



# **RESIDENT LIFESTYLE VOLUNTEER GUIDELINES**





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### ***Our Mission***

***To create and implement excellent recreational opportunities that promote an active and healthy lifestyle.***

The District Recreation team welcomes you to a world of fun, friendships and learning! Our team of recreation staff is here to help you explore the variety of services and facilities we offer to enhance your active lifestyle in Florida's Friendliest Hometown.

## **I. Resident Lifestyle Volunteer Definition**

The Resident Lifestyle Volunteers are the leaders of clubs or activity groups that fulfill a social, recreational, educational, emotional, or physical need of its members. The Resident Group leaders schedule their Group activities held at District owned and operated facilities through the Recreation Department.

## **II. Resident Lifestyle Group Establishment**

To become a Resident Lifestyle Group, the resident interested in starting an activity/group must complete a Resident Survey Request Form and a Volunteer Application and submits both to the Recreation Department.

- Survey is published in the Recreation News for two (2) weeks
- Once an interest level of members is determined then the group is established
- A Facility Permit is created which includes meeting dates, times, location, etc.
- The Group contact person shall meet with the Recreation Facility Manager or Supervisor at the Recreation Center where the group is scheduled to meet prior to the first scheduled meeting.

## **III. Resident Lifestyle Group Information**

- Membership in a Resident Lifestyle Group shall be restricted to residents of The Villages.
- Participants must be at the appropriate level of experience and knowledge to join an activity as determined by the group leader for the safety and enjoyment of participants.
- Resident Lifestyle Groups must meet a minimum of four times in a fiscal year (October-September) in order to maintain their Resident Lifestyle Group status.
- Groups may add up to 8 additional meeting dates per year
- Resident Lifestyle Groups shall maintain a list of group members and provide that list to the Recreation Department upon request.
- Members are required to present their Resident ID to attend each activity.
- Eligible guests may attend a Resident Lifestyle sponsored activity. An eligible guest is any person who is registered in the Guest ID Card system.

- Eligible guests must present a valid Guest ID and photo ID prior to attending any Resident Lifestyle activity. Guests are not eligible to become members of a Resident Lifestyle group.
- Resident Lifestyle Groups are allowed to have non-resident guest presenters/speakers on a limited basis with prior approval by the Director of Recreation
- Support Groups, defined as a non-funded group with health conditions that are recognized through the American Medical Association to qualify, are allowed to have up to 10 non-qualified guests attend their meetings at District facilities. Support Groups must be approved by the Director of Recreation.
- Resident Lifestyle Groups are encouraged to provide the group's expectations, membership requirements, dues and other fees, etc., prior to residents joining.
- Resident Lifestyle Groups that charge membership dues or fees are required to notify their members, publicize these charges, and account for their purpose and use of fees. The responsibility for recording all financial information belongs to the Resident Lifestyle Group.
- The records (membership, bylaws, financial, operating procedures, etc.) of each Resident Lifestyle Group shall be open to participating residents upon reasonable notice.
- The use of Recreation Department equipment copiers, coffee, Recreation equipment is based on availability
- The Resident Lifestyle Group(s) shall agree to abide by the policies and procedures of the Recreation Department and the Village Community Development Districts.
- All groups are subject to review by the Recreation Department or the Village Community Development Districts.
- There is limited storage at Recreation Centers; any storage of items must have prior approval by the Director of Recreation.

#### **IV. Guidelines for Collecting Fees**

Purpose: To better identify what is permissible for Resident Lifestyle Volunteer Leaders pertaining to the collection of money from participants for supplies or products. The Recreation Department has created these guidelines to better assist our Resident Lifestyle Volunteer Leaders to better communicate and inform participants what options are available to them.

Resident Lifestyle Volunteers: Volunteer instructors representing the Recreation Department are prohibited from receiving donations, fees or payment in any form for providing their services. Participants shall not be required to pay an entrance fee to participate in the activity. If a presenter or speaker is scheduled to give a special presentation, a fee may be associated with that special event as long as it has been advertised and scheduled in advance.

Volunteer instructors must offer participants options when it comes to the use of supplies, or products, for their activities. Funds collected for supplies and products must be used to replenish and purchase supplies or products.

The following listed options are approved by the Recreation Department for the purchase and use of supplies and products for Resident Lifestyle Activities.

1. Resident Lifestyle Volunteer Leader must provide a supply list, along with the supplies and price list for those items to be made available for participants to purchase.
2. Supplies and products along with price list must be set-up in the room on a table to allow participants to view and purchase those items voluntarily
3. Participants may purchase supplies during meeting time for the items they use.
4. The items being purchased by participants can not exceed the cost to purchase them.
5. Participants are not required to purchase items from the supply list. Resident Lifestyle Volunteer Leaders may provide participants with a supply list from which they can go out and purchase items on their own.
6. Participants may bring their own supplies for activity.
7. Funds collected for supplies may not be used to support any volunteer instructor services.

The Recreation Department requests the volunteer leader keep any records or receipts of supplies purchased. This will allow accountability for supplies and products purchased and provided. The Recreation Department will provide limited copies and equipment based on available budget. Please contact your Center Manager for more details.

## **V. Resident Lifestyle Room Reservations**

Resident Lifestyle Groups may be scheduled up to one (1) year in advance (the current year plus one). **Resident Lifestyle Groups that have already been scheduled take priority over rentals however,** District Operated or Sponsored events shall have priority in the scheduling of facilities. Relocation or cancellation of any Resident Lifestyle activity must be approved by the Director of Recreation. In the event of a required change, every effort will be made to accommodate the affected group or organization.

