

PRP 14, CLUBHOUSE REWRITE TAB FOR THE BOARD

24 May 2022

ISSUE: The PRP Working Group established to update LHCC PRPs concluded that PRP 14, Clubhouse needed a comprehensive update to all sections for clarity of: rental agreements by members and tenants; fee information and reservation requirements; types of events and activities that are permitted in the Clubhouse; addition of special event and/or General Liability Insurance; and alcohol consumption and VA required license requirements.

BACKGROUND: The PRP Working Group discovered some of the language within PRP 14 was not current with Virginia and Frederick county laws; did not reflect accurate insurance requirements; and did allow tenants the ability to rent the Clubhouse among other shortcomings. The Board discussed (and voted on) multiple PRP 14 issues discussed at the April Board meeting as reflected in the draft April minutes:

- Director Ryan motioned to require any individual who rents the Clubhouse for an event to: secure a General Liability policy as either a separate event policy or as a rider/umbrella on their homeowner's policy; with a minimum liability coverage of \$1M; list LHCC as an additional insured party; and provide a Certificate of Liability for this coverage to the LHCC Administrative Office. Motion passed.
- Director Ryan motioned to allow an "Eligible Tenant" who rents a home in the community from an "Eligible Member" and said tenant is in good standing for 9 months and provides the required liability coverage identified in Motion 1. Motion passed.
- Director Ryan motioned to charge a fee to use the dance floor to cover costs for damages and replacement. Motion passed.
- Director Ryan motioned to charge a fee up to \$100 per balloon for each balloon removed to cover the costs for removal of helium balloons from the ceiling as the Association does not have equipment to remove them. Motion passed.

ESTIMATED BUDGET INFORMATION: Not applicable.

SUMMARY: The PRP Working Group has completed an extensive rewrite of PRP 14, Clubhouse to include the Board approved decisions at the April Board meeting.

RECOMMENDATION/MOTION: Approve PRP 14, Clubhouse as presented.

SPONSOR: Director Pat Majewski and the PRP Working Group (Pat Majewski, Cathy Melcher, Mary Lewia, and Elizabeth Hair)

PRP 14 CLUBHOUSE

Lake Holiday Country Club (LHCC) enjoys a beautiful clubhouse fully equipped for hosting community meetings and recreational events. The policies and regulations that follow are designed to ensure your safety and assure years of enjoyment by all LHCC Members and their guests.

The day-to-day operation of the clubhouse is administered by the LHCC General Manager and his staff. Call the Administrative Office to reserve or rent the facility, learn about scheduled events, or report problems. The Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The phone number is 540-931-0951. After office hours, if there is a security issue concerning the clubhouse, please call the Front Gate who will notify Roving Patrol, the General Manager or the Sheriff. The Front Gate number is 540-888-3936.

LHCC has a website, www.lakeholidaycc.org, that has a community calendar of all reserved Board of Directors and committee meetings, club activities and LHCC-sponsored events. Events of interest are also posted on the LHCC Facebook page. This PRP can be found under Governing Documents on the website.

DEFINITIONS

- a. "LHCC" refers to Lake Holiday Country Club, Inc., the property owners' association.
- a. "Clubhouse" refers to the LHCC Clubhouse located at 1045 Lakeview Drive, Cross Junction, ~~Virginia 22625~~ [Virginia 22625](#).
- a. "GM" refers to the LHCC General Manager who is responsible for operation and maintenance of the clubhouse and ensures that all policies and regulations are followed by all Members and Tenants.
- a. "Staff" refers to the LHCC General Manager and paid administrative personnel under the direction of the General Manager.
- a. "Office" refers to the administrative offices of the General Manager and his staff located within the clubhouse.
- a. "Member" refers to a ~~member-property owner~~ who is eligible and in good standing ~~defined as not delinquent in payment of association assessments or fines for compliance violations, as the term is defined in the LHCC Bylaws; Article II, Section 10. (Does it mean property owners?)~~
- a. "Tenant" refers to a non-member who is renting a member's ~~ship~~ lot within LHCC and the member who owns the lot is a member in good standing.
- a. "Club" is any official LHCC club that is open to Members and Tenants and uses the clubhouse or other common area to conduct its meetings. Clubs must be self-financed and receive no direct support from ~~the Office or~~ LHCC. A club may collect fees from its members to cover the costs of club activities. Costs that may be charged by a club include the use of facilitators or instructors, required supplies or equipment, and any other reasonable expenses for club activities.
- a. "Business Event" is any event at which business meetings/activities are conducted between Members and guests invited by the Member holding the business event. Invited Members and guests typically do not pay a fee to attend the meeting/event. Business events are not necessarily open to all members, so the clubhouse is rented for the event. The event may involve the distribution of marketing materials and the promotion of goods and services. No alcohol shall be served or sold at a business event.
- a. "Non-Profit Organizations", sponsored by a member, are permitted to use the clubhouse on a case-by-case basis when reviewed and approved by the Board of Directors, the LHCC General Manager. A rental fee is required.
- a. "Entertainment-For-Profit Events" are not permitted. A for-profit event is one where is any event a member intends to organize, promote and coordinate an activity with by an event planner business who is a Member (or Tenant?) who and can charges Members and their invited guests for the purpose of purpose of covering costs making a profit to attend. Because Members are charged a fee, the

~~clubhouse is rented for the event (higher \$\$?) and/or where the majority of attendees are expected to be non-members.~~

a. "Public Events" are not permitted. A public event is one where the principle sponsor is not a Member.

DESCRIPTION OF FACILITY

a. Upper Level: includes the great room, catering kitchen, storage room, ~~s~~Staff ~~o~~Office, restrooms, and outdoor deck. There is a handicapped accessible side entrance to the ~~o~~Office and the rest of the ~~c~~Clubhouse. There is an elevator in the main hallway and two handicapped parking spaces near the ~~walkway to the ~~o~~Office.~~

a. Lower Level: includes a ~~community meeting-meeting~~ room, ~~e~~Exercise ~~r~~Room, snack shop, GM's office, interior and exterior restrooms, mechanical rooms and outdoor patio. There is handicapped parking near the patio.

ACCESS TO FACILITY

a. A key fob may be purchased by each ~~M~~member or ~~T~~tenant for access to the lower level not including the ~~e~~Exercise ~~r~~Room. It may be used by any household member. Children under the age of 18 must be accompanied by an adult at least 21 years old.

a. Any ~~M~~member or ~~T~~tenant may use the ~~e~~Exercise ~~r~~Room by purchasing a key fob that permits entry into the lower level and the ~~e~~Exercise ~~r~~Room. Only one key fob can be issued for each household.

a. Members shall be issued temporary one-day key fobs during ~~o~~Office hours on the day of an event or on the Friday prior to the event, if held over a weekend, for which the ~~M~~member has made reservations to use the ~~c~~Clubhouse great room, deck and ~~catering~~ kitchen.

a. A key fob is issued to each ~~b~~Board ~~d~~Director, and ~~c~~Committee ~~c~~Chair. Key fobs are also issued to each ~~c~~Club's designated point of contact.

a. The cost of purchasing a key fob is set by the Board of Directors during the annual budget cycle. They are available for purchase at the ~~o~~Office. Refer to the Fee Schedule at the ~~o~~Office or on the website at www.lakeholidaycc.org.

a. Members are requested to immediately notify the ~~o~~Office when a key fob is lost or stolen. The fob will be deactivated. The ~~M~~member may purchase another fob.

a. A member no longer in good standing is ineligible to use LHCC amenities and their key fob will be deactivated.

a. Key fob access is tracked by the office.

GENERAL POLICIES AND REGULATIONS

a. Membership in LHCC entitles a ~~M~~member or ~~T~~tenant to use the ~~c~~Clubhouse and to attend functions at the ~~c~~Clubhouse. The requirement for eligibility is waived for meetings statutorily open to the entire membership (~~e-g-e-g.~~ the Annual Meeting or ~~s~~Special membership meetings).

a. The ~~c~~Clubhouse is primarily for LHCC-sponsored events and ~~M~~member or tenant— sponsored private events, ~~that are either private or open to all Mmembers.~~

a. Use of the ~~c~~Clubhouse for public events is prohibited. In this context, a public event is one where the ~~principle~~principal sponsor is not a ~~M~~member or tenant or where the majority of attendees are expected to be non-members. A ~~M~~member or tenant-sponsored private event where the attendees are predominantly friends and relatives of the ~~M~~member or tenant is not considered a public event.

a. Use of the clubhouse for potential profit-making events is not permitted. This is defined as an event organized, promoted and coordinated by a member or tenant for the purpose of making a profit.

a. The hours of operation of the ~~c~~Clubhouse are established by the Board of Directors and are subject to change. The hours are published on the LHCC website and at the ~~o~~Office.

a. Shirts and shoes are required in the cClubhouse. Beach attire is permitted in the ~~lower level~~lower-level community room. Beach attire is not permitted in the ~~upper level~~upper-level rooms.

a. Smoking and use of other tobacco products (or cannabis products) is prohibited within the cClubhouse and on the deck and patio.

a. No commercial advertisements shall be posted or circulated in the cClubhouse during LHCC-sponsored events. Members who have rented the clubhouse for Bbusiness Eevents may circulate marketing materials and advertising during their rental period. Solicitations for business shall not be permitted during Eentertainment Eevents.

a. Petitions may not be originated, solicited, circulated or posted in the Cclubhouse without written approval of the Board of Directors.

a. Clubhouse users have access to folding tables and chairs and a dance floor located in the storage room next to the great room. They must be returned upon completion of their activity. If the dance floor was assembled, it must be disassembled and put away in the storage room. There will be an extra fee for use of the dance floor which will include maintenance staff assembling and disassembling the floor.

a. Members using the catering kitchen must must wipe clean the sink, appliances, counters and everything used which then must be put away in their proper location. Bathrooms must be wiped clean.

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a. All trash must be removed from the clubhouse immediately after the event and placed in the dumpster outside the kitchen door. Do not put empty helium containers in the trash cans.

a. All property and furniture belonging to the cClubhouse must not be moved from room to room, out on the deck or patio or from the cClubhouse without authorization of the GM.

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a. All outside doors must be secured and lights turned off before leaving the clubhouse. Fire and security alarms are armed after 1:00 am. If thermostat settings have been changed, please return them to the prior settings.

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a. Nothing is to be attached to the walls or acoustic panels and no glitter or confetti is allowed in the clubhouse.

a. Service dogs are permitted with ~~certificate~~certificates that describe their specific training for the disability~~are permitted with~~from their owners. The certificate shall be available upon request. All other animals are not permitted in the cClubhouse without authorization of the GM. An exception shall be made for pets in crates when displayed at an adoption event and under supervision by an adult.

a. Users under the age of 18 must be accompanied and supervised by a parent or a responsible adult at least 21 years old.

a. The GM and all sStaff are authorized to ensure all cClubhouse policies and regulations are followed. Please contact them with any problems concerning ~~operation~~the operation and maintenance of the cClubhouse. Please report damage, misbehavior and violations of these rRules to the GM. Violations are reviewed and adjudicated in accordance with the LHCC Compliance Policy and the Virginia Property Owners' Association Act.

a. Access to the mechanical rooms is prohibited unless authorized by the GM.

a. There is video surveillance of the interior and exterior of the clubhouse, in the main hallway, the lower level meeting room and the exercise room. Images are maintained for 30 days. There is also video on the outside of the clubhouse by the front door, in the parking lot, on the back deck and underneath the deck in the patio area.

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1. All members and tenants using the clubhouse and adjoining common areas must comply with LHCC alcohol policies. See Section

1.

SCHEDULING AND RESERVATIONS

a. Members are entitled to reserve the Clubhouse Great Room including use of the and Catering Kitchen seven days a week, year-round, for any Club activity or other event that is advertised as open to all Members (and Tenants) for no fee. Rental rates shall apply if the Clubhouse is reserved for a Member or tenant's private event or a Business Event, or Entertainment Event, rental rates shall apply.

a. The Clubhouse Great Room is reserved for monthly Board of Director's meetings and Committee meetings. If Any additional meetings times are required that month, they must be reserved as well. Board meetings take first precedence, then Committee meetings, then paid events and finally Club meetings. If in the case of an emergency, the Board of Directors may pre-empt any scheduled use of the Clubhouse.

a. The lower level community room is available between 7:00 AM and 10:00 PM with a key fob if not reserved for a LHCC- sponsored meeting or Club activity. This room serves as an additional meeting room that can be reserved. Without a key fob, access is from the stairwell from upstairs.

a. Contact the Office to see what dates and times are available for reservations. The schedule is also posted on www.lakeholidaycc.org in the community calendar and in the newsletter.

CLUBHOUSE USE – CLUBS

a. Any Member or Tenant may initiate a Club following demonstration of sufficient interest by Members and approval of the GM.

a. Clubs may reserve and use the Clubhouse for meetings and other events at no charge. Business events, events or Entertainment Events may not be sponsored by a Club to avoid paying rental fees. Payment to a facilitator or instructor (e.g. a yoga instructor) for a Club activity shall not be construed as a business event.

a. A point of contact (POC) for each Club shall be provided to the Office, be responsible for ensuring the Club complies with the rules, and rules and is responsible for any damages done to the Clubhouse shown to be caused by the Club's activities.

1. Regularly scheduled Club reservations are placed on the Community Calendar. No recurring Club events may be scheduled for Saturdays or Sundays without prior approval of the Board of Directors.

1. Recurring Club meetings may be scheduled more frequently than once a month with the following stipulations:

a. The club maintains one firm monthly meeting date;

a. Additional meeting dates within the month are subject to availability;

a. Paid events, Board, and committee meetings and paid events have a scheduling priority over Club "additional" club meetings dates within the month;

2. Reservations are accepted up to, but not more than 12 months in advance.

1. At the beginning of each year, the Club must renew its reservation by contacting the Office. The first time a request for such reservation is made, the request must be in writing, include the date and time and a primary and alternate contact with telephone number. The

Office must be notified of a change to the reserved date. ~~If at the time the reservation is made~~ If a previous reservation exists when a new reservation is made, the previous reservation takes precedence and the ~~Club's meeting~~ new reservation for that date is either rescheduled, cancelled or moved to a different location. The contact for the Club must make the decision.

a. If a Club event/meeting runs over its allotted time and another meeting is scheduled to begin, the new meeting takes precedence and the existing meeting must vacate the room.

CLUBHOUSE USE – COMMITTEES AND BOARD

The Board of Directors and Committees have reserved specific dates and times for their meetings. They generally meet in the Great Room. If more than one meeting needs to occur on the same evening, the lower level community meeting room may be reserved for a Committee meeting.

1. Regularly scheduled Activity Committee events ~~are~~ shall be placed on the Community Calendar. Activities Committee events may be scheduled two years in advance.

CLUBHOUSE USE – EXERCISE ROOM

1. Hours of operation: 4:00 a.m. to 10:00 p.m., seven (7) days a week.

1. Members may allow family members, living in their household, to use the Exercise Room fob. The member must list for the office all family members who might use the Exercise Room. Membership is not transferable.

1. ~~The Members to which assigned a the key fob is assigned~~ must sign a waiver of liability and hold harmless agreement. ~~(WE SHOULD LOOK AT THIS). In addition, the Member must list all family members who might use the exercise facility. Membership is not transferable.~~

3. Appropriate exercise attire and sneakers ~~are to~~ must be used at all times. The following shoes are prohibited: boots, sandals, open-toed and open-backed shoes.
4. Respect and avoid disrupting and/or interfering with others who are working out. Be considerate of the level of music being played, especially if a meeting is being held in the community/other room. Please use earbuds. Earbuds are recommended.
5. Members must provide their own towels; ~~however, sanitizer is provided.~~ Please wipe off all equipment after use. ~~There is sanitizer for your use and paper towels in the bathrooms.~~
6. Capped water bottles are permitted. Food and drinks of any other type are prohibited. Please dispose of all trash in the bins provided in the community room, just outside the (Exercise Room).
 1. Please limit cardio workouts to 30-minute intervals whenever another ~~Member~~ is waiting to use the equipment. Please reset equipment for the next person-Member. ~~r~~ Return dumbbells to the holder/rack and t. Turn off the lights.

1. All exercise equipment is for use at the Member's own risk. Recommend the member Consult a physician prior to using the facility to assure physical readiness for exercise.

1. Users under the age of 18 must be accompanied and supervised by a parent or a responsible adult at least 21 years old.

1. ~~LHCC The Association~~ welcomes personal trainers with the following conditions. They shall:

i. Sign in at the Office.

i. Provide a written statement to the Office through the member ~~(from the (Member)?)~~ authorizing their service.

i. Provide proof of a ec Certificate of general liability ~~!!insurance~~ liability to the Office.

i. Sign a waiver of liability and hold harmless agreement ~~(DO WE HAVE ONE?)~~.

1. Exercise Room Members must observe the posted directives for use of room, equipment, and general Clubhouse policies.

1. Exercise rRoom participants should report equipment problems, personal injuries, and specific concerns immediately to the oOffice.
1. Video cameras and audio equipment are installed to record activity in the exercise room. The recordings will be maintained for a period of up to thirty (30) days.
1. LHCC is not responsible for lost or stolen personal items.

CLUBHOUSE USE - EVENT RENTALS – WHO IS ELIGIBLE TO RENT?

a. ~~The rentable space within Tthe cClubhouse is the gGreat rRoom may be rented by a member or tenant. Rental includes the, catering kitchen, and deck, folding tables and chairs. There is an additional fee to use the fireplace and/or the dance floor.~~

a. Members and tenants may rent the cClubhouse for a private event such as a wedding or birthday party. The Mmember's invited guests are predominantly friends and relatives and may include non-members. The oOffice shall receive a list of non-member invited guests at least 48 hours ahead of the event and will provide the list to the front gate to expedite entry. The Mmember host must be in attendance at the event and is responsible for their guests' behavior and actions while in Lake Holiday, and must be in attendance at the event.

a. Members and tenants may rent the Cclubhouse in order to hold a Bbusiness or entertainment Eevent with approval of the GM. The oOffice shall receive a list of non-member invited guests at least 48 hours ahead of the event and will provide the list to the front gate. Business Eevents may be open to invited guests of ~~the Mmember(s) of LHCC~~ that are not predominantly friends or relatives of the Mmember(s) holding the event. All non-member visitors must be ~~the invited guests of the a LHCCake Holiday Mmember. The Member host is responsible for their guests' behavior and actions while in Lake Holiday and must be in attendance at the event.~~ The use of the Clubhouse by a non-member to promote or conduct business is prohibited.

