

Subject: Community Facilities Use

Purpose: To Establish a Policy for Use of Community Facilities

Facility Usage

Golden Rain Foundation community facilities, including clubhouses, parks, pools and other recreational facilities are for use by Members, GRF recognized organizations and their respective guests and the GRF. Upon authorization by the Board, approved, registered lessees may also be provided access to community facilities, subject to established limits. Members and GRF recognized organizations are responsible for the actions of their guests and must be in attendance with their guests during use of Golden Rain Facilities in accordance with the Guest Usage Policy 304.1. The utilization of community facilities for any commercial activity is not permitted unless in conjunction with a GRF-sponsored event or specifically authorized by the Board of Directors. Political activities are permitted if sponsored by a GRF recognized organization or GRF. Children must be supervised at all times at any event.

Reservations

1. All facility reservations are made through the Recreation Department.
2. All reservations require a Rental Agreement.
3. The GRF may block out facilities at any time for scheduled maintenance or for a GRF hosted event.
4. Reservations may be made by GRF recognized organizations beginning the last week of August and anytime thereafter for the following calendar year. Priority for reservation requests are based on the following:
 - A. Previous years history of use
 - B. Size and purpose of the event
 - C. Availability
5. Members and Lessees may request reservations for facilities a maximum of six (6) months in advance. Members and Lessees may only request dates for January-March six months in advance if those facilities were not reserved the prior year by a GRF recognized organization. This provides GRF recognized organizations the opportunity to renew their rentals for the upcoming calendar year prior to residents booking these spaces for private functions.

6. Members, Lessees, and GRF recognized organizations must provide the Recreation staff with detailed information regarding the set-up of their event. The set-up includes information about the number of tables and chairs, the desired configuration for the tables and chairs, information regarding audio and video presentation needs and any other equipment or layout information that will be required. Set-up information must be submitted a minimum of two (2) working days in advance of the event. No changes can be made unless received one (1) working day in advance of the event from the responsible person named in the Rental Agreement.
7. Decorations should be kept to a minimum. The use of staples, tacks, nails and glue to affix decorations to facilities is prohibited. All decorations must be removed immediately following the event. No decorations or signage can be attached to acoustical panels located throughout the clubhouse facilities.
8. Indoor Clubhouse furniture and equipment must not be taken outside or moved from one room to another.
9. Equipment, food, and beverages cannot be stored in community facilities prior to or following an event unless previously authorized by GRF staff.
10. All use of community facilities must comply with applicable federal, state and local laws and regulations, and with all applicable GRF Bylaws, Policies, Rules, and Procedures.
11. Each GRF recognized organization will be limited to one December clubhouse reservation. This does not apply to the regular meetings of service clubs.

Cancellation

Facility reservations are subject to cancellation by the GRF. The Director of Mutual Operations & Trust Maintenance or the Resident Services Director or their designee may cancel a reservation when deemed necessary for maintenance issues or other unforeseen emergencies.

Cancellations by Members, Lessees and GRF recognized organizations must be in writing. Late cancellations that have already been set-up by Custodial staff will result in a cancellation fee for staff hours put into the set-up. Fees will be based on the rates for set-ups in effect at the time.

Fees

All fees are approved by the GRF Board of Directors and are subject to periodic review. A list of current fees is available from Recreation Services and will be provided to Members upon request.

1. Members and Lessees may reserve GRF community facilities for private functions. A rental fee may be charged for all rentals by Members and Lessees. Rental fees are billed at the rate in effect at the time the reservation is confirmed. GRF recognized organizations are not charged a fee for rental of GRF community facilities.
2. Private rentals that require GRF staff time to set-up the room and operate the audio/video equipment will be charged a set-up fee. Set-up fees are billed at the rate in effect at the time the reservation is confirmed.
3. Reservations typically end by 11:30 p.m. Reservations lasting beyond 11:30 p.m. will be subject to additional staffing fees based on the rate in effect at the time the reservation is confirmed. No reservation may last beyond 2:00 a.m.
4. A cleaning fee will be charged if facilities are not left in a clean orderly fashion at the conclusion of the reservation. Cleaning fees are billed at the rate in effect at the time the reservation is confirmed.
5. A late fee will be charged for rentals that exceed the time limit for the reservation. Late fees are billed at the rate in effect at the time the reservation is confirmed.

Occupancy

It is understood that current posted Contra Costa County Fire District room occupancy limits are not to be exceeded. If the maximum occupancy is exceeded, GRF staff will notify renters of the need to reduce the number of attendees and may cancel an event that continues to exceed the posted limits.

Cleanup

All community facilities, including kitchens, must be vacated and all personal property and equipment removed by the exact time designated on the rental agreement form. Users who exceed this time are subject to a late fee. All rooms, including the kitchen, must be left in a clean and orderly condition. All refuse must be removed from the clubhouse and properly deposited in the outside refuse containers. If special cleanup by GRF staff is required, or if there is damage to the equipment or facilities, the renter will be billed accordingly. Particular care should be given to insure that all appliances and lights are turned off before leaving.

Authority: Policy

4/30/98

3/28/02 Rev.

9/26/13 Rev.

7/27/17 Rev.