



RESIDENT COUNCIL GUIDELINES

I. GENERAL INFORMATION

1) Resident Council Definition

The Resident Council is an organization of the leaders of clubs or activity groups that supplement lifestyle services for the residents of the Villages.

The Resident Council works with the Recreation Department in coordination of services, scheduling, support staff, communications, facilities and other related services that will benefit the community.

2) Discrimination Prohibited

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

3) Membership

To become a Resident Council group, the group contact person completes a Resident Council Survey Request Form (Attachment A) and Volunteer Application Sheet (Attachment B) and submits the request to the Recreation Department. Groups may hold membership in the Resident Council by meeting the following criteria:

- a) All groups are subject to review by recreation department to maintain resident council eligibility requirements.
- b) Membership shall be restricted to residents of the Villages. Resident Council groups shall provide a list of members to the Recreation Department.
- c) Residents are required to present their Resident ID to attend the activity.
- d) Eligible guests may attend a Resident Council sponsored activity. An eligible guest is any person who is registered in the Guest ID Card system.
- e) Guests must present a valid Guest ID and photo ID prior to attending any Resident Council activity. Guests are not eligible to become members of a Resident Council group.
- f) Groups are allowed to have non-resident guest presenters/speakers on a limited basis with prior approval by the Recreation Department.

- g) Residents are encouraged to check with a prospective group about the group's expectations, membership requirements, dues and other fees, etc., prior to joining.
- h) 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 group.
- i) The group(s) shall agree to abide by the policies and procedures of the Recreation Department and Community Development District(s).

4) Recreation Code of Conduct

When the Recreation Department accepts the application of a group for membership in the Resident Council, the department assumes that since the group has applied to participate in recreation activities, the group agrees to abide by Recreation Department rules and regulations. The Department assumes the group will address any issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues. The guiding principle will be The Golden Rule – *“Do unto others as you would have them do unto you.”*

5) Conduct Rule

All Resident Council 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:

- a) The use of obscenity, profanity or vulgarity during any Resident Council activity or in any conversations involving participants will not be tolerated.
- b) It is everyone's responsibility to maintain a safe, pleasant and comfortable recreational atmosphere.
- c) 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, members and spectators.
- d) Complaints or concerns are to be addressed by the Recreation Department representative. The recreation department staff will investigate and address any concerns with the designated leader of the group.

6) Resident Council General Information

- a) Groups shall fulfill a social, recreational, educational, emotional or physical need of its members.
- b) The records (membership, bylaws, financial, operating procedures, etc.) of each group shall be open to public inspection upon reasonable notice.
- c) Room assignments are made based on availability for up to 3.5 hours.
- d) The Group contact person shall attend an orientation meeting with the Recreation Director at the Recreation Center where the group is scheduled to meet prior to the first scheduled meeting.

- e) Groups must meet a minimum of four times in a fiscal year (October-September) annually in order to maintain their Resident Council status.
- f) District Recreation Release Waivers/Code of Conduct forms (Attachment C) are required to be completed by all residents that participate in recreational activities or events.
- g) 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.
- h) In case of emergency, call 911. Following the resolution of the emergency, an Incident Report shall be filed and the Recreation Representative at the center where the activity is scheduled shall be notified by the group's designated leader.
- i) Groups shall provide the Recreation Department with the name, address, telephone number, and email address of at least two contact persons.
- j) The group contact person will meet with their respective Recreation Representative or staff member a minimum of twice a year.

II. FACILITY GUIDELINES

7) Facility Policy

Meeting the needs of The Villages community residents is the primary objective of the District facilities.

The District provides a convenient, effective, organized operation for the application, scheduling and use of the District facilities for organized events.

This policy establishes the process, procedures and criteria for providing for the safe use and enjoyment of events and activities, and defines what activities are permitted to be held in the District facilities.