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a. A non-profit organization sponsored by a member may rent the clubhouse on a case by case basis through approval from the Board of Directors.

a. Reservation of the clubhouse by members or tenants for use by non-members or non-eligible members is prohibited.

a. ~~Members may rent the clubhouse in order to hold an Entertainment Event with approval of the GM. The Office shall receive a list of non-member invited guests at least 48 hours ahead of the event. These events may be open to invited visitors not predominantly friends or relatives of the Member holding the event. All non-member visitors must be invited guests of the Member running the event. The Member host is responsible for their guests' behavior and actions while in Lake Holiday and must be in attendance at the event. [Because a fee is typically charged by an event planner for attendance or goods and supplies, the fee to rent the clubhouse for these events is . . .]~~

1. CLUBHOUSE USE – EVENT RENTALS – POLICIES AND REQUIREMENTS

- ~~Reservation forms must be submitted seven (7) thirty (30) days (but no more than 1-year) in advance of the event date and requests are made on a first come first served basis. and rRental fees shall must be paid at the time of the reservation in order to hold the date; otherwise, someone may reserve that date if they provide a rental fee.~~

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~~a. To ensure return of rental fees, cancellations must be submitted seven fourteen (147) days before the reserved date. Cancellation of an event that does not honor the seven fourteen(147) day advanced notice will result in a cancellation fee assessed to the reserving Mmember or reserving private party. Cancellations made within seven (7) days or less of the reserved event will result in the forfeiture of the entire rental fee.~~

~~a. **Reservation of the Clubhouse by Mmembers for use by (non-Mmembers) or non-eligible members is prohibited.**~~

~~a. Beach I and the picnic area by the Clubhouse are not rentable spaces. Parties who rent the Clubhouse have access to the picnic area and beach, but not exclusive use. Couples are welcome to say their vows and take photographs on either beach, but may not block off any section or prevent Mmembers and their guests from using any portion of either amenity.~~

~~a. Clubhouse rental fees are determined by the LHCC Board of Directors. The fees in effect at any given time are set forth in the Fee Schedule. A copy of the Fee Schedule may be obtained from either the Lake Holiday website www.lakeholidaycc.org, or from the Office.~~

~~a. Members or tenantsEligible Mmembers making reservations for renting of the ecClubhouse facilities:~~

~~1. Complete and sign a Rentalreservation Agreement and submit to the office at least thirty (30) days (but no more than one (1) year) in advance of the event date. (office working on improved form). Requests are accommodated on a first come first served basis. Rental fees must be paid at the time of the reservation to hold the date.~~

~~• 2. The member or tenant renting the clubhouse shall indicate in the rental agreement whether they intend to sell or serve alcoholic beverages. See Section _____ for specific information about serving or selling alcohol. Vendors hired to serve alcohol must provide a copy to the office of their banquet special event license from Virginia ABC and list LHCC as an additional insured on their certificate of general liability insurance.~~

~~a. The member or tenant renting the clubhouse shall indicate in the rental agreement whether they wish to use the fireplace. GM authorization is required for fireplace use. Due to insurance requirements, when the fireplace is used, an LHCC-provided attendant must be present. A fee will be charged for private use to cover the cost of the attendant and the wood consumed. When reserving for an event, indicate desire to use fireplace.~~

~~a. The member or tenant renting the clubhouse shall indicate in the rental agreement whether they plan to use the dance floor. A fee will be charged for private use which will include the maintenance staff assembling and disassembling the floor and putting it away in the storage room.~~

~~• A security deposit is required with the rental fee. The deposit covers any required cleaning and damage to the clubhouse facilities by the member host or guests during the event. The deposit shall be returned to the renter minus any charges for damage within one (1) week after the event once the staff and the member have performed a post-event walk-through.~~

~~1. Obtain and maintain General Liability Insurance, including Host Liquor Liability if serving or selling alcohol, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name Lake Holiday Country Club, Inc. as additional insured. This certificate of insurance must be provided thirty days (30) prior to the event. Home owners can add an event rider to their homeowner's policy, use their umbrella liability policy or obtain a special event policy. Provide proof of~~

insurance (a typical home owner policy is sufficient proof of insurance?). Tenants will be required to obtain a special event policy. (A possible source of a special event policy can be located on this site:

[https://www.nationwide.com/business/insurance/specialty-liability/short-term events/.](https://www.nationwide.com/business/insurance/specialty-liability/short-term-events/)

1. Sign a waiver of liability and hold harmless indemnification agreement; and

1. Provide two (2) checks. The first covers the rental fee. The second check is a refundable security deposit. Both checks must be made payable to Lake Holiday Country Club and are due when the reservation is made.

a. To ensure return of rental fees, cancellations must be submitted fourteen (14) days before the reserved date. Cancellation of an event that does not honor the fourteen(14) day advanced notice will result in a cancellation fee assessed to the reserving member or tenant. Cancellations made within seven (7) days or less of the reserved event will result in the forfeiture of the entire rental fee.

a. Beach I and the picnic area by the clubhouse are not rentable spaces. Members or tenants who rent the clubhouse have access to the picnic area and beach, but not exclusive use. Couples are welcome to say their vows and take photographs on either beach, but may not block off any section or prevent members and their guests from using any portion of either amenity.

a. Clubhouse rental fees and security deposits are determined by the LHCC Board of Directors. The fees in effect at any given time are set forth in the Fee Schedule. A copy of the Fee Schedule may be obtained from either the Lake Holiday website, www.lakeholidaycc.org, or from the Office.

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- k. K. A documented inspection of the cClubhouse shall be performed by sStaff and the member prior to and following each event for purposes of checking for damages and clean-up costs (-e.g., carpet stains, equipment, kitchen appliances, etc.)-

a. The Mmember renting the cClubhouse is responsible for returning the facility to its original condition and fully cleaning it after the event. (The kitchen floor mopped, the main hallway vacuumed, counters and appliances cleaned, trash placed in the dumpster outside of the kitchen and new trash liners installed. Cleaning supplies are located in the utility closet in the kitchen.) The security deposit will be returned to the Mmember in full when the facility is left in acceptable condition. In the event it is not left in acceptable condition, the security deposit will be applied to cleanup costs and necessary repairs. Should costs exceed the amount of the security deposit the Mmember who reserved the facility will be billed for the excess cost. Unpaid charges will be collected in the same manner as assessments.

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a. An additional fee shall be charged if helium-filled balloons are unable to be removed from the ceiling of the great room.

a. A Mmember who rents ~~uses~~ the cClubhouse for a private non-LHCC sponsored event shall agree to defend, indemnify, and hold harmless LHCC, its Officers, Directors, employees, and agents from all claims, demands, liabilities, damages and expenses (including reasonable attorney fees and expenses) arising by reason of injury to or death of any person or damage to or loss of property occurring on, in, or about the property, from the use of the property by renter or any of its invitees or guests, or vendors, or from any breach by renter of any conditions of the rental agreement, or from any act or negligence of renter, or its invitees, guests, or vendors, in or about the property, even if caused in whole or in part by the negligence of the owner. or legal action of any type arising from the use of the Clubhouse and/or serving of alcoholic beverages. The Mmember shall indicate if they intend to serve alcoholic beverages. Under some circumstances, attendees may provide donations. (See Section E). ~~Vendors hired to serve alcoholic beverages must~~

~~provide a Frederick County liquor event license and be insured with the LHCC as an Additional Insured Party.~~

~~a. GM authorization is required for fireplace use. Due to insurance requirements, when the fireplace is used, an LHCC-provided attendant must be present. A fee will be charged for private use to cover the cost of the attendant and the wood consumed. When reserving for an event, indicate desire to use fireplace.~~

~~a. Caterer's and vendor supplies and equipment must be removed from the facility immediately following all events.~~

~~a. Events are limited to 250 guests due to the occupancy limit of the great room.
load limit of the Great Room.~~

~~a. Everyone renting the clubhouse facilities shall also be required to follow the general policies and rules stated in Section _____ of this PRP.~~

~~a. Renters shall initial a statement in the rental agreement that acknowledges they have read and shall abide by the policies and rules in this PRP.~~

~~Great Room Rentals include: tables, chairs, dance floor, coffee machine in kitchen and use of deck.~~

ALCOHOL POLICIES AND REGULATIONS

Consumption of alcohol on LHCC property is governed by Virginia ABC laws. A member or tenant renting the clubhouse for a private event will notify the GM that alcohol will be served in the rental agreement.

LICENSE

LHCC-sponsored events which are only open to members and their invited guests does not require an ABC special event license if alcohol is served at the event and consumed within the clubhouse. However, alcoholic beverages cannot be sold at the events.

A member or tenant-sponsored private event where only members and their invited guests are present does not require an ABC special event license if i) the alcoholic beverages are not sold or charged for in any way; ii) consumption of the alcoholic beverages is limited to the clubhouse.

If an admission fee, ticket fee, or cover fee is charged at an event where food and alcohol is served, that constitutes the sale of alcoholic beverages and would require an ABC special event license.

Donations in lieu of an admission fee are still considered the sale of alcohol and require the host to obtain an ABC special event license.

If a caterer is hired to provide food and alcoholic beverages, the caterer will obtain the appropriate ABC special event license. The caterer will also have the appropriate license through the local health department to operate as a retail food business.

All ABC licenses are required to be displayed on the premises.

INSURANCE

LHCC's liability policy indemnifies the association against claims by third parties as long as the association does not serve, sell or furnish alcoholic beverages. At LHCC-sponsored events, members and their guests may BYOB (wine, beer, and mixed beverages). No alcohol may be served by LHCC staff or designated volunteers.

At a member or tenant-sponsored private event where the clubhouse is rented for the event and alcohol will be served or sold, the renter must include Host Liquor Liability as part of their General Liability Insurance. The General Liability Insurance obtained is for an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance will name Lake Holiday Country Club, Inc. as additional insured, and a certificate of insurance must be provided to the office thirty (30) days prior to the event. If the event is catered, ensure that the caterer also has the

necessary liquor liability insurance to cover the event and lists LHCC as an additional insured.