Examples:

Recreation Sponsored Activities – Craft Shows, Train Show, Quilt Show, Visual Arts Expo

District Sponsored – Government Day, Elections

## **VI. Facility Permit**

Each Resident Lifestyle Contact will be given a Facility Permit. Facility Permits are customer contracts for the use of the Recreation Department facilities in the Village Center Community Development District (VCCDD) and Sumter Landing Community Development District (SLCDD). Permits are issued for reservations for both indoor and outdoor facilities. The group contact person will be required to review and sign the Facility Permit. Each permit will have a minimum of a twelve (12) month room schedule on the permit.

Facility Permits contain the following information:

- Group Name/Activity
- Meeting Location
- Meeting Date
- Meeting Time
- Notes

Resident Lifestyle Groups will be scheduled in rooms that are conducive to the activity, group size, function and any other factors, such as noise level. This will be done in an effort to meet the needs of other scheduled activities.

The notes section on the Facility Permit provides information about changes to meeting dates, times, or locations due to maintenance or special events. If the room is not available, the group has the option to cancel the meeting or request an alternate location if available. However, there will be times activities will be modified.

The group contact person is responsible for notifying the Recreation staff of any changes to the Facility Permit such as contact(s), meeting cancellations, room changes, day, times, or locations and should notify the media of meeting changes or cancellations. Requests for a dance floor or any other special needs should be made at least one week in advance.

The group contact person should notify Recreation staff if they will not meet during certain time periods so the dates can be deleted from the permit; the room will still be available when the group returns to resume the activity.

Please abide by the start/stop times on the Facility Permit. These times are advertised in the Daily Sun – Recreation News, posted at the Recreation Centers and on the District web site. Permits issued allow for transition time for the room to clear so the next group can enter the room on time. If you require additional time, please contact the Recreation staff at the center where you meet in advance to adjust the permit.

**The group contact person is responsible for notifying group members of any pertinent information on Facility Permits.**

## **VII. Meeting Times**

Board meeting time is available by adding additional time to the beginning or end of the group's regularly scheduled meeting time, or using unscheduled meeting time.

The Recreation Department will review all requests for meeting times and take into consideration other event schedules and activities prior to establishing a meeting time. Room assignments are made based on availability.

Groups shall provide the Recreation Department with the name of at least one contact person. The group contact person must meet with the Recreation Facility Manager or Supervisor at the Recreation Center where the group is scheduled to meet prior to the first scheduled meeting. The contact person will meet with their respective Recreation representative or staff member a minimum of twice a year.

### **1) Room Changes**

To make a change to a room reservation, the group contact must complete and submit a Resident Lifestyle Room Change Request Form to any Regional Recreation Center staff member. Room changes must be approved by Recreation and will be based on room availability. If a group rents/pays to reserve a room, the original room time scheduled may still be used (at no charge). If the group cancels the regularly scheduled room, the group contact person must notify a member of the Recreation staff.

- a) Room Changes Made By Recreation: Regularly-scheduled programs may need to be changed to accommodate the needs of the community as a whole. When special events or room maintenance are scheduled, the Recreation Department will move the group to another facility (at no charge), if requested, based on room availability. There

may be times when a club or activity will be cancelled if no alternative facility is available.

b) Room Changes Made at the Request of a Group:

- i) The group would give up one of their regularly scheduled meeting time(s) for that month.
- ii) Changes will not be made from November 1st to January 1st due to the scheduling of holiday parties.
- iii) Groups may move to a larger center or room no more than twice a year.

The Recreation Department reserves the right to charge additional room fees based on the type and size of events that exceed regular meeting room requirements; this includes revenue-generating and benefit functions.

- c) Special Events: Based on room availability, if groups have bands, catered events or special events, additional time may be scheduled. Groups may adjust their time up to three (3) additional hours (at no charge) for a total of not more than six (6) hours including catering/setup time. All time exceeding six (6) hours will be charged the rental room rate.
- d) Meeting dates scheduled between December 21st and 31<sup>st</sup>: Resident Council groups with regularly-scheduled meeting dates between these dates may request to change the date of their meeting or move to a similar size room at another facility based on room availability. The group will give up the regularly scheduled meeting time and room. There will be no charge for this request.
- e) Groups that Meet in Outdoor Facilities: Resident Lifestyle Groups that usually meet in outdoor facilities may schedule indoor activities up to four (4) times a year (at no charge).
- f) Different Day/Time than Regularly Scheduled Meeting: Based on room availability, groups may request a different day/time utilizing a room of the same size (at no charge). The normal scheduled meeting time/location will be moved to the new date. Requests are not to exceed four (4) times per year.

## **2) Forming an Additional Group / Requesting Larger Meeting Space/ Location**

If a request is made to form an additional group, provide a larger meeting space, and/or new location for a group, the Recreation Department will review the current population/attendance of participants, facility size, and the community interest for adding a similar group before approving a move to a larger meeting space and/or new location. Groups that have approval, and have met the requirements, will be considered for an additional meeting time, larger meeting space and/or new location. The meeting time for the new group will be assigned on the same day, same time, and at a different location. If that time slot is not available, the Recreation Department may assign another time slot that is beneficial for the growth and management of the program.

## **VIII. Recreation Release Agreement (Waiver)**

The Recreation Waiver is required to be completed by all residents that participate in recreational activities or events.