- a) No unaccompanied use of the facilities by any person under 19 years of age shall be allowed.
- b) Smoking is prohibited in all facilities under Florida State Law.
- c) In accordance with Florida State Law, Gambling, except as authorized by FSL, is prohibited.
- d) No alcoholic beverages are permitted to be served or consumed on the premises except as specifically authorized by agreement between the District and the Applicant for use of the premises.
- e) **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.**
- f) If service of alcoholic beverages is authorized, the Applicant agrees to fully comply with all state and local laws and ordinances concerning the service of such beverages.
- g) Air conditioning and heating shall be controlled and monitored by the District staff, and any adjustments must be made by the District staff only.

- h) Sound systems are pre-set for each Recreation Center. They shall be controlled and monitored by the District staff, and any adjustments must be made by the District staff only.
- i) No unauthorized use of thumbtacks, nails, pins, tapes, adhesives, or any type of connector to the walls, curtains or stages will be allowed.
- j) Nothing will be suspended from the ceiling without prior approval.
- k) Animals are prohibited without prior approval, unless they are certified service animals assisting individuals with disabilities.
- l) All equipment and set-ups will be done by authorized personnel, or as approved by the District.
- m) The sale of goods and/or services for profit in the District facilities requires specific approval from the District Manager.
- n) **Resident Council 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 Council group is paying a rental fee to the District for the use of District facilities.**
- o) No birdseed, rice or rose petals are allowed.
- p) Candles are permitted only if enclosed in non-flammable containers. No open flames, sparklers or oil lamps shall be allowed.

8) Facility Permits

Each Resident Council Contact will be given a Facility Permit (Attachment D). Facility permits are customer contracts for the use of the Recreation Department facilities in the Village Center District (VCD) and Sumter Landing District (SLD). 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.

Resident Council groups may be scheduled up to one (1) year in advance; however, these will be scheduled with the provision that the group may be moved to another facility or canceled should the facility be rented for special and/or catered events.

Facility Permits contain the following information:

- a) Group Name/Activity
- b) Meeting Location
- c) Meeting Date
- d) Meeting Time
- e) Notes

Resident Council 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, as well as the benefit to this group.

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 cancelled.

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. 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 the Recreation staff if they will not meet during certain months 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 and posted at the Recreation Centers. Permits issued with meeting times ending 10 minutes prior to the hour or half hour allow for 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 in advance to adjust the permit.

The group contact person is responsible for notifying group members of any pertinent information on facility permits.

9) Scheduling Exceptions

Regularly scheduled activities shall terminate no later than 10:00 pm. Special events and rentals requiring later closing times may be scheduled until 11 pm, or as approved by the Recreation Representative.

Recreation centers and offices are closed on the following holidays – there will be no room setups and no scheduled activities. Outside facilities and equipment storage units are open.

Easter	Christmas Day
Thanksgiving Day	New Year's Day

Recreation center offices are closed on the following holidays – the centers are open and facilities and room setups are available:

Memorial Day	Veteran's Day
Labor Day	

Christmas Eve and July 4th Scheduling: No regular activities will be scheduled after 6 pm on Christmas Eve and July 4th, except as authorized.

New Year's Eve Scheduling: Any group regularly scheduled to meet at or after 1 pm on New Year's Eve will be canceled due to room setup time that is required for events held that evening.

10) Room Changes

To make a change to a room reservation, the group contact person must complete and submit a Resident Council Room Change Request Form (Attachment E) to any Recreation Department 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 31st:** 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 Council 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.

11) 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 moving 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.

12) Floor Plan Guidelines - Room Set Up For Group Activities

The Recreation Department tries to accommodate the needs of the many groups that meet at the various Recreation Centers. The following guidelines were developed to assist in communication and coordination with the group contact person and staff to meet their expectations.

- a) **Card Rooms:** Card rooms are pre-set rooms; groups that rearrange the rooms (from standard set-up) are expected to return the room to its original set-up.
- b) **Standard Room Set-Up:** Resident Council groups shall file a standard setup plan. The assigned room will be set up for your regularly scheduled meeting. The Recreation Department has floor plans for you to choose from for your convenience. Additional equipment is provided on request based upon availability.