Business events are not permitted to serve or sell alcoholic beverages.

SAFETY AND SECURITY

First Aid Kit and Automated External Defibrillator (AED) Locations

Immediately call 9-1-1 if you or someone else is having a medical emergency.

There are two wall mounted First Aid Kits ~~were~~ installed in the hallways of the clubhouse – one on the upper level and one on the lower level.

There are two AED units at Lake Holiday. One is next to the back door of the clubhouse on the lower, exterior level in a clearly marked box that also contains a Stop the Bleed® kit to quickly control hemorrhaging (www.dhs.gov/stopthebleed). The other unit is located at the front gate.

If you are at or near the clubhouse, you can render aid with an automated external defibrillator (AED) and administer potentially life-saving Cardiopulmonary Resuscitation (CPR). The device provides easy-to-understand guides, step-by-step audio prompts and real-time visual guidance with a compression depth indicator that confirms "good compressions" or says, "push harder".

Your actions to help save a life are protected under the "The Good Samaritan law", § 8.01-225 of the Virginia Code.

CONTRACTED SECURITY FIRM

The contracted Security Services provider is a licensed, independent security company that is contracted by the Lake Holiday Country Club (LHCC) to provide gate security and roving patrols for community roadways, common areas and to enforce LHCC Policies, Rules and Procedures post on our website: <https://lakeholidaycc.org/important-documents/> . ~~They do not provide security for private property or homes. (Call the Sheriff's office if necessary.)~~

Officers patrol common areas and accessible common property (lots owned by LHCC), including the Clubhouse.

Important Phone Numbers:

LHCC Office: 540-931-0951

Front Gate: 540-888-3936

Emergency: 9-1-1

Non-Emergency Sheriff's Office: 540-662-6168

VIDEO SURVEILLANCE [THIS IS LISTED UNDER GENERAL POLICIES AND EVENT RENTALS]

The interior and exterior spaces in and around the clubhouse are monitored by video cameras.

ADD — Need to ensure (perhaps an online form) that this PRP has been read and is understood by anyone who rents the clubhouse.



POLICIES, RULES, AND PROCEDURES

PRP NO. 14

Clubhouse

Revised and

Approved by the Board of Directors

May 24, 2022

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PRP NO. 14 CLUBHOUSE

Lake Holiday Country Club (LHCC) enjoys a beautiful clubhouse fully equipped for hosting community meetings and recreational events. The policies and regulations that follow are designed to ensure your safety and assure years of enjoyment for all LHCC members and their guests.

The day-to-day operation of the Lake Holiday Clubhouse is administered by the LHCC General Manager and his staff. Call the Administrative Office to reserve or rent the facility, learn about scheduled events, or report problems. The office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The phone number is 540-931-0951. After office hours, if there is a security issue concerning the Clubhouse, please call the Front Gate who will notify Roving Patrol, the General Manager or the Sheriff. The Front Gate number is 540-888-3936.

LHCC has a website, <https://www.lakeholidaycc.org>, that has a community calendar of all reserved Board of Directors' and committee meetings, club activities and LHCC sponsored events. An electronic version of this PRP can be found under Documents/ Governing Documents/PRP-14 Clubhouse, located on the website. Lake Holiday events are also posted on the LHCC Facebook page: <https://www.facebook.com/lakeholidaycc>.

NOTE: The interior and exterior spaces in and around the Clubhouse are monitored by video cameras. The Exercise Room has video and audio recording devices and footage is maintained for a period of 30-days.

SECTION A. DEFINITIONS

1. "LHCC" refers to Lake Holiday Country Club, Inc., the property owners' association.
2. "Clubhouse" refers to the LHCC Clubhouse located at 1045 Lakeview Drive, Cross Junction, Virginia 22625.
3. "GM" refers to the LHCC General Manager who is responsible for operation and maintenance of the Clubhouse and to ensure that all policies and regulations are followed by all members and tenants.
4. "Staff" refers to the LHCC General Manager and paid administrative and/or maintenance personnel under the direction of the General Manager.
5. "Office" refers to the administrative offices of the General Manager and staff located within the Clubhouse.
6. "Member" refers to a property owner who is in good standing, defined as not delinquent in payment of association assessments or fines for compliance violations.
7. "Tenant" refers to a non-member who is renting a member's property within LHCC, and the tenant has lived in Lake Holiday for at least nine (9) months and is also in good standing.
8. "Club" is any official LHCC club that is open to members and tenants and uses the Clubhouse or other common area to conduct its meetings/activities.
9. "Business Event" is any event hosted by a member at which business meetings/ activities are conducted between members and their invited guests who accompany them. (A rental fee is required for use of the great room.)

10. “Non-Profit Event” is defined as an activity/meeting whereby an LHCC member rents space in the Clubhouse for a non-profit organization. A non-profit organization is defined as an entity that uses its revenue to further a mission, purpose, or social cause. (A rental fee is required for use of the great room.) Non-profit events are permitted on a case-by-case basis when approved by the LHCC Board.
11. “For-Profit Events” are defined as an activity that an individual organizes, promotes and coordinates for the purpose of making a profit. (For-profit events are not permitted.)
12. “Public Events” are defined as an activity in which the principal sponsor is not a member/tenant and/or in which the majority of attendees are expected to be non-members. (Public events are not permitted.) A member or tenant-sponsored private event where the attendees are predominantly friends and relatives of the member or tenant is *not* considered a public event.

SECTION B. DESCRIPTION OF FACILITY

1. Upper Level: includes the great room, kitchen, storage room, staff office, restrooms, and outdoor deck. There is a handicapped accessible side entrance to the office and the rest of the Clubhouse. An elevator is in the main hallway and there are two handicapped parking spaces near the walkway/ramp leading to the office.
2. Lower Level: includes a community meeting room, exercise room, snack shop, GM and Office Managers’ office, interior and exterior restrooms, mechanical rooms and an outdoor patio. Handicapped parking is available near the patio behind the Clubhouse.

SECTION C. ACCESS TO THE CLUBHOUSE

1. Key fobs for accessing the Clubhouse are available for purchase at the office; or on a temporary basis included with the rental fee for the Clubhouse great room.
Note: Key fob access is tracked by the office for security purposes.
2. Only one key fob shall be issued for each household.
3. The cost of purchasing a key fob is set by the Board of Directors during the annual budget cycle. Refer to the fee schedule at the office or on the website at <https://www.lakeholidaycc.org> under “Documents/Fees”.
4. A key fob is issued to each board director and committee chair. Key fobs are also issued to each club’s designated point of contact.
5. Members, who have rented the Clubhouse (great room, kitchen and deck), shall be issued temporary one-day key fobs that can be picked up during office hours on the day of an event, or on the Friday prior to the event if held over a weekend. Temporary key fobs must be returned at the end of the event.
6. A key fob may be purchased by a member or tenant for access to the lower level (not including the exercise room). It may be used by any household member, however, children under the age of 18 must be accompanied by an individual of at least 21 years of age.
7. Any member or tenant may use the exercise room by purchasing a key fob that permits entry into the lower level and the exercise room.

8. Members who own a key fob and sell their property, or tenants who no longer rent a property within LHCC, must return the key fob to the office. If the key fob is not returned, the fee will not be reimbursed and the key fob will be deactivated.
9. Members who own a key fob are required to notify the office immediately when a key fob is lost or stolen. The key fob will be deactivated and the member may purchase a new one.
10. A member or tenant who owns a key fob and is no longer in good standing is ineligible to use LHCC amenities and their key fob will be deactivated.

SECTION D. POLICIES AND REGULATIONS

1. The hours of operation of the Clubhouse are established by the Board of Directors and are subject to change. The hours are published on the LHCC website and at the office.
2. The Clubhouse is primarily for LHCC sponsored events and member/tenant sponsored private events.
3. Membership in LHCC enables a member or tenant (see definitions) to use or attend functions at the Clubhouse. The requirement for being a member in good standing is waived for meetings statutorily open to the entire membership (e.g., the Annual Meeting or special membership meetings).
4. Use of the Clubhouse for public events is prohibited (see definitions).
5. Use of the Clubhouse for potential profit-making events is not permitted (see definitions).
6. Invited members and the guests who accompany them typically do not pay a fee to attend a meeting/event. Business events are not necessarily open to all members, so the Clubhouse must be rented for the event. The event may involve the distribution of marketing materials and the promotion of goods and services.
7. No commercial advertisements shall be posted or circulated in the Clubhouse during LHCC sponsored events. Members/tenants who have rented the Clubhouse for business events may circulate marketing materials and advertising during their rental period.
8. Petitions may not be originated, solicited, circulated or posted in the Clubhouse without written approval of the Board of Directors.
9. Shirts and shoes are required in the Clubhouse. Beach attire is permitted only in the lower-level community room and shower/rest rooms and not permitted in the upper-level rooms.
10. Smoking and use of other tobacco products (including cannabis products) are prohibited within the Clubhouse, on the deck and patio.
11. Service dogs are permitted with certificates that describe their specific training for the disability. The owner shall provide a certificate upon request. All other animals are not permitted in the Clubhouse without authorization of the GM. An exception shall be made for pets in crates as part of an adoption event and under the supervision of an individual of at least 21 years of age.
12. Clubhouse users under the age of 18 must be accompanied and supervised by an individual of at least 21 years of age.