## **IX. Risk Management**

In the event of an emergency requiring fire or medical attention, **call 911** and contact the Recreation staff member on duty. Please become familiar with the nearest phone and address of the facility, and AED machine location. District Public Safety Fire Marshall has final decision of room capacity and fire codes to ensure public health, safety, and welfare.

## **X. Facility Use**

The Recreation Department makes every effort to accommodate as many lifestyle activities for our resident's enjoyment. In order to provide efficient use of facility space the Recreation Department provides a facility guide for determining facility use.

The following average minimum number of attendees must be maintained to reserve a room on a continual basis:

- Billiards Room: 4 out of 6 tables must be in use and unused tables must be offered for any requests.
- Card Room Village Center: 3 tables (12 participants)
- Card Room Regional Center: 10 tables (40 participants)
- Craft Room: 10 participants
- Meeting Room: 25 participants
- Theatre: 50 participants (may be less for dress rehearsals only)
- Outside courts as approved by the Recreation Department

Maximum number of participants and tables are determined by the Director of Recreation, center manager or Room Reservations.

Any unused room may be reserved any time within 24 hours. Setups for these rooms are limited to staff availability and up to 2 tables with 16 chairs. These items are not provided: audio visual including televisions and video equipment, podiums and computers.

Table tennis will be set up on request in available meeting rooms.

Card rooms are preset.

## **XI. Catered and Non-Catered Event Guidelines for Resident Lifestyle Group Functions**

The Recreation Department recognizes that many sponsored activities and groups enjoy hosting events where food and/or beverages are provided. The Recreation Department has approved guidelines for catered and non-catered events and allowing caterer's access to District-owned or managed Recreation Department facilities. These guidelines will allow Recreation to provide quality maintained facilities, and ensure that Recreation is meeting the best interests of the District and those who will be using the facilities.

The Resident Lifestyle Group contact person is required to notify the Recreation Center staff at the Recreation Center where the event is held prior to having a food and/or beverage



function at any regularly scheduled meeting. This allows the Recreation Department to make sure the room is set up properly and not in violation of the District catering agreement.

The Catering Guidelines below are outlined specifically for Resident Lifestyle Groups.

**BYOB is defined as alcoholic beverages for personal consumption and use. Individuals may not sell alcoholic beverages, nor may they be distributed at the event for group consumption. Kegs are prohibited, as BYOB. See Facility Guidelines for additional information and alcohol and liquor license requirements.**

#### Village Center Community Development District (VCCDD) Regional Centers

**Paradise Recreation Center**  
**La Hacienda Recreation Center**  
**Mulberry Grove Recreation Center**  
**Savannah Recreation Center**

(NOTE: Savannah Center kitchen facilities are NOT available.)

Resident Council Groups can bring in own food or use a Florida Licensed and fully insured catering service.

#### Sumter Landing Community Development District (SLCDD) Regional Centers

**Laurel Manor**

Resident Council can bring in own food or use La Hacienda Catering with right of first refusal.

**Lake Miona Recreation Center**  
**Colony Cottage Recreation Center**  
**SeaBreeze Recreation Center**

Resident Council Groups can bring in own food or use a Florida Licensed and fully insured catering service.

## **XII. Facility Scheduling Guidelines**

Open for Business: 7 a.m. (Open pools, setup rooms, scan participants)

Start Times: On the hour or half hour beginning at 7:30 a.m.

Time: 1.5 hours for staff setup medium to large rooms

Between Activities: 1.5 hours for catering setup for catered events

(Setup Time): ½ hour for the group contact and committees to prepare ½ hour in between card rooms for setups and participants enter or exit

Activity Times\*: 3.5 hours Social, Cards and Board Game Activities

1.5 hours Exercise Activities

4 hours Parking Lots

None Pavilions

4 hours Pavilion Activities Moved Indoors

6 hours Special Events

Rental Only Pool Parties (Sundays only)

\*Recommend Average Activity Times do not include setup time.

End Times 10 minutes from the end of the hour or half hour through 9:50 pm

Close 10:00 p.m. (Rentals may be extended past 10:00 p.m. per Recreation Department approval)

Regularly scheduled groups are issued a contract (permit) to use the facilities. The permit includes the scheduled setup, start and end times.

Resident Lifestyle Groups are restricted to residents and eligible guests only. These restrictions apply even when a group is charging admission to an event, unless the Resident Lifestyle Group is paying a rental fee to the District for the use of District facilities.

Pianos will not be moved for Resident Lifestyle Groups or individuals

### **XIII. Proprietary Activities at Recreation Centers (Entertainment Performances, Trade Shows, Expos, Seminars, Special Events)**

The sale of goods and/or services for profit in District facilities requires specific approval from the Director of Recreation.

**For more information regarding Facility Guidelines please obtain a copy on the District web site, [www.districtgov.org](http://www.districtgov.org), from Room Reservations or any Recreation Center.**

### **XIV. Amendments**

The Resident Lifestyle Volunteer Guidelines may be modified at any time by the Recreation Department, upon approval by the Amenity Authority Committee (AAC), the Village Center Community Development District (VCCDD) and the Sumter Landing Community Development District (SLCDD) boards.

### **XV. Discrimination Prohibited**

It is the policy of the Village Community Development Districts that no group holding Resident Lifestyle membership in or enjoying privileges of the Resident Lifestyle Groups shall discriminate against any person on the basis of age, race, nationality, handicap, physical disability, color, creed, religious preference, gender or sexual orientation.