If you need to vary from your standard room set-up, notify the Recreation Staff at the Recreation Center where you meet at least one week in advance; there is a set supply of tables and chairs for use in each Recreation Center.

- c) **Banquet Tables:** Circular banquet tables are to be used for special and catered event activities only. Regularly scheduled activities will be provided with standard rectangular tables.

If you have any questions, please contact the Recreation staff at the Recreation Center where you meet.

13) Picnic Pavilions

The Recreation Department offers picnic pavilions at Village and Regional Recreation Centers for social activity. The picnic pavilions at the Village and Regional Recreation Centers are for the use of Village residents and their guests. The picnic pavilions may be reserved based on availability. To reserve a picnic pavilion,

contact the Recreation Center where the event is to be held. If not reserved, they are on a space-available basis; first-come, first-served.

14) Sports Pools

The Regional Center Sport Pools listed below may be rented on Sundays only for qualified Village Residents. To rent sports pools, please call the reservations number. Guests are permitted to attend a rental event. Savannah Sports Pool is excluded from pool rentals and will be used for scheduled activities.

Regional Center Sports Pools Available for Rentals Include:

- La Hacienda
- Lake Miona
- Laurel Manor
- Mulberry Grove
- Other regional centers that have sports pools as they open

Rules for Sports Pool Parties:

- a) **IN CASE OF EMERGENCY DIAL 911**
- b) **NO SMOKING** within the confines of the Sports Pool. The confines of the pool include the following: the pool, pool deck, and the dressing and restrooms.
- c) **NO GLASS CONTAINERS** will be allowed within the confines of the Sports Pool. Broken glass will result in the total closing of the pool.
- d) The Recreation Department will supply three 8-foot tables, if requested, at the pool site. If additional tables are needed, contact the recreational center where the event will be held. The resident will be responsible for checking in and returning the tables and other supplies.
- e) Users of the pool must bring their own chairs. Chairs and tables are allowed to be brought onto the pool decks.
- f) Credit will be given for a rain out within one year from date of the event.
- g) Outside catering services are permitted at sports pools by catering services licensed by the State of Florida. Residents may supply their own food. All food and beverages will be kept 12-feet outside the pool edges.
- h) The people using the pool for a party are responsible for cleaning up the debris from the party and placing the trash in receptacles, and tying up bags.
- i) A grill must have a mat underneath it and used outside of the pool deck, in the parking lot only.
- j) Recreation staff will be available to assist your group function.

III. FOOD AND BEVERAGES

15) Bring Your Own Bottle (BYOB)

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.

16) Catered and Non-Catered Event Guidelines for Resident Council 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 Council 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.

17) Catered Events

A catered event is defined as any event where food and/or beverages are prepared, served or provided by a contracted proprietary licensed food and/or beverage operator, on-site or off-site, to serve Resident Council groups at their regularly scheduled meeting at a Recreation Department facility. In exchange for rendering services, the provider is paid monetarily. It is the responsibility of the Resident Council group contact person that the caterer meets all licensing requirements for food and/or beverage services. It is considered a catered function if a third party sponsors or provides catering or goods and/or services.

Catered events must be scheduled at least 45 days prior to an event unless approved by a Recreation Department Director. A security deposit is required for all catered events.

Following is a breakdown of Catering for indoor facilities at Regional Recreation Centers. La Hacienda Catering has Board Approved Agreement for providing catering services at Regional Centers.

18) Recreation Center Name

Catering Allowed

Savannah Regional Recreation Center	La Hacienda Catering
Mulberry Grove Regional Recreation Center	La Hacienda Catering
Lake Miona Regional Recreation Center	La Hacienda Catering
Laurel Manor Regional Recreation Center	La Hacienda Catering
La Hacienda Regional Recreation Center	Any Licensed Caterer
Paradise Regional Recreation Center	Any Licensed Caterer

La Hacienda Catering will be the exclusive caterer at any Regional Recreation Center that opens after January 1, 2006.