13. The GM and all staff are authorized to ensure all Clubhouse policies and regulations are followed. Immediately report any problems pertaining to the operation and maintenance of the Clubhouse, and/or any damage, misbehavior and/or rule violations to the GM by calling 540-931-0951. Violations are reviewed (with the assistance of video) and adjudicated in accordance with the LHCC Compliance Policy and the Virginia Property Owners' Association Act. If you observe any criminal activity, immediately call 9-1-1.
14. Access to the mechanical rooms is prohibited unless authorized by the GM
15. All members and tenants using the Clubhouse and adjoining common areas must comply with LHCC alcohol policies. See Section J, Alcohol Consumption and VA Required License (in this PRP).
16. Members using the kitchen must clean the sink, appliances, and counters. Any items used must be put away in their proper location.
17. Clubhouse users have access to folding tables, chairs and a dance floor located in the storage room next to the great room. All items used must be returned to their original location at the end of all events/activities. There will be an extra fee for use of the dance floor.
18. All trash must be removed from the Clubhouse immediately following the event and placed in the dumpster outside the kitchen door. Do not place empty helium containers in the trash cans.
19. All property and furniture belonging to the Clubhouse must not be moved from room to room, out onto the deck or patio, or removed from the Clubhouse without prior authorization from the GM.
20. If thermostat settings have been changed, users must return them to the previous settings.
21. Do not attach anything to the walls or acoustic panels.
22. No glitter or confetti is allowed in the Clubhouse.
23. All outside doors must be secured and lights turned off before leaving the Clubhouse.
24. Fire and security alarms are armed at 1:00 a.m.

SECTION E. SCHEDULING AND RESERVATIONS

1. Clubhouse reservations must be made through the Administrative Office.
2. The Clubhouse is open seven days a week, on a year-round basis.
3. Events scheduled in the great room are posted on www.lakeholidaycc.org and published in the newsletter under the community calendar.
4. Lake Holiday sponsored events and clubs do not pay a fee to reserve the Clubhouse great room and kitchen for an activity or event that is open to all members and tenants.

5. Rental rates shall apply if the Clubhouse great room is reserved by a member or tenant to host private, business, or not-for-profit events.
6. The lower-level community room is available for reservations between 7:00 a.m. and 10:00 p.m. LHCC sponsored meetings or club activities take precedence. A key fob is available for accessing the lower-level after business hours.

SECTION F. CLUBHOUSE USE – BOARD OF DIRECTORS AND COMMITTEES

1. The Clubhouse great room is reserved for monthly Board of Directors' and committee meetings at set dates and times. Any additional meetings must be reserved as well.
2. Board meetings take first precedence, then committee meetings, club meetings during the work week, then paid events.
3. In the case of an emergency, the Board of Directors may pre-empt any scheduled use of the Clubhouse.
4. The lower-level community room may be reserved for a committee meeting.
5. Regularly scheduled Activity Committee events are pre-reserved and published on the Community Calendar.
6. Activities Committee events may be scheduled up to two years in advance.

SECTION G. CLUBHOUSE USE – CLUBS

1. Any member or tenant may initiate a club following the demonstration of sufficient interest by members and upon the approval of the GM.
2. A point of contact (POC) for each club shall be provided to the office who will be responsible for ensuring the club complies with the rules. The POC will be responsible for any damage to the Clubhouse from the club's activities.
3. Clubs must be self-financed and receive no direct support from LHCC. A club may collect fees from its members to cover the costs of club activities. Costs that may be charged by a club include the use of facilitators or instructors, required supplies or equipment, and any other reasonable expenses for club activities.
4. Clubs may reserve and use the Clubhouse for meetings and other events at no charge. Business events may not be sponsored by a Club to avoid paying rental fees. Payment to a facilitator or instructor (e.g., a yoga instructor) for a Club activity shall not be construed as a business event.
5. Regularly scheduled club reservations are placed on the Community Calendar. No recurring club events may be scheduled for Saturdays or Sundays without prior approval from the Board of Directors.
6. Recurring club meetings may be scheduled more frequently than once a month with the following stipulations:
 - a. The club maintains one firm monthly meeting date;
 - b. Additional meeting dates within the month are subject to Clubhouse availability;
 - c. Board and committee meetings have a scheduling priority over "additional" club meetings within the month.

7. Reservations are accepted up to, but not more than, 12 months in advance.
 - a. An initial reservation must be in writing, to include the date and time, a primary and alternate point of contact, and phone numbers for each POC.
 - b. At the beginning of each year, the club must renew its reservation by contacting the office.
 - c. If a change to the reserved date is required, the office must be notified. If there is a conflict with an existing reservation, the existing reservation takes precedence.
8. If a club event/meeting exceeds its allotted time and another meeting follows, the next scheduled meeting takes precedence and the existing meeting participants must vacate the room.

SECTION H. CLUBHOUSE USE – THE EXERCISE ROOM

1. The hours of operation of the exercise room are 4:00 a.m. to 10:00 p.m., seven (7) days a week.
2. Members and tenants, in good standing, may allow family members, living in their household, to use the exercise room key fob; however, the member must provide the office with a list of all family members who might use the exercise room. Membership is not transferable.
3. Exercise room users must sign a waiver of liability and hold harmless agreement, and pay a fee to receive a key fob.
4. Member and tenant use of any and all exercise equipment is at their own risk. (Consult a physician prior to using the facility.)
5. Exercise room users must observe the posted directives for use of the room, equipment, and general Clubhouse policies.
6. Individuals under the age of 18 must be supervised by an individual of at least 21 years of age.
7. Users of the exercise room must
 - a. Respect and avoid disrupting and/or interfering with others who are using the facility.
 - b. Be considerate of the level of music being played, especially if a meeting is being held in the community room. (Earbuds are recommended.)
 - c. Bring only capped water bottles into the room. All other food and drinks are prohibited.
 - d. Dispose of all trash in the bins provided in the community room.
 - e. Wear appropriate exercise attire and sneakers must be worn at all times. The following shoes are prohibited: boots, sandals, open-toed and open-backed shoes. Outside sneakers should not be used in the exercise room.
 - f. Provide their own towels.
 - g. Wipe off all equipment after use.
 - h. Limit cardio workouts to 30-minute intervals whenever another member is waiting to use the equipment.

- i. Reset the equipment for the next person, such as returning dumbbells to the rack, and turning off the lights.
8. LHCC welcomes personal trainers with the following conditions. They shall:
 - a. Sign in at the office.
 - b. Provide a written statement to the office, through the member, authorizing their service.
 - c. Provide proof of a certificate of general liability insurance to the office.
 - d. Sign a waiver of liability and hold harmless agreement.
9. Exercise room participants should immediately report equipment problems, personal injuries, and specific concerns to the office.
10. LHCC is not responsible for lost or stolen personal items.

NOTE: Video cameras and audio equipment are installed to record activity in the exercise room. The recordings will be maintained for a period of up to thirty (30) days.

SECTION I. CLUBHOUSE USE – EVENT RENTALS

1. The Clubhouse great room may be rented by a member or tenant in good standing. **Note:** Events are limited to 250 guests due to the occupancy limit of the great room.
2. Reservation of the Clubhouse by members or tenants for use by non-members or members or tenants who are not in good standing is prohibited.
3. A member who rents the Clubhouse shall initial a statement in the rental agreement that acknowledges they have read and shall abide by the policies and rules in this PRP.
4. A member who rents the Clubhouse for a non-LHCC sponsored event shall agree to indemnify and hold harmless LHCC, its Officers, Directors, employees, and agents from all claims, demands, liabilities, damages and expenses (including reasonable attorney fees and expenses) arising by reason of injury to, or death of, any person or damage to, or loss of, property occurring on, in, or about the property, from the use of the property by renter or any of its invitees or guests, or vendors, or from any breach by renter of any conditions of the rental agreement, or from any act or negligence of renter, or its invitees, guests, or vendors, in or about the property, even if caused in whole or in part by the negligence of the owner.
5. Clubhouse rental fees and security deposits are determined by the LHCC Board of Directors. The fees in effect at any given time are set forth in the fee schedule. A copy of the fee schedule may be obtained from either the Lake Holiday website (www.lakeholidaycc.org) under “Documents/Fees” or from the administrative office.

6. Members and tenants may rent the Clubhouse for a private event such as a wedding or birthday party.
 - a. The members' invited guests should be predominantly friends and relatives and may include non-members.
 - b. The member shall provide a list of invited non-member guests to the office and front gate (to expedite entry) at least 48 hours before the event.
 - c. The member host must attend the event; remain with their invited guests at all times; and be responsible for their guests' behavior and actions while in Lake Holiday.
7. Members and tenants may rent the Clubhouse to hold a business event with the approval of the GM.
 - a. The member shall provide a list of invited non-member guests to the office and front gate (to expedite entry) at least 48 hours before the event.
 - b. All non-member visitors must be invited guests of an LHCC member.
 - c. The rental of the Clubhouse by a non-member to promote or conduct business is prohibited.
8. A non-profit organization, sponsored by a member, may rent the great room or reserve the community room on a case-by-case basis upon the approval of the Board of Directors.
9. Rental includes the great room, kitchen, deck, folding tables and chairs. There is an additional fee to use the fireplace and/or dance floor.
10. Members or tenants making reservations or renting the Clubhouse facilities must:
 - a. Complete, sign and submit a Rental Agreement to the office at least thirty (30) days, but no more than one (1) year, in advance of the event date.
 - b. Requests are accommodated on a first come, first served basis.
 - c. Rental fees must be paid at the time of the reservation to hold the date.
11. The member or tenant renting the Clubhouse shall indicate in the rental agreement:
 - d. Whether they intend to sell or serve alcoholic beverages. See Section J, Alcohol Consumption and VA Required License (in this PRP) for specific information about serving or selling alcohol. Vendors hired to serve alcohol must provide the office with a copy of their Banquet Special Event license from Virginia Alcohol Beverage Control (ABC) and list LHCC as an additional insured on their certificate of general liability insurance.
 - e. Whether they intend to use the fireplace. GM authorization is required for fireplace use, and due to insurance requirements, when the fireplace is used, an LHCC-provided attendant must be present. A fee will be charged for private use to cover the cost of the attendant and the wood consumed.