### **XVI. Rules of Conduct**

All Resident Lifestyle Group members and eligible guests shall not be allowed to use offensive or inappropriate language or behavior in or at a Recreation-sponsored activity or facility. Individuals who do not act appropriately will be asked to leave the activity or facility. Having listed those assumptions, the following are intended to provide clarification for all participants:

The use of obscenity, profanity or vulgarity during any Resident Lifestyle activity or in any conversations involving participants will not be tolerated. It is everyone's responsibility to maintain a safe, pleasant and comfortable recreational atmosphere.

Every individual who participates in the Resident Lifestyle Program has the right to be treated with respect. No one should be disparaged or criticized in front of teammates, members and spectators.

The Recreation Department staff representative will investigate and address any complaints or concerns with the designated leader of the group.

## **XVII. ADA**

The following information regarding ADA Auxiliary Aids will provide clarification for managing and directing requests for auxiliary aids for activities at District owned and operated facilities. The person, entity or organization requesting and receiving a facility permit for rental of a District facility shall have the sole responsibility to accommodate qualified individuals pursuant to the Americans with Disabilities Act (ADA). This language will also appear on all Facility Permits issued for any District owned or operated facility:

- District Sponsored Event: If the District organizes or is otherwise in charge or plays an integral part in the event or activity, the District will provide accommodations to a person that is impaired subject to the District's "Policy for ADA Accommodations".
- Non-District Sponsored Event: Resident Lifestyle Volunteer Group Event: Resident Lifestyle Groups are volunteer and non-profit entities which sponsor activities, meetings and events separate from District operations, entities and functions. Requests for auxiliary aids for Resident Lifestyle sponsored events should be directed to the Resident Lifestyle Group Contact listed on the Facility Permit. The Resident Lifestyle Group Contact shall determine the provisions for providing auxiliary aids on a case by case basis, determining whether the request would place an undue hardship on the Resident Lifestyle Group.
- Non-District Sponsored Event: Rental of Facilities: An individual(s) or group(s) sponsors activities, meetings and events separate from District operations, entities and functions. Requests for auxiliary aids for rental of facility events should be directed to the Contact listed on the Facility Permit. The Contact shall determine the provisions for providing auxiliary aids on a case by case basis, determining whether the request would place an undue hardship.



# **Support Documents**

**Survey Request Form  
Volunteer Application  
Sample Permit  
Room Change Form  
Recreation Release Agreement  
Recreation News Announcement Form  
Guest Presenter-Speaker Approval Form**



## Recreation Sponsored Facility Use Application /Survey Request Form

Thank you for your interest in volunteering to be the contact for a recreation sponsored activity. Please complete and return this application to the Recreation Services Representative (RSR) any Regional Recreation Center or Recreation Administration Office. You will be contacted by the RSR or Resident Lifestyle Volunteer Staff after the application has been reviewed.

Visit our website at 'www.districtgov.org' to review the Resident Lifestyle Guidelines for room usage.

Date of Application: \_\_\_\_\_

Name of Activity Group: \_\_\_\_\_

Resident Contact Name: \_\_\_\_\_

Resident ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> Resident Contact Name: \_\_\_\_\_

Resident ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Region Preference (Circle One)

Colony Cottage 750-1935

La Hacienda 753-1716

Laurel Manor 751-7110

Lake Miona 430-2950

Mulberry Grove 259-6040

Paradise 753-0637

Savannah 750-6084

SeeBreeze 750-2488

This application will be reviewed as a **request** and does not guarantee a specific facility, day or time. Permits for room use are issued if approved by a Recreation Manager. Similar activity times will be offered the same day and time as existing activities whenever possible. Please indicate your meeting preferences below and we will try to accommodate your request.

Activity Level (Circle One):      Basic      Intermediate      Advanced      Practice      N/A

Preferred Day (Circle Any):      SU      M      TU      W      TH      F      S

Preferred Time (Include Hours): Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_

Frequency: Twice a Month      Monthly      Quarterly      If Other, Specify: \_\_\_\_\_

Description of Club/Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This Section to be completed by the Staff and submitted to the Recreation Manager for Approval*

RSR Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Survey Approval Date: \_\_\_\_\_

Notifying Contact by phone: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Date of Meeting / Location: \_\_\_\_\_



**Village Community Development Districts' Recreation Department  
VOLUNTEER APPLICATION SHEET**

*The Recreation Department team of volunteers is one of the most important components in assisting staff in providing lifestyle services to our community. Your interest to commit your time, talents, skills and energy to this dynamic organization enhances the quality of life for your fellow residents. On behalf of the Recreation Department staff we appreciate your interest!*

**APPLICANT INFORMATION**

**DATE** \_\_\_\_\_

(Print Clearly)

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

**Name** \_\_\_\_\_ **Primary Phone** \_\_\_\_\_

**Relationship to you** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**WHY DO YOU WANT TO VOLUNTEER FOR THE RECREATION DEPARTMENT?** \_\_\_\_\_

**TELL US ABOUT YOUR MOST RECENT VOLUNTEER EXPERIENCE** \_\_\_\_\_

**CURRENT AVAILABILITY**

**Total Number of hours per week you can volunteer** \_\_\_\_\_

**LIST BELOW THE HOURS YOU ARE AVAILABLE (FROM – TO) EACH DAY:**

DAYS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							

**PLEASE LIST ANY SPECIAL SKILLS, TRAINING, EXPERIENCE AND SPORT(S) OR  
ACTIVITY/ACTIVITIES YOU WOULD LIKE TO HELP WITH:**

**DO YOU HAVE COVERAGE/SUBSTITUTE IN YOUR ABSENCE?**    ☐ YES                      ☐ NO

**IS THERE ANYTHING THAT MIGHT AFFECT YOUR ABILITY TO COMPLETE A VOLUNTEER  
ASSIGNMENT?**            ☐ YES                      ☐ NO

**IF YES, EXPLAIN** \_\_\_\_\_

(OVER)

**REFERENCES:**

Please print the **COMPLETE** mailing addresses of three people we may contact (**excluding relatives & roommates**) who have know you for more than two years. Local references preferred.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_

**APPLICANT STATEMENT**

\_\_\_\_\_ I authorize references listed in this application to provide information they may have regarding my character and fitness for volunteering with my fellow residents.

