

PROCEDURES FOR USE OF FACILITIES

The following, sets standard procedures and reporting that will facilitate Activities Director/Board of Director approval and oversight for all activities that take place within the Cascades in which the common facilities are used.

Facilities include, but are not limited to: the clubhouse (ballroom, card rooms, etc.) the main and satellite pools, the bocce court, the tennis courts, the exercise room and all common roads and parking areas.

All activities involving the entire community shall be under the auspices of the Activity Director. All funds collected for these activities shall be deposited into the activities account and shall be used by the Activity Director for the benefit of the entire community.

Activities include but are not limited to: any party, game or other gathering using the facilities.

A. Every resident interested in forming a club, conducting an activity or organizing any gathering which is to be conducted in the facilities must first complete and submit an approval form. The following information is required on the approval form:

1. Name, date and day of activity;
2. Purpose and complete description of the activity;
3. Name of chairperson, instructor or resident responsible for the activity;
4. Qualifications of person conducting the activity;
5. Insurance coverage for other than resident instructors and residents charging a fee;
6. Estimated number of residents participating; *
7. Frequency of activity;
8. Facility at which the activity is going to occur;
9. Name of resident responsible for cleaning up the facility at the conclusion of the activity;**
10. Amount of fee to be charged for this activity;***
11. The amount and basis for this fee must be itemized;
12. The amount of any suggested tip or donation; and,***
13. Will refreshments be provided, if so by whom; ****

Use of the pool patio for a party hosted by a resident requires the prior approval of the Activity Director. An approval form designed specifically for these occasions must be completed by the resident hosting the event and submitted to the Activity Director prior to such use. A deposit, as determined the Board of Directors shall be made and used for any payment for damage or clean-up required after the event. If there is no damage and no clean-up is required the deposit will be fully refunded to the resident.

No activity is to occur prior to written approval of the Activities Director or the Board of Directors. Approvals will be based on the frequency of the event but shall not be for more than one year. Request for continuation past one year must be submitted on the Approval Form.

The chairperson, instructor or resident responsible for the activity will receive a written approval or denial for the activity.

*Note that activities are for residents only. Resident members have first preference to any activity/event. Any guest participating in an activity must be accompanied by a resident. **Refer to the Rules and Regulations for Cascades guest policy.**

** “Clean up” includes but is not limited to: disposing of rubbish, replacing the furniture to its original position, shutting lights and turning off fans.

***Any fees charged will be subject to specific approval by the Activities Director or the Board of Directors.

Tips and donations are not considered fees for insurance purposes but are still subject to approval.

****See Rules and Regulations regarding refreshments being served in the facilities.

B. In itemizing charges, note the following:

1. Specify if the charge is for services only;
2. Specify if part of or the entire charge is for purchase of supplies; (Use of activity funds for any purchases requires prior approval by the Activities Director;
3. Fees must adhere to the guidelines of Florida Statutes, (e.g. gaming statutes); and,
4. Any charge for other than service only, should be under the auspices of the Activities Director and deposited into the Activities Account.

C. The Board of Directors or a designee will perform periodic reviews of the activities occurring.

D. A financial report should be submitted to the Budget Committee at the end of every quarter.

E. An annual written report listing all activities being conducted in the facilities of Cascades will be prepared by the management company/Activities Director and presented to the Board of Directors. This report shall contain:

1. A list of all free activities;
2. A list of all fee, tip or donation based activities; and,
3. A separate accounting of all fee based activities where those fees were deposited into the Activities Account.