- f. Whether they intend to use the dance floor. A fee will be charged for private use which will include the maintenance staff assembling and disassembling the floor and putting it away in the storage room.
 - g. Whether they intend to use the deck. All furnishings must remain on the deck and returned to their original location following an event.
12. A security deposit is required with the rental fee.
- a. The deposit covers any required cleaning and damage to the Clubhouse facilities by the member host or their invited guests during the event.
 - b. The deposit shall be returned to the renter (minus any charges for damage or cleaning) within one (1) week after the event once an LHCC staff member and the member host perform a post-event walk-through.
13. When renting the Clubhouse, a member shall:
- a. Obtain and maintain General Liability Insurance in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name Lake Holiday Country Club, Inc. as an additional insured. This certificate of insurance must be provided at least thirty days (30) prior to the event. Members can add an event rider to their homeowner's policy, use their umbrella liability policy or obtain a special event policy. Tenants will be required to obtain a special event policy. (A possible source of a special event policy can be located on this site: <https://www.nationwide.com/business/insurance/specialty-liability/short-term-events/>.);
 - b. Add Host Liquor Liability insurance coverage to the general liability policy if serving alcohol. See Section J, Alcohol Consumption and VA Required License;
 - c. Ensure, if catered that the caterer or any other business also provides the administrative office with the necessary liquor liability insurance to cover the event and lists LHCC as an additional insured;
 - d. Sign a waiver of liability and hold harmless indemnification agreement; and
 - e. Provide two (2) checks. The first covers the rental fee; the second check is a refundable security deposit. Both checks must be made payable to Lake Holiday Country Club and are due when the reservation is made.
14. Cancellations must be submitted fourteen (14) days before the reserved event for a return of rental fees. A cancellation fee will be charged if the fourteen (14) day advance cancellation notice is not met. Cancellations made within seven (7) days or less of the reserved event will result in the forfeiture of the entire rental fee.
15. Beach I and the picnic area by the Clubhouse are not rentable spaces. Members or tenants who rent the Clubhouse have access to the picnic area and beach, but not exclusive use. Couples are welcome to say their vows and take photographs

- on any beach (or other common area), but renters may not block off any section or prevent members and their guests from using any portion of the amenity.
16. The member renting the Clubhouse is responsible for returning the facility to its original condition and fully cleaning it after the event (cleaning supplies are in the utility closet in the kitchen). Post-event cleaning includes:
 - a. Cleaning and mopping the kitchen floor;
 - b. Wiping clean all counters and appliances in the kitchen;
 - c. Placing trash in the dumpster outside of the kitchen;
 - d. Placing clean trash liners in all trash cans;
 - e. Returning all furnishings to their original locations (both inside and outside);
 - f. Returning all thermostats to their original settings;
 - g. Vacuuming the main hallway; and
 - h. Wiping down and cleaning bathrooms.
 17. Caterer and vendor supplies and equipment must be removed from the facility immediately following all events.
 18. A documented (checklist) inspection of the Clubhouse shall be performed by LHCC staff and the member host prior to and following an event for purposes of assessing any damage, assessing a fee for the removal of helium-filled balloons, and/or any required clean-up costs.
 19. The security deposit will be returned to the member in full when the facility is deemed to be in an acceptable condition. In the event it is not left in an acceptable condition, the security deposit will be applied to clean-up costs and any necessary repairs. Should costs exceed the amount of the security deposit, the member/tenant who reserved the facility will be billed for the excess cost. Unpaid charges will be collected in the same manner as assessments.
 20. An additional fee per balloon shall be charged if helium-filled balloons are not removed from the ceiling of the great room. A copy of the fee schedule may be obtained from either the Lake Holiday website (www.lakeholidaycc.org) under "Documents/Fees" or from the administrative office.

SECTION J. ALCOHOL CONSUMPTION AND VABC REQUIRED LICENSE

1. Consumption of alcohol on LHCC property is governed by Virginia Alcohol Beverage Control (VABC) laws. A member or tenant renting the Clubhouse for a private event will notify the GM that alcohol will be served in the rental agreement.
2. LHCC's liability insurance policy indemnifies the association against claims by third parties as long as the association does not serve, sell or furnish alcoholic beverages. At LHCC sponsored events, members and their guests may bring

their own beverage (water, soda, wine, beer, or mixed beverages). No alcohol may be served by LHCC staff or designated volunteers.

3. LHCC sponsored events do not require an ABC special event license if alcohol is consumed within the Clubhouse and are only open to members and their invited guests.
4. Host Liquor Liability Insurance is required as part of the General Liability Insurance at a member/tenant sponsored Clubhouse private event when alcohol will be served.
5. A member or tenant-sponsored private event, where only members and their invited guests are present, does not require an ABC special event license if:
 - a. the alcoholic beverages are not sold or charged for in any way and;
 - b. consumption of the alcoholic beverages is limited to the Clubhouse.
6. If a business provides food and alcoholic beverages during a private event, the business will obtain the appropriate ABC special event license in addition to the Host Liquor Liability Insurance. The business must also have the appropriate license through the local health department to operate as a retail food business.
7. If an admission, ticket, or cover fee is charged at an event where food and alcohol is served, that constitutes the sale of alcoholic beverages and is not allowed.
8. Donations in lieu of an admission fee are still considered the sale of alcohol and is not allowed.
9. All ABC licenses must be displayed on the premises at the event.

SECTION K. SAFETY AND SECURITY

The LHCC contracted security service provider is a licensed, independent security company that patrols accessible common property (lots owned by LHCC and not privately owned lots), including the Clubhouse. However, they do not respond to event-related security issues. Call **9-1-1** if necessary.

SECTION L. FIRST AID KIT AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

1. Your actions to help save a life are protected under the “The Good Samaritan law”, § 8.01-225 of the Virginia Code.
2. Immediately call **9-1-1** if you or someone else is having a medical emergency.
3. There are two wall-mounted First Aid Kits installed in the hallways of the Clubhouse – one on the upper level (near the elevator) and one on the lower level.
4. If you are at or near the Clubhouse, you can render aid with an automated external defibrillator (AED) and administer potentially life-saving Cardiopulmonary Resuscitation (CPR).
5. There are two AED units at Lake Holiday:
 - a. One is located at the front gate; and
 - b. The other is next to the back door of the Clubhouse on the lower, exterior level in a clearly marked box.

6. The device provides easy-to-understand guides, step-by-step audio prompts and real-time visual guidance with a compression depth indicator that confirms "good compressions" or says, "push harder".
7. Also inside the AED box is a Stop the Bleed® kit that can help control hemorrhaging (www.dhs.gov/stopthebleed).
8. The LHCC Clubhouse address is as follows:

Lake Holiday Country Club, Inc.
1045 Lakeview Drive
Cross Junction, Virginia 22625

Important Phone Numbers:

Emergency: 9-1-1
LHCC Office: 540-931-0951
Front Gate: 540-888-3936
Non-Emergency Sheriff's Office: 540-662-6168

SECTION M. FIRE ALARMS AND EXTINGUISHERS

1. Fire Alarms and extinguishers are located throughout the Clubhouse near most exterior doors. If you see smoke, or believe there is a structural fire, pull the fire alarm, verbally alert any people in the building and immediately vacate the Clubhouse before calling **9-1-1**.
2. If the fire is small, and an individual feels that it can be safely extinguished by taking immediate action, there are four important steps (PASS) for using a fire extinguisher, as follows:
 - a. **Pull.** Pull out the safety pin (at the top of the extinguisher, breaking the seal.)
 - b. **Aim.** Aim the nozzle at the base of the fire.
 - c. **Squeeze.** Squeeze the handle activating the fire extinguisher.
 - d. **Sweep.** Spray (sweep) the nozzle from side to side covering the base of the fire and fully extinguishing the flames.

REVISION HISTORY

Revision	Approval Date	Subject	Revised Sections	Initialed for LHCC Records Entry:
V1		Original		
V2.2	6/22/2010	Specific procedures, fee schedule	C.1.a., b. & c. C.4.b & c.	
V3.1	4/26/2011	Eligible users & purposes	All	
V4	7/26/2011	Alcohol license policy	E	
V5	1/24/2012	Clubhouse use & rules	A.5.f, B.3.a, B.7	
V6	6/26/2012	Renamed		
V7	11/12/2012	Fee schedule	F	

V8	2/26/2013	Board room use, room rental, reservations	C, D	
V9	7/23/2013	Free club use & lower level meeting room	A, C, F	
V10	9/23/2014	No beach rental, service dogs, board room & upper level closing time, list requirements, advanced notice changed to 48 hours	A.5.g, B.12, C.2, D.7, D.17	
V11		Board room use, clubhouse scheduling, priority fee schedule	C.3.c, D.9, D.17, D.20	
V12	6/28/2016	Upper level clubhouse key fob issuance	A.6	
V13	9/26/2017	Wholesale changes to all sections for clarity of terms and formatting; removal of references to lower level meeting room.	ALL	
V14	5/24/2022	Comprehensive update to all sections for clarity of rental agreements by members and tenants; fee information and reservation requirements; types of events/activities that are permitted in the Clubhouse; and addition of special event and/or General Liability Insurance certificate and alcohol consumption and VA required license requirements.	ALL	



POLICIES, RULES, AND PROCEDURES

PRP NO. 14

Clubhouse

Revised and

Approved by the Board of Directors

September 26, 2017

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PRP NO. 14 CLUBHOUSE

Lake Holiday Country Club enjoys a beautiful Clubhouse fully equipped for hosting community meetings and recreational events. The rules and regulations that follow are designed to minimize accidents, ensure your safety and assure years of enjoyment by all LHCC Members and their guests.