\_\_\_\_\_ I release all such references from any liability for furnishing such evaluations provided they do so in faith and without malice.

\_\_\_\_\_ Should my application be accepted, I agree to be bound by the resident lifestyle guidelines and to refrain from any misconduct in the performance of my services on behalf of the VCDD Recreation Department.

Is there any fact or circumstance involving you or your background that would call into question you being entrusted with the supervision and guidance of your fellow residents?

☐ Yes ☐ No

**Acknowledgement**

☐ I have thoroughly read this application and confirm that the information is accurate to the best of my knowledge and in good faith.

☐ I agree to abide by the Resident Lifestyle Volunteer Guidelines and understand that if at any time I have questions regarding same that I can contact any member of the Recreation Administration team for assistance.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Villages ID #**

\_\_\_\_\_  
**Date**

## **RECREATION CODE OF CONDUCT**

When the Recreation Department undertakes programs and activities, we have certain expectations. We require that since you have applied to participate in recreation activities you agree to do so within the department rules and regulations that govern same. In addition we require that you will address any/all issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. The use of obscenity, profanity or vulgarity in any conversations involving participants or department staff will not be tolerated.
2. It is everyone's responsibility to maintain a safe, pleasant and comfortable playing atmosphere.
3. Every individual who participates in this program has the right to be treated with respect. The Golden Rule "Do unto others as you would have them do unto you" prevails.

### **OUR CORE VALUES**

***WE ARE A BIG COMPANY WITH A SMALL COMPANY FEEL AND FAMILY VALUES. WE BELIEVE THE FOLLOWING VALUES ARE CRITICAL TO OUR SUCCESS. WE STRIVE TO PROMOTE THESE VALUES AND DEMONSTRATE OUR COMMITMENT TO THEM WITH OUR WORDS AND ACTIONS DAILY.***

- **Hospitality**

*We believe that "the handshake of the host determines the taste of the roast."*

- **Hard Work**

*We exceed expectations with our effort and results.*

- **Stewardship**

*We treat The Villages as ours to protect and nourish.*

- **Creativity**

*We embrace change for the purpose of finding a better way.*

### **Acknowledgement**

**I have read, fully understand and will abide by the "Recreation Code of Conduct" and "Core Values" as outlined above. I also understand that, if at any time I have questions regarding same that I can contact any member of the Recreation Department for assistance.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

For questions regarding the Volunteer Application and opportunities or the Recreation Code of Conduct please call La Hacienda Recreation Business Office at 352-753-1716 or visit our web site at [www.districtgov.org](http://www.districtgov.org).



## Village Center District

3201 Wedgewood Lane  
The Villages, FL 32162

(352) 751-6714

Sample Permit  
Group Contact Name  
Group Contact Address  
The Villages, FL 32159

## Facility Permit

Status: Approved

Customer Type: Recreation Sponsored

Authorized Agent: Group Contact

Home: (352) 999-9999

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
03/15/2006 Patti Adams	10360	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00

### RESERVATIONS

EVENT NAME		FACILITY	CENTER			
<b>Activity Name As It Appears In the Media</b>		<b>Jose Iturbi</b>	La Hacienda Center 1200 Avenida Central The Villages, FL 32159			
Type: Exclusion						
DATES RESERVED		HRS	DATES RESERVED		HRS	
Tuesday - 3/14/2006		07:00 AM to 09:00 AM	2	Wednesday - 3/15/2006	07:00 AM to 09:00 AM	2
Total Number of Dates: 2			Total Number of Hours: 4			

**NOTES:** Describe when the group meets here.  
Include the name of the 2nd contact here.  
Add any notes about the group including dates that the room is not available (i.e., for holidays or special events)  
Add any notes about changes made during the year

### ADDITIONAL CUSTOMER INFORMATION

Company Phone 1: (352) 999-9999

### DISCLAIMERS

THE VILLAGES INC. AND VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICTS ASSUME NO RISK OF LIABILITY IN THE USE OF THESE FACILITIES.

ANY SPECIAL NEEDS OR REQUESTS SHOULD BE SUBMITTED 48 HOURS IN ADVANCE BY CALLING THE RECREATION CENTER WHERE YOUR MEETINGS ARE HELD.

"ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE DISTRICT CUSTOMER SERVICE OFFICE AT (352) 753-4508 AT LEAST FIVE (5) CALENDAR DAYS PRIOR TO THE MEETING. THE DISTRICT WILL MAKE THE NECESSARY REASONABLE ARRANGEMENTS TO ASSIST THE RESIDENT WITH THEIR REQUEST FOR DISTRICT SPONSORED EVENTS OR ACTIVITIES."

RESIDENT COUNCIL GROUPS ARE VOLUNTEER AND NON-PROFIT ENTITIES WHICH SPONSOR ACTIVITIES, MEETINGS AND EVENTS SEPARATE FROM DISTRICT OPERATIONS, ENTITIES AND FUNCTIONS. REQUESTS FOR AUXILIARY AIDS FOR RESIDENT COUNCIL SPONSORED EVENTS SHOULD BE DIRECTED TO THE RESIDENT COUNCIL CONTACT LISTED ON THE FACILITY PERMIT. THE RESIDENT COUNCIL CONTACT SHALL DETERMINE THE PROVISIONS FOR PROVIDING AUXILIARY AIDS ON A CASE BY CASE BASIS, DETERMINING WHETHER THE REQUEST WOULD PLACE AN UNDUE HARDSHIP ON THE RESIDENT COUNCIL GROUP.

RESIDENT COUNCIL GROUPS ARE FOR RESIDENTS & GUESTS WITH VALID IDS ONLY. PLEASE HAVE ALL MEMBERS CARRY THEIR VILLAGES ID WITH THEM TO ALL RECREATION SCHEDULED FUNCTIONS. DUE TO POPULARITY RESULTING IN HIGH ATTENDANCE AT CLUBS/ACTIVITIES HELD AT THE RECREATION CENTERS, RESIDENTS ARE GIVEN PRIORITY.

RESIDENT COUNCIL GROUPS THAT UTILIZE REGIONAL RECREATION CENTERS (OTHER THAN LAUREL MANOR) CAN USE ANY FLORIDA LICENSED AND FULLY INSURED CATERING SERVICE. \*CATERING SERVICES ARE NOT PERMITTED TO USE THE KITCHEN FACILITIES AT THE SAVANNAH CENTER. \*\*LA HACIENDA CATERING SERVICE HAS RIGHT OF FIRST REFUSAL FOR THE LAUREL MANOR REGIONAL RECREATION CENTER. RESIDENT COUNCIL GROUPS CAN ALSO BRING IN THEIR OWN FOOD.

REGIONAL RECREATION CENTER KITCHEN USE BY RESIDENT COUNCIL CLUBS CAN BE SCHEDULED WITH RECREATION STAFF FOR STORAGE AND PLACEMENT OF PREPARED FOOD ITEMS WITH THE EXCEPTION OF SAVANNAH CENTER KITCHEN.

RESIDENT COUNCIL GROUPS MEETING AT VILLAGE RECREATION CENTERS CAN BRING IN THEIR OWN FOOD OR UTILIZE ANY CATERING SERVICE.

BYOB IS DEFINED AS ALCOHOLIC BEVERAGES FOR PERSONAL CONSUMPTION AND USE. INDIVIDUALS MAY NOT SELL ALCOHOLIC BEVERAGES, NOR MAY THEY BE DISTRIBUTED AT THE EVENT FOR GROUP CONSUMPTION - SERVING ALCOHOLIC BEVERAGES REQUIRES THE PROPER BEVERAGE LICENSE.

"RESIDENT COUNCIL CLUBS, ORGANIZED OR OPEN CARDS AND BOARD GAMES THAT ALLOW PENNY-ANTE GAMES MUST ADHERE TO THE FLORIDA STATUTES 849.085, FAILURE TO DO SO WILL RESULT IN LOSS OF ROOM PRIVILEGES AND POSSIBLE CIVIL AND CRIMINAL PROSECUTION BY THE STATE ATTORNEY'S OFFICE."

THE ROOM SHOULD BE LEFT THE WAY IT WAS FOUND AT THE START OF THE MEETING. KITCHENS ARE TO BE SHARED AND CLEANED UP AFTER USE.

GROUPS ARE NOT TO STORE ANY ITEMS IN THE RECREATION CENTERS WITHOUT PRIOR APPROVAL FROM RECREATION DEPARTMENT.

PLEASE ABIDE BY THE START AND STOP TIMES ON THIS CONTRACT. CARD ROOMS ARE TO BE VACATED 30 MINUTES PRIOR TO THE PERMITTED TIME IN ORDER TO GIVE EVERYONE AN EQUAL OPPORTUNITY TO PARTICIPATE.

RESIDENT COUNCIL SUPPORT GROUPS THAT ARE RECOGNIZED THROUGH THE AMERICAN MEDICAL ASSOCIATION QUALIFY TO HAVE A MAXIMUM OF TEN (10) NON-QUALIFIED GUESTS ATTEND THEIR MEETINGS. SIGN IN SHEETS AND ROSTERS WILL BE MAINTAINED AND PROVIDED TO THE RECREATION DEPARTMENT BY THE RESIDENT COUNCIL GROUP LEADER.

THE RECREATION DEPARTMENT RESERVES THE RIGHT TO ALTER OR CANCEL THIS CONTRACT AT ANY TIME.

THE SELLING OF ANY PRODUCTS, GOODS OR SERVICE FOR PROPRIETARY/PROFIT IS STRICTLY PROHIBITED. PARTICIPANTS SHALL NOT BE REQUIRED TO PAY AN ENTRANCE FEE TO PARTICIPATE IN THE ACTIVITY. IF A PRESENTER OR SPEAKER IS SCHEDULED, A FEE MAY BE ASSOCIATED WITH THE SPECIAL EVENT AS LONG AS IT HAS BEEN ADVERTISED AND SCHEDULED IN ADVANCED.

FOR A COMPLETE LISTING OF FACILITY INFORMATION PLEASE VISIT OUR WEBSITE [WWW.DISTRICTGOV.ORG](http://WWW.DISTRICTGOV.ORG) TO OBTAIN A COPY OF THE RESIDENT COUNCIL GUIDELINES OR VISIT THE RECREATION CENTER WHERE YOU MEET.