Events at Regional Recreation Center sports pools and picnic pavilions may be

catered by any licensed catering service. **Any licensed catering service may be used and food may be picked up and/or delivered to any Village and Neighborhood Recreation Center.**

Additional Information:

- a) No hot pans, hot plates, warmers, etc. will be set on any surface without adequate heat protection. No coolers shall be placed directly on the floor. Adequate protection from condensation and/or leaks must be taken to prevent water stains on carpets, floors or equipment.
- b) All food prep must be confined to kitchen areas, if using the kitchen facilities.
- c) Caterer/applicant is responsible for cleaning kitchen and equipment thoroughly after function.
- d) Trash receptacles are provided at all facilities. No liquid shall be deposited in trash receptacles; sinks are to be used for liquid waste.
- e) Garbage must be bagged and removed to the dumpster by the caterer.
- f) Any food or liquid spills shall be cleaned up promptly.
- g) Any set up or schedule changes must be given to Recreation Representative 48 hours prior to event.
- h) Caterer representative must be present during and until the end of the event.
- i) Two hours will be allowed for catering setup.

19) Non-Catered Events

A non-catered event is defined as any event where the food and/or beverages are prepared, served or provided by the group, or the members of the group, and no proprietary operation is overseeing, sponsoring or providing food for the event.

La Hacienda: Food and/or beverages can be delivered and/or picked up and brought to the center by the contracting party.

Lake Miona: Food and/or beverages can be delivered and/or picked up and brought to the center by the contracting party.

Laurel Manor: Food and/or beverages can be delivered; food and/or beverages can be picked up and brought to the center by the contracting party.

Mulberry Grove: Food and/or beverages can be delivered; food and/or beverages can be picked up and brought to the center by the contracting party.

Paradise: Food and/or beverages can be delivered and/or picked up and brought to center.

Savannah: No delivery is allowed at the Savannah Recreation Center pursuant to the "Agreement for Catering Service" approved by the District Boards. Food and/or beverages can be picked up and brought to center.

Regional Recreation Centers that open after January 1, 2006 will follow the same guidelines for Catered and Non-Catered Events.

Recreational facilities are open Monday thru Sunday 7:00 am to 10:00 pm. Regional Recreation Center kitchens are not available for use. If you would like to have food and/or beverages delivered, a Resident Council Food and Beverage Delivery Request

Form (Attachment F) must be completed and turned into center where event is scheduled. This application will be viewed as a request and does not guarantee approval of food and beverage delivery. The Recreation Department staff will make every effort to meet your request.

The sale of alcoholic beverages at an event is prohibited. One or more person(s) cannot purchase alcoholic beverages to be sold at the event.

Delivery Information:

- a) Delivered food items shall be limited to pizza, sandwich trays and other food items that do not require any onsite preparation and are not supported by warming equipment.
- b) All food items must be brought to or delivered to the facilities fully prepared and ready to serve.
- c) No food serving equipment housed at the facilities may be used in such instances where the food is brought in or delivered from an outside source.
- d) Use of the kitchen facilities at Regional Recreational Centers by anyone other than the Caterer is strictly prohibited and they may not be utilized for the warming, heating, cooking, cooling or preparation of food on the premises.
- e) All organizations that bring in their own food or have food delivered to the approved Regional Recreational Centers facilities must arrange for a walk-through of the facility prior to and following the event.
- f) All solid waste items must be disposed of in the proper receptacles at all Recreation Centers.
- g) If a group and/or organization fails to properly follow the rules and procedures contained in these Guidelines, the District reserves the right to suspend or terminate use of the facility privileges. Furthermore, any Caterer or contracting party will be held responsible for payment of any clean up costs and/or damages to the facilities.
- h) The District must be notified by the group or organization of their intent to utilize the exceptions provided for in these guidelines and the District shall be responsible for notifying the Caterer.

20) Pre/Post Walk Through

All facilities/rooms listed on applicant's permit for either rental and/or scheduled food event shall require a 'pre and post' walk through done by a Recreation Representative. A walk-through form (Attachment G) must be signed by both the applicant and the Recreation Representative.

