

## CLUBHOUSE POLICY

- A. The Clubhouse may be rented by residents, non-residents, businesses, and nonprofit organizations.
- B. The person that signs the rental agreement is the primary responsible party for the payment and condition of the clubhouse.
- C. Clubhouse fees and deposits are set annually by the board and can be found in the Fee Schedule.
- D. Non-profit organizations may request reduced fee or free use of the Clubhouse.
- E. Families of military personnel may have free use of the Clubhouse for the purpose of having a going away or welcome home party for their soldier.
- F. Employees may use the Clubhouse free of charge for family events, however; they will not be allowed to schedule free use time more than seven days in advance of their proposed event.
- G. The Service Agency reserves the right to deny rental or free use of the Clubhouse to any and all individuals, businesses or organizations.
- H. No event reservation is valid until a completed, and signed Rental Agreement has been submitted, and accepted, along with the required rental fee and deposits.
- I. If the clubhouse is damaged beyond the amount of the damage deposit the responsible party renting the clubhouse will be required to pay the difference to restore the building to its original condition.
- J. Any exceptions to this policy must be authorized by the Service Agency Board of Trustees.

## FACILITY FREE USE POLICY

- A. Free use of SSA facilities is limited to non- profit organizations holding meetings or events that are of benefit to the community, as a whole. Persons or organizations holding commercial or for-profit events are not allowed free use of SSA facilities. No person or organization may use SSA facilities for free events that are meant to be advertising for a commercial enterprise. Any commercial venture using the parks or greenbelts, as a part of its business activity, may not set up signage or transact business within the park or greenbelt boundaries.
- B. Free use of the Clubhouse is limited to the main floor conference room, unless otherwise authorized by management or the Service Agency Board of Trustees.
- C. Organizations or individuals, using SSA facilities for free, are subject to all of the same rules and policies, as apply to paid rentals.
- D. Government agencies, providing services to the community, as a whole, may qualify for free use of SSA facilities, and likewise are subject to all of the same rules and policies that apply to paid rentals.
- E. Charitable organizations wishing to hold events for the benefit of a worthy cause, as determined by the Board of Trustees, may be granted free use of SSA facilities.
- F. Resident military personnel being deployed into harm's way, or returning from such deployment, are allowed free use of SSA facilities for a farewell or homecoming gathering. Non-resident military personnel are offered the resident rate for similar gatherings.

- G. The SSA does not rent or reserve the grassy areas, playgrounds, and non-pavilion picnic areas within its parks and greenbelts, with the exception of the sports fields and facilities. Except for sports fields and facilities that have been assigned to designated sports programs, all SSA facilities may be used on a first-come, first-served basis.
- H. Present and past SSA Board of Trustee members are allowed free use, within reason, of all SSA facilities. Free use of SSA facilities by current or former board members, however, is limited to personal or family use, or (with respect to the Clubhouse only) to use by a non-profit organization in which the board member is directly and actively involved. Further, for board member “free” uses of the Clubhouse as part of an organization, the board member must be present and may not simply “sponsor” another organization.
- I. The General Manager is allowed the same free use as Trustees.
- J. Full time or permanent employees are allowed occasional free use of SSA facilities but may not reserve such facilities until 7 days in advance of their event. Employees are allowed one swimming pool punch pass, for personal and family use, each year.
- K. The SSA Board of Trustees reserves the right to allow, limit or deny free use of any, or all, SSA facilities, to any individual or group, at any time. Further, in the event of conflict between conflicting requests for free use, the SSA Board of Trustees reserves the right to resolve the conflict in the manner selected by the Board in its sole discretion.