WHEN THERE IS A CHANGE OF OFFICERS/CONTACT PERSON WITHIN THE ORGANIZATION, IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO NOTIFY THE RECREATION COORDINATOR OF THESE CHANGES.

IT IS THE RESPONSIBILITY OF THE OFFICER/CONTACT PERSON TO FULLY UNDERSTAND THE PERMIT NOTING MEETING DATES AND TIMES. THE NOTES ON THIS PERMIT ARE A VALUABLE RESOURCE. PLEASE READ THE NOTES CAREFULLY TO FULLY UNDERSTAND ANY CHANGES IN YOUR MEETING DATES AND LOCATION.

I UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY THE RECREATION COORDINATOR OF ANY CHANGES IN OFFICERS/CONTACT PERSON AND I HAVE RECEIVED A COPY OF MY PERMIT, ALONG WITH A COPY OF THE RESIDENT COUNCIL GUIDELINES AND HAVE REVIEWED MY MEETING TIME, DATES AND LOCATION.

SIGNED:\_\_\_\_\_ DATE:\_\_\_\_\_

RECREATION COORDINATOR 753-1716  
IN CASE OF AN EMERGENCY, DAIL 911  
COMMUNITY WATCH, 753-0550



## Resident Lifestyle Change Form

*This application will be reviewed as a REQUEST and does not guarantee a specific facility, day or time. Request must be submitted a minimum of three (3) weeks prior to the actual meeting date. Once form is received at the Rec. Admin. Office it can take up to two (2) business days for review. Visit our website at [www.districtgov.org](http://www.districtgov.org) to review the Resident Lifestyle Volunteer Guidelines for room usage. Only Permit Holder or 2<sup>nd</sup> Contact is authorized to Request Changes. Form must be signed*

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Permit #: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_

New Group Leader: \_\_\_\_\_

Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_

Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### CURRENT ACTIVITY

### CHANGE REQUESTED:

#### Type of Change:

*Date / Location / Room Size / Time*

Date \_\_\_\_\_ Day \_\_\_\_\_

Location \_\_\_\_\_

Room(s) \_\_\_\_\_

Time:

Start \_\_\_\_\_ End \_\_\_\_\_ Setup \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_

Location \_\_\_\_\_

Room(s) \_\_\_\_\_

Time:

Start \_\_\_\_\_ End \_\_\_\_\_ Setup \_\_\_\_\_

*Has this RLV Group requested to move to a large room? Yes / No If yes, How many times? \_\_\_\_\_*

*Has this RLV Group requested any additional meeting dates? Yes / No If yes, How many times? \_\_\_\_\_*

Reason for Change / Notes: \_\_\_\_\_

Permit Holder or 2<sup>nd</sup> Contact Signature: \_\_\_\_\_

*\*Changes will not be made from November 1<sup>st</sup> to January 1<sup>st</sup> due to the scheduling of holiday parties.*

*This section to be completed by an RSR and submitted to the Recreation Manager for approval.*

RSR Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Recreation Manager Approval Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

**2010 Recreation Release Agreement  
The Village Center Community Development District  
Sumter Landing Community Development District**

In consideration of being permitted to participate in recreational activities or events (the Activity or Activities) sponsored, promoted, held, or conducted by the Activity Sponsor (as defined herein), I, for myself and for my executors, administrators, personal representatives, assigns, heirs, and next of kin, DO HEREBY:

1. RELEASE, WAIVE, FOREVER DISCHARGE, HOLD HARMLESS, AND COVENANT NOT TO SUE The Villages of Lake-Sumter, Inc., The Villages Holding Company, The Villages Operating Company, The Village Center Community Development District, Sumter Landing Community Development District, The Villages Recreation Department, The Villages Golf Department, Golf Management Solutions, LLC, State of Florida Sports Foundation, any sponsor, advertiser, and promoter of any of the Activities, and any owner or lessee of the premises where the Activities are held or conducted, and each of them, their officers, directors, members, executives, agents, employees, affiliates, representatives, successors and assigns (collectively and individually referred to as the Activity Sponsor) of all liability to me or my executors, administrators, personal representatives, assigns, heirs, and next of kin, for any and all loss or damage, and all claims or demands therefore, on account of injury to my person or property or resulting in my death, arising out of or in any way connected with my participation or involvement in or presence at the Activities, suffered before, during or after the Activities, whether caused by the negligence, action or inaction of the Activity Sponsor or otherwise. This release applies for all future entrances to the premises or this release applies each and every time a person is on the premises.

2. INDEMNIFY AND HOLD HARMLESS the Activity Sponsor from and against any loss, liability, damage or cost that I or any of my guests may incur due to participation or involvement in or presence at the Activities, whether caused by negligence, action or inaction of the Activity Sponsor or otherwise.

3. ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or in any way connected with my participation or involvement in or presence at the Activities suffered before, during or after the Activities, whether caused by the negligence, action or inaction of the Activity Sponsor or otherwise. I understand that my participation or involvement in or presence at the Activities carry the risk of injury or death or property damage and I accept and assume that risk fully, freely and voluntarily.

4. AGREE that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by Florida law, and that if any portion is held invalid for any reason, the balance should notwithstanding, continue in full legal force and effect.

5. AGREE that this release agreement is intended to apply to my or my guest's participation or involvement in or presence at any Activity. The Activity Sponsor has made no representations or inducements apart from the foregoing.

6. IRREVOCABLY GRANT to the Activity Sponsor the absolute right and permission to use any pictures, photographs, movies, images, videos, recordings, or motion pictures taken of me or my property by the Activity Sponsor (collectively the Images ) and to further use any statements, quotes, recordings or testimonials made by me (collectively the Testimonials); To copyright the Images or Testimonials in the Activity Sponsors own name or in any name Activity Sponsor may choose; To use, re-use, publish, display or reproduce the Images or Testimonials in any medium and for any commercial purpose whatsoever, including but not limited to, promotion, advertising, display, sale or trade, without restriction or limitation; To use my name in connection with the use of any such Images or Testimonials at the Activity Sponsors sole discretion; all without compensation, royalty or remuneration of any kind. I waive any rights to inspect or approve the Images or the Testimonials, their use, or any printed or audio matter that may be used in connection therewith, without restriction or limitation, whatsoever. I hereby release and forever discharge the Activity Sponsor from any and all claims and demands arising out of or in connection with the use of the Images or the Testimonials, including, but not limited to, any claims for slander, libel or invasion of privacy or right of publicity, as well as any claims due to any technical failures or distortions in the Images or Testimonials that may occur in taking the original Images or Testimonials, or in the subsequent processing thereof. I waive any right, title or interest in or to the Images or Testimonials and acknowledge that the Activity Sponsor is the sole and absolute owner thereof and of any printed material, electronic media, negatives, film, video tape or audio tape containing such Images or Testimonials.

7. AGREE to abide at all times to the following **Code of Conduct** at any Activity: The use of obscenity, profanity or vulgarity in any conversations involving participants will not be tolerated. It is everyone's responsibility to maintain a safe, pleasant and comfortable playing atmosphere. Every individual who participates in this program has the right to be treated with respect. No one should be disparaged or criticized in front of teammates and spectators. Bring your complaints or concerns to your recreation department representative. They will investigate and address any concerns. I further agree that my participation or involvement in or presence at any Activity is a privilege rather than a right, and that the Activity Sponsor reserves the right within its sole discretion to revoke my or my guest's Activity Privileges, for violations of the Code of Conduct.

**I HAVE READ THE FOREGOING AGREEMENT AND THE CODE OF CONDUCT IN ITS ENTIRETY AND I HEREBY FREELY AND VOLUNTARILY SIGN THIS AGREEMENT, INTENDING TO BE BOUND THEREBY.**

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Participant Name (Please Print): \_\_\_\_\_

Street Address/City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

Village ID Number: \_\_\_\_\_

# The Villages<sup>®</sup> MEDIA GROUP

## RECREATION NEWS ANNOUNCEMENT FORM

Date (s) you would like this notice printed: \_\_\_\_\_

Event announcements are due by noon on the Monday before the Thursday you would like your item printed. The best way to submit an announcement is by e-mail to [recreationnews@thevillagesmedia.com](mailto:recreationnews@thevillagesmedia.com), using this form as a guideline. Otherwise, forms may be picked up at The Villages Media Group office, 1100 Main St., The Villages. Forms can be returned to the above address or faxed to 753-2380. Please type or print information so it will be legible. For information, call Holly Lawler at 753-1119, ext. 9320.

(Name of group) \_\_\_\_\_

will meet at (time) \_\_\_\_\_

on (day of week, date) \_\_\_\_\_

at (place, name of city) \_\_\_\_\_.

(Details of meeting, i.e. speakers, topics to be covered)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

For more information, contact  
(name of person) \_\_\_\_\_

at (phone number, e-mail address) \_\_\_\_\_

or see the Web site \_\_\_\_\_.

### DISCLAIMER

The Recreation News is provided to offer District information to residents regarding District events and Recreation Department programs and services offered in VCDD Recreation facilities. Due to the numerous clubs and activities that use VCDD Recreation facilities the Recreation News will publish, based on space availability, only approved clubs and activities using Recreation facilities. All other groups may submit their notices to The Villages Daily Sun for consideration to be published.

## Resident Lifestyle Guest Presenter/Speaker Approval

Resident Lifestyle Volunteer Groups are allowed to have non-resident guest presenters/speakers on a **limited** basis with prior approval by the Director of Recreation. Request must be submitted a minimum of five (5) business days prior to the actual meeting date. Visit our website at [www.districtgov.org](http://www.districtgov.org) to review the Resident Lifestyle Volunteer Guidelines. **Only Permit Holder or 2<sup>nd</sup> Contact is authorized to request a guest presenter/speaker.**

<b>Group Name:</b> _____ _____ <b>Leader Name:</b> _____ _____ <b>2<sup>nd</sup> Contact:</b> _____ <b>Address:</b> _____	<b>Date:</b> _____ <b>Permit #:</b> _____ <b>Contact Phone#:</b> _____ _____ <b>Phone#:</b> _____ <b>Email:</b> _____
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### Guest Presenter/Speaker Information

<b>Presenter/Speaker Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
<b>Organization Representing:</b> _____	<b>Phone #:</b> _____

### Presentation Information

<b>Date</b> _____	<b>Day</b> _____
<b>Location</b> _____	<b>Room(s)</b> _____
<b>Meeting Time: Start</b> _____	<b>End</b> _____ <b>Setup</b> _____
<b>Time of Presentation:</b> _____	
<b>Fees Involved:</b> ____ Yes ____ No <b>If Yes Please Explain:</b> _____	

**Purpose of Presentation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Permit Holder or 2<sup>nd</sup> Contact Signature:** \_\_\_\_\_

*This section to be completed by an RSR and submitted to the Recreation Manager for approval.*

<b>RSR Name:</b> _____	<b>Date Submitted:</b> _____
<b>Department Director Approval Initials:</b> _____	
<b>Notes:</b> _____	