The Resident Council group contact person is responsible for any damages that occur during the activity that is made by either the caterer or the group. A facility walk-through will be done prior to and after every rental and/or food event for any facilities used including kitchen areas. It is the group's contact person's responsibility to sign the facility walk-through form. Failure to report, repair or pay for damages and any other costs associated with the event may result in loss of future room privileges for the group and any security deposit if one paid.

IV. PERFORMANCE GROUPS

21) Performance Group Guidelines

a) Performance Rehearsals: The recreation department has a variety of performance groups that need additional time for practice and rehearsals. Groups with shows scheduled using District Recreation facilities are allowed 2 (two) dress rehearsals of 3 (three) hours as part of the event.

b) Additional Practice Times: If groups require practice time(s) for up coming events for their meetings or shows, the group may check availability of any room and use the room on a first come, first served basis. The room will not be reserved and subject to change if a scheduled event is booked. There will be no set-ups or reservations made.

c) Rental Practice Time(s): If groups want to secure a reserved time for additional rehearsal(s) they have the option to rent the additional time on an hour by hour basis for that room.

d) Stage Lights/Sound System

Light and sound systems are available for use during scheduled dress rehearsals and shows. Work lights will be used at all other times. Due to the sensitivity of the light and sound systems, the performing group must use and pay for qualified technicians to operate this equipment from a list provided by the District. Technician charges are in addition to the facility rental and paid directly to the technical group.

- a. Any changes made to lighting must be returned to the original setup after the last show at the expense of the group.
- b. The lighting board must be returned to the original setup after the last show.
- c. The sound mixer must be returned to normal operating condition at the end of each day.

e) Stage and Lighting Plots

The Resident Council performing entertainment groups are responsible for providing a written stage and lighting plot to the Facility Supervisor at the Recreation facility three (3) months prior to the first dress rehearsal date.

The stage and lighting plot will include the following information:

- a. The method proposed to securing sets.
- b. Materials used in the construction of stage sets.
- c. Impact of stage sets on VCD/SLD stage equipment.
- d. Changes to lighting.

f) Stage Sets

The following apply to VCD/SLD property and equipment:

- a. Stage sets are to be hung two (2) days prior to last dress rehearsal, if the space is available.
- b. Stage sets must be completely taken down and removed from the facility after the last show.
- c. No VCD/SLD property, other than tables and chairs, are allowed for use in stage sets.

V. COPIES

The Recreation Department has limited copying service available for Resident Council groups. The copy machines are used primarily for Recreation Department business operations for staff.

Unless a Resident Council group is leading a specific recreation activity, Resident Council groups that request copies will be charged the statutory-approved rate for copies, or they may use a copy service business.

In an effort to support our volunteers who lead a specific recreation activity that is not supported by dues or fees, the Recreation Department will provide copy service to sustain the activity. The following Resident Council Groups will be supported where no fees are collected:

- Card & Board Games
- Arts & Crafts
- Sports & Exercise

AMENDMENTS

The Resident Council Guidelines may be modified at any time by the Recreation Department, upon approval by the District Boards.

ATTACHMENT A



**THE VILLAGES RECREATION DEPARTMENT
RESIDENT COUNCIL**



Survey Request Form

This is a survey to see if there is enough interest to start a (insert name of club)

_____ club.

The purpose of the club will be to

_____.

The club is for Village Residents that/who (include level of experience if applicable)

_____.

Include the following:

- a definition

_____.

- a list of planned activities

_____.

For more information, call (insert your name) _____

at (insert phone number) _____.

The Resident Council will make every effort to find the appropriate day and time to fit your lifestyle activity.

