

# Sunrise Lakes Phase 4 Recreation District



## Instructions

The Recreation District offers approved Groups & Clubs the opportunity to use the main clubhouse for gatherings. Please check the current Rules & Regulations for the specific information related to a Group or a Club.

Clubs and groups can be formed at any time. In order to have your event featured in the magazine your ad should be submitted by the 10<sup>th</sup> of the month. The District publishes ads as a courtesy to our groups and clubs. We reserve the right to adapt size and text based on space availability.

The information should be emailed to the Social Director, Marian Weinberg ([marian@sunriselakesphase4.org](mailto:marian@sunriselakesphase4.org)). For assistance with forming a club or group, please make an appointment with Marian.

Please complete the appropriate form below. The proper documentation should be attached and submitted in person at the main clubhouse office or via email.

Thank you for your interest in making our community a better place.

Regards,

Marian Weinberg  
Social Director

## Club Information:

Club Name ( ) /  
Business Name (when  
applicable) ( )

Main Contact:

Telephone:

Club Email Address:

Web Site:

## **Officers Information:**

**President's Name:**

Cell Phone:

Bld – Apt:

Email Address

**Vice-President's Name:**

Cell Phone:

Bld – Apt:

Email Address

**Secretary's Name:**

Cell Phone:

Bld – Apt:

Email Address

**Vice-Secretary's Name:**

Cell Phone:

Bld – Apt:

Email Address

**Treasurer's Name:**

Cell Phone:

Bld – Apt:

Email Address

## **RULES & REGULATIONS FOR CLUBS AND GROUPS**

This text below has been extracted from the Sunrise Lakes Phase 4 Rules and Regulations September 2022.

Various clubs and groups operate within the Recreation Facilities for the enjoyment or pleasure of Phase 4 residents. If you wish to form a club or a group, you must speak with the Social Director who can advise you in regard to facilities availability, limitations, etc.

In order to have use of the ballroom a club must have a minimum of 25 active members from Phase 4. Each club at the discretion of the Social Director and Board, during the off-peak months (see below) will be allowed 4 events per year. All clubs must provide the following:

1. Name of Club
2. Officers Names -Addresses & Telephone numbers.
3. Annual Current List of Members with addresses and telephone numbers, to be updated every year - Only owners in Phase 4 are allowed to be members of a club.
4. Club Charter - Rules
5. Status of Club-Non-Profit Status - If State registered - Official Club Name
6. Club Purpose
7. Insurance (when and as required)

\*\* Initial Club Requests must be approved by the Recreation Board Supervisors. All other group requests will be reviewed for approval by the Social Director and General Manager.

Under no circumstances are clubs allowed to register with any Agencies, using any Recreation Facility address.

Clubs are limited to 4 ticketed event or fundraiser during the months of April through September, to be scheduled based on the availability of the ballroom and at the discretion of the Social Director. Request for use of the ballroom must be made 30 days in advance.

The months of October through March are set aside for Recreation Board events. Outside of these months, the Recreation Social Director will decide which calendar dates are available for clubs, if any. The ability to have ticketed events/fundraisers is a privilege which the Board has the right to approve, rescind, or reject at its sole discretion.

Club special events in the Ballroom are \$250.00 per event with an additional \$300 deposit. Deposit may be refunded after inspection for damage and club cleanup by approval of the Social Director.

One time per year each club will be able to have 1 of the 4 events without paying the main ballroom fee of \$250.00. All other expenses and rules will apply. Club events being sponsored by third parties must be approved by the Social Director at least 30 days prior to the event.

A Security guard employed by the current security firm will be paid for at Club expense at ticketed events for the duration of the event. Fire exits must not be blocked for any reason. Failure to meet these requirements will result in loss of club privileges.

Maximum capacity for use of the ballroom will be capped at 180 for club events.

Club insurance is required for ticketed paid events in the Ballroom (and satellites) Insurance must be in effect for the date of the event. In addition to club insurance, performer, bands, DJ's, entertainers, caterers, and servers etc., must also provide insurance. Clubs will be required to obtain insurance with the minimal current coverage required by the district's insurance carrier. In addition, the Recreation District must be named as an additional insured for all ticketed paid events/dances.

Insurance coverage must be approved by the Social Director two weeks prior to the event. Failure to do so, will result in cancellation of the event. There will be no exceptions made. Clubs are wholly responsible for any refunds due for failure to provide insurance and subsequent cancellation of event.

The Recreation Board must be presented with an accurate roster including names of both ticketed members and their guests, 5 days prior to the event. Ticket sales at the door are not allowed. Failure to provide the roster on time will result in cancellation of the event.

Monthly meetings for clubs will be held in the Clubhouse Boardroom or other space as allocated by the Board. Club or Group meetings are only for Owners in Phase 4. Monthly meetings will not be held in the ballroom. If additional paid performers appear at these meetings, the performer(s) must provide insurance with the minimal current coverage required by the district's insurance carrier. Certificate of insurance must be submitted 10 days prior to the event for verification and approval. Club events serving hot meals at their monthly meeting will be required to rent a satellite under the satellite usage rules. Only coffee and cake are allowed in the Boardroom.

Any theatrical and/or musical clubs must meet and rehearse in Boardroom or Satellite. At the discretion of the Social Director the clubs will be allowed one dress rehearsal and show in the theater. No food or beverages are allowed in the theater and theater rules such as no dancing in the aisles, must be followed (insurance declarations will not cover injuries due to dancing in the aisles). If a musical or theatrical club is serving food at their meeting, then they will be required to rent a satellite under the satellite usage rules. If they are just serving coffee and cake, they can also use the Clubhouse Boardroom.

Failure to abide by any of the above club rules will result in immediate suspension of club privileges.

The Board of Directors for the club named above, acknowledge and agree with all rules set forward for this club.

<b>President's</b> Signature:		
Date:		
<b>Vice-President's</b> Signature:		
Date:		
<b>Secretary's</b> Signature:		
Date:		
<b>Vice-Secretary's</b> Signature:		
Date:		
<b>Treasurer's</b> Signature:		
Date:		

<input type="checkbox"/>	Approved		Date:
<input type="checkbox"/>	Denied	Marian Weinberg – SLP4 Social Director Board Supervisor	Signature: Signature:

## **Group Information:**

Group Name:	
Main Contact:	
Cell Phone:	Bld-Apt:
Email Address:	Web Site:

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Failure to abide by any of the above club rules will result in immediate suspension of club privileges.

The name contact for the group named above, acknowledge and agree with all rules set forward for this group.

Contact's Signature:

Date:

<input type="checkbox"/>	Approved		Date:
<input type="checkbox"/>	Denied	Marian Weinberg – SLP4 Social Director	Signature:

