation is being requested.
 - b. Walk-in reservations open on August 1 for the upcoming year.

C. Setup and cleanup of room reservations

- 1. Room setup 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.
- 2. Residents must make a request for technical services at least two weeks in advance of the reservation date. Notice to senior technician must be provided two weeks in advance for cancelations. Failure to notify senior technician of a cancellation within two weeks of the event will result in a two-hour minimum fee (refer to the GRF fee list).
- 3. Clubhouse 5 requires technicians for events that include projector, sound, lighting, three or more microphones and/or access to the sound booth.
- 4. Performing Arts Center auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation technicians. The senior technician may be reached at 949-268-2553.
- 5. The facility must be cleaned and returned to the exact condition in which it was accepted.
- 6. All cleanup must be accomplished by the end of the event. At the end of the cleanup period, the facility user is responsible for inspecting the premises with a staff member and signing off on the Facility Checkout Form. If the facility user fails to sign the Facility Checkout Form or fails to accomplish facility cleanup by permit end time, GRF reserves the right to reject any future applications. A cleanup fee may be charged for inadequate cleanup (refer to the GRF fee list).
- 7. Facility user is responsible for the following:
 - a. Bundling all trash and placing in the designated location as specified by staff;
 - b. All equipment used;
 - c. All table tops and chairs used; and
 - d. Any soiled or dampened floor or carpet areas.
- 8. For kitchen approval, the facility user is responsible for cleaning the following:
 - a. 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.
 - b. Wipe off, with a damp cloth, all tables used for eating and serving.

- c. Thoroughly clean all large coffee urns and baskets.
 - d. Check with the staff regarding proper clean up instructions for grills, broilers and fryers.
 - e. Clean the areas around grills, broilers and fryers even if you do not use the equipment.
 - f. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - g. Clean the refrigerator if used.
 - h. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
 - i. Clean the barbecue if used.
9. All equipment, supplies, personal articles, displays, etc., must be removed prior to checkout and signoff of Facility Checkout Form. All items left at the facility will be discarded.
 10. The facility user is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from facility users reservation/use of the facility, amenity or equipment.

D. Food

1. Facility user must bring their own food, have food dropped off or use a caterer from a Recreation - approved list (call 949-597-4227 or email recreation@vmsinc.org to obtain).
2. A \$25 for small kitchen/barbecue or \$50 for commercial kitchen fee will be charged when the oven, stove, silverware/plates or dishwasher are used; there is no charge to use the microwave and refrigerator.
3. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge; call 949-206-1525).

E. Caterers

1. Recreation 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 Fee list.

F. Alcohol

1. The facility user may bring in his or her own alcohol only when not charging for drinks.
2. A reservation of more than 100 people with alcohol requires a GRF bartender to be hired, unless otherwise approved by the Recreation Department.
3. Arrange a GRF bartender by calling 949-597-4381 at least three 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.



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: Susan Denenholz Date: 5/21/20

Print Individual, Club or Organization Name: Laguna Woods Bridge Club

Manor: 2198 D Phone: 201-233-3011 E-mail: sdenenholz@icloud.com

Request (please check one):

☐ Change/Exception to Policy ☐ Donation ☒ Staff Time Request
☐ Equipment Request ☐ Facility Request ☒ Other: see attached

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.

See attached.

Requestor Signature: Susan Denenholz

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

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

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

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
P.O. Box 2220, Laguna Woods, CA 92637

Explanation (Continued):

Recreation Committee Request Form Guidelines

- Change/Exception to Policy: The GRF Board of Directors has established policies and practices governing the use of the Community's recreational facilities. Recreation Department staff do not have the authority to grant exceptions or make changes to these policies. However, special circumstances, as determined by GRF, may warrant a change or exception to these policies.
- Donation: From time to time, individuals and clubs/organizations have offered monetary, materials, and equipment donations to enhance various facilities and activities. The proposed donations are reviewed by CAC to determine the associated short- or long-term impact of the donation. Upon approval by GRF, the donation will be accepted with thanks.
- Staff Time Request: Requests for staff time will be reviewed by the affected facility Supervisor and the Recreation Manager. If the request falls outside the scope of the GRF approved service level, it will be addressed by CAC with their recommendation forwarded to the GRF Board for final approval.
- Equipment/Facility Request: Equipment within Laguna Woods Village facilities and the facilities themselves are updated and maintained in some cases as needed and in other cases on a schedule with the Maintenance Department. The need for a piece of equipment or facility to be fixed, replaced or added must be addressed by CAC and approved by GRF.

OFFICE USE ONLY

| WORK CENTER | # | HANDLED BY STAFF YES NO | COMMENTS/COMPLETED DATE |
|-------------|---|---------------------------------|-------------------------|
| | | | |

If No: *Check Below*

| REFERRED TO | CAC M&C SECURITY GRF FINANCE GRF OTHER | DATE | COMMENTS/COMPLETED DATE |
|-------------|---|------|-------------------------|
| | | | |

LAGUNA WOODS BRIDGE CLUB

Over the four months prior to the shutdown, attendance at LWBC was running about 840 tables per month, declining at an annual rate of 8%, and the club was steadily losing money. (Our loss for calendar year 2019 was \$17,004.). During the shutdown, we have been running online games, with attendance of about 200 tables per month, and we are making money. This is partly because per-person fees are higher for residents, but primarily because costs are vastly lower. We need not pay exorbitant sums for board preparation; a single director can run each online game; we needn't provide coffee, cups, and snacks; our printing bills have gone away; etc etc.

But this is by no means a panacea. It contravenes what Laguna Woods is all about. Many of our residents — particularly the older “technophobes” — are left out of the online bridge world, and most of those who do participate miss the social environment of in-person duplicate bridge.

Since duplicate bridge is an inherently high-risk activity, the club does not seek a premature return to normal operations. But whenever our re-opening should occur, we would expect monthly table counts to be less than the 840 we had before, even in the absence of any new rules or restrictions, because normal attrition due to death and infirmity would be exacerbated by the absence of new player development during the hiatus. Thus, in the best of circumstances, declining attendance, coupled with our fixed-cost structure, would cause us to lose more money than we did pre-pandemic. If a green-light to reopen were to be made contingent on implementing a set of risk-mitigation restrictions that, in our view, would cause an even greater diminution in our attendance (and, hence, even greater losses), LWBC may well decide that it just does not make sense to reopen on those terms, at least not without considerable financial support from GRF.

The best way for GRF to support LWBC would be to have GRF staff, on “company time,” operate our dealing machine to prepare boards. In 2019 we paid a GRF employee nearly \$12,000 to do this work on his own time in CH7, and his piece rate went up in early 2020. It takes a bit of training to do this work, but not much. It is tedious but not difficult.

GRF could also help by providing coffee, cups, snacks, and related supplies. (Collectively, the club spent nearly \$14,000 on such items in 2019, though our snacks became more stingy over the course of the year.) Might LWBC get a free pass at the print shop? In light of the high insurance bills we pay, might there be a way to piggyback on GRF's insurance?

We would most welcome assistance from GRF, in any form, that would help assure the continued viability of the Laguna Woods Bridge Club (and, at the same time, preserve GRF's revenue stream from our non-resident players). Thank you for your consideration.

Susan Denenholz
President, LWBC