Date Submitted: _____

H: Recreation Resident Council Survey Request Form 03152006

ATTACHMENT B



**VCCDD AND SLCCD RECREATION DEPARTMENT
VOLUNTEER APPLICATION SHEET**



NAME _____ **DATE** _____

ADDRESS _____

PHONE _____ **EMAIL ADDRESS** _____

CONTACT PERSON IN CASE OF EMERGENCY:

NAME _____ **PHONE** _____

WHY DO YOU WANT TO VOLUNTEER FOR THE RECREATION

DEPARTMENT? _____

HAVE YOU VOLUNTEERED BEFORE? **YES** **NO**

IF YES, PLEASE TELL US ABOUT IT _____

NUMBERS OF HOURS PER WEEK YOU CAN VOLUNTEER _____

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY WEEKENDS

AM _____

PM _____

PLEASE LIST ANY SPECIAL SKILLS, TRAINING, AND EXPERIENCE:

IS THERE ANYTHING THAT MIGHT AFFECT YOUR ABILITY TO

COMPLETE A VOLUNTEER ASSIGNMENT? **YES** **NO**

IF YES, EXPLAIN _____

ATTACHMENT C

**Release Waiver of Liability and Indemnity Agreement
Sumter Landing Community Development District
The Village Center Community Development District**

Print Participant's Name: _____

Home Address: _____

Villages ID Number: _____

In consideration of being permitted to participate in recreational activities or events sponsored, promoted, held, or conducted by Releasee (The 'Activities'), I, for myself, and for my executors, administrators, persons, 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 Village Center Community Development District, Sumter Landing Community Development District, State of Florida Sports Foundation, any sponsor, advertiser, and promoter of any of the Activities, and any owner or lessee of the premises used to conduct or hold the Activities and each of them, their officers, directors, members, executives, agents, employees, affiliates, department representatives, successors and assigns (collectively and individually the 'Release') 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 or in any way connected with my participation or involvement in or presence in the Activities, suffered before, during or after the Activities, whether caused by the negligence, action or inaction of Releasee or otherwise.
2. INDEMNIFY AND HOLD HARMLESS Release from and against any loss, liability, damage or cost that I or any of my guests may incur due to participation, involvement or presence at the Activities, whether caused by negligence, action or inaction of Releasee 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 Activities suffered by me before, during or after the Activities, whether caused by the negligence, action or inaction of Releasee 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 that risk 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 the foregoing agreement is intended to apply to any participation or involvement in or presence at any Activity or event by me and my guests, which are sponsored, promoted held or conducted by Releasee until such time I deliver written revocation of this agreement to The village Center Community Development District or Sumter Landing Community Development District. No representations or inducements apart form the foregoing have been made by the Releasee.

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

Participant's signature: _____ Date: _____
Witness Signature: _____ Date: _____



RECREATION CODE OF CONDUCT

When the Recreation Department undertakes programs and activities, we make certain assumptions. We assume that, since you have applied to participate in recreation activities you agree to participate under department rules and regulations. We assume you will address any issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. 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”.

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.

I have read the foregoing Recreation Code of Conduct and Core Values and will abide by its contents.

Print Name

Signature

Date

VCCDD and SLCCDD H: Recreation Department Volunteer Application Sheet 09072005

ATTACHMENT D

Village Center District

1894 Laurel Manor Drive
The Villages, FL 32162

(352) 753-1716

Facility Permit

New York Club 1stWX7,8@6:30 PM La
John Doe
123 Main Street
The Villages, FL 32159

Status: Approved

Customer Type: Recreation Sponsored
Authorized Agent: John Doe

Home: (352) 753-1716

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
	BALANCE							
9/19/2006								
Linda Haroldsen	1145	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
New York Club	Carmen Miranda	La Hacienda Center 1200 Avenida Central The Villages, FL 32159
Type:Resident Council		

DATES RESERVED	HRS	DATES RESERVED	HRS
Wednesday - 1/4/2006	2.5	Wednesday - 2/1/2006	2.5
Wednesday - 3/1/2006	2.5	Wednesday - 4/5/2006	2.5
Wednesday - 5/3/2006	2.5	Wednesday - 6/7/2006	2.5
Wednesday - 9/6/2006	2.5	Wednesday - 10/4/2006	2.5
Wednesday - 11/1/2006	2.5	Wednesday - 12/6/2006	4.5
Wednesday - 1/3/2007	2.5	Wednesday - 2/7/2007	2.5
Wednesday - 3/7/2007	2.5	Wednesday - 4/4/2007	2.5
Wednesday - 5/2/2007	2.5	Wednesday - 6/6/2007	2.5
Wednesday - 9/5/2007	2.5	Wednesday - 10/3/2007	2.5
Wednesday - 11/7/2007	2.5	Wednesday - 12/5/2007	4.5

Total Number of Dates: 20	Total Number of Hours: 54
----------------------------------	----------------------------------

NOTES: Meet the 1st Wednesday except July and August.
2nd contact Jane Doe 753-1716.

ADDITIONAL CUSTOMER INFORMATION

Company Phone 1: (352) 753-1716

Customer Email: jdoe@thevillages.net

DISCLAIMERS

THE VILLAGES INC. AND THE VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT ASSUMES 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.

THE ROOM SHOULD BE LEFT THE WAY IT WAS FOUND AT START OF MEETING.

PLEASE ABIDE BY THE START AND STOP TIMES ON THIS CONTRACT.

THE RECREATION DEPARTMENT SHALL NOT BE HELD RESPONSIBLE FOR ANY LOST OR DAMAGED PERSONAL PROPERTY LEFT IN DISTRICT FACILITIES.

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 ARE STRICTLY PROHIBITED.

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 TIMES, DATES AND LOCATION:

SIGNED: _____ DATE: _____

RECREATION COORDINATOR 753-1716
IN CASE OF AN EMERGENCY, DIAL 911
NEIGHBORHOOD WATCH - 753-0550

ATTACHMENT F

**RESIDENT COUNCIL
FOOD AND BEVERAGE DELIVERY
REQUEST FORM
FOR DESIGNATED
REGIONAL RECREATION CENTERS**

Facilities are open Monday thru Sunday 7 am to 10pm
Regional Recreation Center kitchens are not available for use.

Thank you for your interest in the use of our facility for your event. This application will be viewed as a request and does not guarantee approval of food and beverage delivery. Our staff will make every effort to meet your request.

Applicant Name: _____ Today's Date: _____

Address: _____ Home Phone: _____

Cell Phone: _____ E-Mail: _____ Fax: _____

Name of Requesting Club, Organization: _____

Date of the Scheduled Event: _____ Time of Delivery: _____

Please Write the Name of the Regional Recreation Center the delivery will be made to:

Delivery of Food and Beverage is prohibited at the Savannah Regional Recreation Center pursuant to the "Agreement for Catering Service" approved by the District Boards.

BYOB - Is defined as self-consumption and use. One or more person(s) cannot purchase alcoholic beverages to be sold or distributed at the event.

Delivery Information:

1. The food items shall be limited to pizza, sandwich trays and other food items that do not require any onsite preparation and are not supported by warming equipment normally utilized by the Lessee.
2. All food items must be brought to or delivered to the facilities fully prepared and ready to serve.
3. No food serving equipment housed at the facilities may be used in such instances where the food is brought in or delivered from the outside source other than Lessee.
4. Use of the kitchen facilities at Regional Recreational Centers by anyone other than the Lessee is strictly prohibited and they may not be utilized for the warming, heating, cooking, cooling or preparation of food on the premises.
5. All organizations that bring in their own food or have food delivered to the Regional Recreational Centers facilities must arrange for a walk-through of the facility prior to and following the event.
6. All solid waste items must be disposed of in the proper receptacles at all Recreation Centers.
7. If a group and/or organization fail to properly follow the rules and procedures contained in this Amendment, the District reserves the right to suspend or terminate use of the facility privileges. Furthermore, the Lessee will be held responsible for payment of any clean up costs and/or damages to the facility caused by the breach of the terms of this Amendment.
8. The District must be notified by the group or organization of their intent to utilize the exceptions provided for in this Amendment and the District shall be responsible for notifying the Lessee.