Clubhouse users are encouraged to know these rules and to cooperate with administrative staff in their enforcement. The day-to-day operation of the Clubhouse is administered by the Association General Manager. Call the Administrative Office to reserve the facility, learn about scheduled events, or to report problems. The Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m.. The phone number is 540-888-3549. After office hours, please call the Front Gate to report problems. The number is 540-888-3936.

SECTION A. DESCRIPTIONS AND USES

1. Terms:
 - a. "Clubhouse" refers to the Lake Holiday Clubhouse located at 1045 Lake View Drive, Cross Junction, Virginia.
 - b. "Association" refers to the Lake Holiday Country Club Property Owners' Association.
 - c. "Member" refers to a Lake Holiday Country Club lot owner.
 - d. "Eligible Member" refers to a Member who is eligible and in good standing as the term is defined in the Lake Holiday Country Club, Inc. Bylaws; Article II, Section 10.
 - e. "Eligible Tenant" is a tenant of property within Lake Holiday Country Club whereby the property owner is an "Eligible Member".
 - f. "Lake Holiday Club" is any officially recognized club that is open to the eligible members and eligible tenants of Lake Holiday and uses the Clubhouse or other common area to conduct its meetings. Clubs must be self-financed and receive no direct support from the Administrative Office or the association. A club may collect dues or fees from its members to cover the costs of club activities. Costs that may be charged by a club include facilitators or instructors, required supplies or equipment necessary, and any other reasonable expenses for club activities.
 - g. "Business event" is any event at which business activities are conducted between members and/or guests invited by the member holding the business event. Business events are not necessarily open to all members. Business activities shall include any form of immediate or deferred payment for goods or services, distribution of marketing materials, and solicitation/promotion of same.
 - h. "Administrative Staff" refers to the LHCC General Manager and paid office personnel under the direction of the LHCC General Manager.
2. Fees and Charges: All fees for Exercise Room key fobs and facility rental fees are determined by the Lake Holiday POA Board of Directors. The fees in effect at any given time are set forth in the Fee Schedule. A copy of the Fee Schedule may be obtained from either the Lake Holiday website (www.lakeholidaypoa.com) or from the Administrative Office.

3. Member Use:

- a. Membership in Lake Holiday Country Club entitles the Member to use the Clubhouse or to attend functions at the Clubhouse. It is open to all Lake Holiday Eligible Members and tenants of Eligible Members. The requirement for eligibility is waived for meetings statutorily open to the entire Membership (e.g. the Annual Meeting).
- b. A Proximity key fob may be purchased from the Administrative Office by each Eligible Member or Tenant. The key fob will provide access to the Clubhouse Lower Level. It does not include the exercise room. It may be used by any member of an Eligible Member's or Tenant's household. Children under the age of 18 must be accompanied by an adult at least 21 years old.
- c. Eligible Members will be issued temporary one-day key fobs during Administrative Office hours on the day of the event when they have reservations to use Clubhouse facilities.

4. Clubhouse Description:

- a. Lower Level: includes gathering room, exercise facility, office, and restrooms.
- b. Upper Level: includes the great room, catering kitchen, meeting/storage, the Administrative Office, restrooms, and outdoor decks.

5. Clubhouse Use:

- a. Any member or tenant in good standing may initiate a Lake Holiday Club following demonstration of sufficient interest by Association members and approval of the General Manager.
- b. Lake Holiday clubs may reserve and use the clubhouse facilities for meetings and other club events at no charge. Business events may not be sponsored by a club to avoid paying rental fees. Payment to a facilitator or instructor (e.g. a yoga instructor) for a club activity shall not be construed as a business event.
- c. A point of contact for each approved club must be provided to the General Manager, be responsible for complying with the rules, and is responsible for any damages done to the Clubhouse shown to be caused by the club's activities.
- d. The Clubhouse is primarily for Association-sponsored events and member-sponsored events that are either private or open to the membership. Use of the Clubhouse for public events is prohibited. In this context, a public event is one where the principle sponsor is not a Member or where the majority of attendees are expected to be non-Members. A Member-sponsored private event where the attendees are predominantly friends and relatives of the Member is not considered a public event.
- e. Members may rent the clubhouse in order to hold a business event with approval of the General Manager. Business events may be open to visitors not predominantly friends or relatives of the member(s) holding the event. All non-member visitors must be the guest of a member. The member host is responsible for their guests' behavior and actions while in Lake Holiday.
- f. The use of the Clubhouse by a non-member to promote or conduct business is prohibited.

- g. Neither the Beach nor the picnic area are rentable spaces. Parties who rent the Clubhouse or reserve the upper deck have access to the picnic area and beach, but not exclusive use. Couples are welcome to say their vows and take photographs on either beach, but -may not block off any section or prevent members and their guests from using any portion of either amenity.
 - h. Surveillance cameras operate continuously at the Clubhouse. All camera images are recorded.
6. Clubhouse Upper Level Access:
- a. A key fob is issued to each Board of Directors member and Committee Chair. Key Fobs are also issued to each Club's designated point of contact for scheduled Club activities.
 - b. Key fobs are issued on a strict need for access basis.

SECTION B. GENERAL CLUBHOUSE RULES

1. The hours of operation of the Clubhouse facilities -are established by the Board of Directors and are subject to change. The hours are published on the LHCC website and at the Administrative Office.
2. Eligible members are entitled to reserve the Clubhouse for any Lake Holiday Club or other event that is advertised as open to all residents, members, or tenants. There shall be no fee required unless the use is for businesses and is approved by the General Manager. In such cases, rental rates shall apply.
3. Shirts and shoes are required on the premises of the Clubhouse. Beach attire is permitted in the lower level gathering room.
4. Swimming attire is not permitted in the upper level rooms.
5. Smoking is prohibited within the Clubhouse and on its decks. Smoking is permitted in the special smoking areas designated outside.
6. No commercial advertisements will be posted or circulated in the Clubhouse during public events. Members who have rented the clubhouse for business events may circulate marketing materials and advertising during their rental period. Solicitations are prohibited except as permitted by the Board of Directors.
7. Petitions may not be originated, solicited, circulated or posted on the Clubhouse Facilities without written approval of the Board of Directors.
8. Clubhouse users must return portable tables and chairs to the storage room upon completion of their activity.
9. Members using the catering kitchen must clean it after use.
10. With the exception of folding tables and portable chairs, all property and furniture belonging to the Clubhouse must not be moved from room to room or from the Clubhouse without authorization of the General Manager.

11. Service dogs are permitted with their owners. All other animals are not permitted on Clubhouse grounds or within the facility.
12. Administrative Staff -are fully authorized to enforce the Rules and Regulations.
13. The LHCC General Manager is the authorized Operations Director of the Clubhouse. Please contact him/her with any problems concerning operation of the Clubhouse facility.
14. Please report damage, misbehavior and violations of these Rules to the LHCC General Manager. Violations are reviewed and adjudicated in accordance with the Lake Holiday Compliance Policy and the Virginia Property Owners' Association Act.
15. Access to the mechanical rooms is prohibited unless authorized bythe General Manager.
16. A documented inspection of the facility will be performed by Adminstrative Staff with the primary event contact individual prior to and following each event for purposes of checking for damages (- e.g., carpet stains, equipment, kitchen appliances, etc.).

SECTION C. SPECIFIC PROCEDURES, RULES & REGULATIONS

1. Exercise Facility Use (Lower Level):
 - a. Hours of operation: 4:00 a.m. to 10:00 p.m., seven (7) days a week.
 - b. Each household electing to join the Exercise Facility shall pay a one-time fee for a proximity key fob. (Refer to Fee Schedule at the office or on the web site at www.lakeholidaypoa.com). Proximity key fobs are available for purchase at the Administrative Office. Only one key fob can be issued for each household. Any Eligible Member may join the Exercise Facility. Ineligible Members are denied access by deactivation of proximity key fob.
 - c. The Eligible Member to which the proximity key fob is assigned must sign a hold harmless agreement. In addition, the Member must list all family members who might use the exercise facility.
 - d. Exercise Facility Members must observe the posted directives for use of room, equipment, and facility policies.
 - e. Appropriate clean exercise attire is requested at all times. The following dangerous garments are prohibited: boots, sandals, open-toed and open-backed shoes. Use of improper footwear could result in deactivation of a proximity key fob.
 - f. Membership in the Exercise Facility is not transferable. Proximity key fobs may only be used by a member of an Eligible Member's or Tenant's household.
 - g. Members are requested to immediately notify the LHCC Office when a proximity key fob is lost or stolen. The fob will be deactivated. The Member may purchase another fob for a small fee.
 - h. Respect and avoid disrupting and/or interfering with others who are working out.
 - i. Members must provide towels. Please wipe off all equipment after use.