For Office Use Only

Request Approved By: _____ Date Approved: _____

Date Confirmed to Applicant: _____ Time: _____

Date Received at District Office: _____

Signature of Recreation Representative: _____

Copy Sent to La Hacienda Catering: Date: _____ Time: _____

H: Recreation Resident Council Food and Beverage Delivery Request Form 02242006 Draft

ATTACHMENT G

VCCDD/ SLCDD WALK THRU REPORT
DEPARTMENT USE ONLY – Revised 11/08/06

Organization/Group Name _____	Permit # _____
Contact Person _____	Phone # _____
Date of Activity _____	Scheduled Time _____
Room(s) _____	

CHECKLIST:

- _____ DETAILED FLOOR PLAN PROVIDED (ATTACHED)
- _____ SOUND SYSTEM/STAGE LIGHTS REQUESTED
- _____ ADDITIONAL STAFF REQUIRED: NUMBER _____ REASON _____

WAS GROUP REPRESENTATIVE PRESENT AT WALK THRU? YES () NO ()

PLEASE CHECK ALL BOXES AND NOTE ANY DEFICIENCIES. (Please use a separate sheet of paper if more space is required)
(All boxes must be acknowledged)

	Pre	Post	Event
1.	()	()	WALLS: _____
2.	()	()	CARPET/FLOORING: SEE ATTACHED FLOOR PLAN: _____
3.	()	()	TABLES: _____
4.	()	()	CHAIRS: _____
5.	()	()	EQUIPMENT: _____
6.	()	()	KITCHEN: _____
7.	()	()	CEILINGS: _____
8.	()	()	WINDOWS: _____
9.	()	()	LIGHTS: _____
10.	()	()	ENTRY AREAS: _____
11.	()	()	DOORS LOCKED AND TIME: _____
12.	()	()	MISC.: _____
13.	()	()	STAGE: _____
14.	()	()	LOBBY: _____
15.	()	()	DOORWAYS: _____
16.	()	()	HALLWAYS: _____
17.	()	()	OTHER: _____
18.	()	()	OTHER: _____

FACILITY SUPERVISOR SIGNATURE: _____ DATE: _____

EVENT REPRESENTATIVE SIGNATURE: **(PRE EVENT)** _____ DATE: _____

EVENT REPRESENTATIVE SIGNATURE: **(POST EVENT)** _____ DATE: _____

STAFF MEMBER SIGNATURE: **(PRE EVENT)** _____ DATE: _____

STAFF MEMBER SIGNATURE: **(POST EVENT)** _____ DATE: _____

MAINTENANCE SUPERVISOR SIGNATURE IF DAMAGES EXIST:

COMMENTS:

Please return to Room Rentals at Sumter Landing District Office.

ATTACHMENT H

Telephone Numbers

Resident Council Scheduling		Call Your Regional Recreation Center See numbers listed below
Special Events/Rentals	751-6714	Room Reservations for Rentals
Recreation Meeting Rooms	753-1716	La Hacienda Regional Recreation Center
	751-7110	Laurel Manor Regional Recreation Center
	430-2950	Lake Miona Regional Recreation Center
	259-6040	Mulberry Regional Recreation Center
	753-0637	Paradise Regional Recreation Center
	750-6084	Savannah Regional Recreation Center
Neighborhood Watch	753-0550	Village Center
Village Watch	751-3210	Sumter Landing
District Administration	753-4508	Village Center
	751-6700	Sumter Landing
Hughes & Butterworth	259-6494	Printing and Logo Services
La Hacienda Catering	753-2367	
Chamber of Commerce	259-4800	
Villages Entertainment	750-5411	
Villages Media Group	753-1119	Daily Sun, VNN
	750-9854	WVLG
Villages Polo Club	750-7656	
Villages Regional Hospital	751-8000	

Please refer to the Recreation Department Information Guide for a complete listing of all of the Recreation Centers, addresses and phone numbers.

Visit our website at www.districtgov.org.

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Board-Approved by Village Center Community Development District 12/1/06

H: Recreation Resident Council Resident Council Guidelines 2006 Rev 12012006