- j. LHCC is not responsible for lost or stolen personal items.
 - k. Capped water bottles are permitted. Food and drinks of any other type are prohibited. Please dispose of all trash in the bins provided just outside the Exercise Room.
 - l. Please limit cardio workouts to 30-minute intervals whenever another Member is waiting to use the equipment. Please slow down, clear, and reset equipment for the next Member.
 - m. The Association welcomes personal trainers with the following conditions. They shall:
 - (1) Sign in at the Administrative Office.
 - (2) Provide a written statement from the Member authorizing their service.
 - (3) Provide proof of insurance.
 - (4) Sign a hold harmless agreement.
 - n. All exercise equipment is for use at the Member's own risk. Consult a physician prior to using the facility to assure physical readiness for exercise.
 - o. Users under the age of 18 must be accompanied and supervised by a parent or a responsible adult at least 21 years old.
 - p. Exercise Room participants should report equipment problems, personal injuries, and specific concerns immediately to the Administrative Office.
 - q. Video cameras and audio equipment are installed to record activity in the exercise room. The recordings will be maintained for a period of up to thirty (30) days.
2. Great Room and Catering Kitchen Use (Upper Level):
- a. The great room is available to members by reservation seven days per week and year round.. Reservations must be made to use the facility.
 - b. Members not holding a current proximity key fob must obtain a single-day-use key fob from the Administrative Office.
 - c. Users under the age of 18 must be accompanied and supervised by a parent or a responsible adult at least 21 years old.
3. Gathering Room Use:
- a. The gathering room complex is open from 7:00 a.m. through 10:00 p.m. to all Eligible Members holding a proximity key fob.
 - b. The gathering room complex may be used as additional or overflow meeting space. The gathering room is not available for reservations. Its use is on a first-come, first-served basis.
 - c. Beach attire is permitted in the gathering room. Please towel dry before entering.
 - d. Users under the age of 18 must be accompanied and supervised by a parent or a responsible adult at least 21 years old.

4. Exterior Deck Use:
 - a. The exterior decks are open year round. Interior Clubhouse furnishings are not for use on the deck unless specifically authorized by the General Manager.
 - b. The upper level deck is available for private use via reservation. It is closed to general Members when in use by reservation.

SECTION D. ROOM RENTALS AND RESERVATION REQUESTS

The Association encourages the use of the Clubhouse facilities by Eligible Members for private events on any day or evening. Eligible Members may contact the Administrative Office for available dates. In the case of an emergency, the Board of Directors may pre-empt any scheduled use of the Clubhouse.

1. The Clubhouse must be reserved in advance on a first-come, first-served basis by Eligible Members.
2. Reservation forms must be submitted seven (7) days in advance of the event date.
3. Members making reservations of clubhouse facilities:
 - a. Complete and sign a Reservation Agreement.
 - b. Provide proof of insurance (a typical home owner policy is sufficient proof of insurance).
 - c. Sign a hold harmless indemnification agreement; and
 - d. Provide two (2) checks. The first covers the use fee. The second check is a refundable security deposit. Both checks must be made payable to Lake Holiday Country Club.
4. Reservation of the Clubhouse facilities by Members for use by non-Members is prohibited.
5. The Member host reserving the facility must be in attendance throughout the event.
6. The reserving Member is responsible for returning the facility to its normal condition and fully cleaning it after the event. The Security Deposit will be returned to the Member in full when the facility is left in acceptable condition. In the event it is not left in acceptable condition, the security deposit will be applied to cleanup costs and necessary repairs. Should costs exceed the amount of the Security Deposit, the Member who reserved the facility will be billed for the excess cost. Unpaid charges will be collected in the same manner as assessments. A documented inspection of the facility will be performed by Administrative Office staff with the primary event contact individual prior to and following each event for purposes of checking for damages (e.g., carpet stains, equipment, kitchen appliances, etc.).
7. A Member who reserves the Clubhouse for a private event will defend, indemnify, and hold harmless the Association, its Officers, Directors, employees, and agents from all claims, damages or legal action of any type arising from the use of the Clubhouse and/or serving of alcoholic beverages. The Member must indicate the intention to serve alcoholic beverages. Under some circumstances, attendees may provide donations. (See Section E). Vendors hired to serve alcoholic beverages must provide a Frederick County liquor event license and, be insured with the Association as an Additional Insured Party.

8. Regularly scheduled LHCC club reservations and Activity Committee events are placed on the Community Calendar in perpetuity. The first time a request for such reservation is made, the request must be in writing, include the date and time and a primary and alternate contact with telephone number. The Administrative Office is notified of a change to the reserved date. If at the time the reservation is made a previous reservation exists, the previous reservation takes precedent and the club's meeting for that date is either cancelled or moved to a different location. The contact for the club must make the decision.
9. No recurring club events may be scheduled for Saturdays or Sundays without prior approval of the Board of Directors.
10. Activities Committee events may be scheduled two years in advance.
11. Reoccurring club meetings may be scheduled more frequently than once a month with the following stipulation:
 - a. The club maintains one firm monthly meeting date;
 - b. Additional meeting dates within the month are subject to availability;
 - c. Paid events have a scheduling priority over club "additional" meeting dates within the month; and;
 - d. Reservations are accepted up to, but not more than 12 months in advance.
12. To ensure return of rental fees, cancellations must be submitted seven (7) days before the reserved date. Cancellation of an event that does not honor the seven (7) day advanced notice will result in a cancellation fee assessed to the reserving Member or reserving private party.
13. General Manager approval is required for fireplace use. Due to insurance requirements, when the fireplace is used, an Association-provided attendant must be present. A fee will be charged for private use to cover the cost of the attendant and the wood consumed.
14. Caterer's supplies and equipment must be removed from the facility immediately following all events.
15. Children under 18 years must be supervised by a parent or a responsible adult at all times while in the upper level of the Clubhouse.
16. The Member holding a reservation is liable to the Association for the value of damaged, removed or missing property.
17. Reservation requests are accepted only when accompanied by the required usage and security funds, if applicable.
18. The Administrative Office can provide group authorizations for parties, weddings or other special events of six or more at Lake Holiday. A written list of visitors to be authorized must be provided to the Administrative Office a minimum of 48 hours prior to the entry date.
19. Events are limited to 250 guests due to the occupancy load limit of the Clubhouse for upper level room rentals.
20. Room Rentals include: tables, chairs, easel without paper.

21. Use of the Great Room and Kitchen, is on a first-come, first-served basis.

SECTION E. POLICY AND OPTIONS FOR ALCOHOL

Lake Holiday is protected by host liquor liability insurance coverage. Subject to the terms of the Association's policy, this coverage will indemnify and defend the Association against third-party liability claims affiliated with serving alcoholic beverages. However, this coverage does not protect the Association if the alcoholic beverages are sold. In all cases, consumption of alcohol on LHCC property is governed by Virginia ABC laws. If and when alcoholic beverages are sold by the Association, either directly or indirectly, Single Event Liquor Liability insurance coverage must be purchased from the Association's insurer at a cost of \$500 per event. Note that if an admission or cover fee is charged where food and alcoholic beverages are served, it constitutes the sale of liquor.

No banquet license is required for members holding private parties as long as alcohol is not sold or charged for in any way, the drinking is limited within the clubhouse premises, and the party is not open to the public. (Reference Code of VA 4.1-200, paragraph 10.) Listed below are six different options along with the requirements for legally selling and serving alcoholic beverages at Association-sponsored events. The hosting Member or organization must inform the General Manager that alcohol will be served and comply with all of the requirements for the option selected.

Option 1 **Sale** of alcoholic beverages (wine & beer):

1. Purchase Single Event insurance policy.
2. Purchase ABC Banquet Special Event license.
3. Display all ABC licenses.

Option 2 **Sale** of alcoholic beverages (wine, beer and mixed beverages):

1. Purchase Single Event insurance policy.
2. Purchase ABC Banquet Special Event license.
3. Purchase ABC Mixed Beverage Club Event license.
4. Display all ABC licenses.

Option 3 **Donations** for alcoholic beverages (wine, beer and mixed beverages):

1. Request a donation in lieu of an admission or cover charge.
2. Purchase Single Event insurance policy.
3. Purchase ABC Banquet Special Event license.
4. Display all ABC licenses.

Option 4 **Sale** of alcoholic beverages at Catered Events (wine, beer and mixed beverages)

1. The caterer will obtain the necessary insurance policy and ABC licenses for the event.
2. The catering company shall provide the requisite license to distribute alcohol.
3. The General Manger will confirm proof of licensure with the service provider before contracting, and require that the Association is named as "Additional Insured".

Option 5 Requirements for **servng** alcoholic beverages at no cost (wine, beer, mixed beverages):

1. No banquet license is required.

Option 6 **BYOB** -- A “bring your own beverage” (**BYOB**) event (wine, beer, mixed beverages):

1. When **only** BYOB is permitted, no special ABC license or single event insurance coverage is required. At such an event, no alcohol may be served by Association employees or designated volunteers.

REVISION HISTORY

Revision	Approval Date	Subject	Revised Sections	Initialed for LHCC Records Entry:
V1		Original		
V2.2	6/22/2010	Specific procedures, fee schedule	C.1.a., b. & c. C.4.b & c.	
V3.1	4/26/2011	Eligible users & purposes	All	
V4	7/26/2011	Alcohol license policy	E	
V5	1/24/2012	Clubhouse use & rules	A.5.f, B.3.a, B.7	
V6	6/26/2012	Renamed		
V7	11/12/2012	Fee schedule	F	
V8	2/26/2013	Board room use, room rental, reservations	C, D	
V9	7/23/2013	Free club use & lower level meeting room	A, C, F	
V10	9/23/2014	No beach rental, service dogs, board room & upper level closing time, list requirements, advanced notice changed to 48 hours	A.5.g, B.12, C.2, D.7, D.17	
V11		Board room use, clubhouse scheduling, priority fee schedule	C.3.c, D.9, D.17, D.20	
V12	6/28/2016	Upper level clubhouse key fob issuance	A.6	
V13	9/26/2017	Wholesale changes to all sections for clarity of terms and formatting; removal of references to lower level meeting room.	ALL	