

Subject: Allocation of Space in Trust Facilities

Purpose: To Establish Guidelines for Allocating Space in Rossmoor's Trust Facilities

Trust Estate properties are intended for and open for use by all members of the Golden Rain Foundation, where feasible, and recognized GRF organizations.

General Guidelines:

1. GRF may allocate space to recognized organizations that provide specific recreational and crafts activities provided that these activities are available to all residents, e.g., library, computer center, wood shop, lapidary, art studio, video editing, dark room, railroad club, etc. Groups that manage these facilities may require qualification training or proof of competence before permitting residents to use the equipment for safety reasons, both to residents, the facility and equipment. GRF recognized organizations may charge reasonable fees to join the managing club to generate funds for materials and replacement of equipment.
2. GRF may allocate a portion of the day to recognized organizations and groups involved in organized use of athletic activities, e.g., tennis center, golf course, bocce, lawn bowling, etc., provided that a portion of the day is made available to all residents for "open use" of the athletic facilities. Groups may charge fees to join the club to generate funds for materials and replacement of equipment.
3. GRF will not provide exclusive use of rooms to individual residents or recognized organizations although some recognized organizations may be given preference in certain rooms for certain appropriate purposes and certain periods of time. However, outside the limited times available to these individual organizations, the rooms must be available for use by other resident groups and individual residents. GRF recognized organizations may be provided limited storage space in facilities, if available (see guidelines below).
4. GRF will not provide dedicated offices or office space for any organizations. There is insufficient room to make office space available in Trust Estate facilities. Further, the Foundation believes it is only responsible for providing office space for activities that GRF itself and the Mutuels provide to the community. There are legal and financial obligations the Foundation would face were it to inequitably provide space to some organizations in protected classes and not others.

Storage Lockers:

Limited storage locker space is available for use by GRF recognized organizations. The Recreation Department is responsible for assigning storage locker space. Available space will be allocated based on the following:

1. Storage will be assigned on a first come first served basis.
2. GRF recognized organizations are allowed a maximum of (2) two storage lockers.
3. When assigning locker space the Recreation Department will consider the number of active members, the number of times the group meets per year, the size and quantity of materials required to be stored, and the regular meeting location.
4. Assignment of storage areas will be reviewed and reconsidered on an annual basis. GRF reserves the right to reassign or cancel space based on actual club needs and space availability.
5. Churches that meet in GRF community facilities may be provided additional storage on a space available basis. Additional limited space may include storage closets and cabinets located in various clubhouses.
6. Storage lockers located in the workshops at Gateway, Lawn Bowling Mat House, and Creekside Clubhouse are not regulated by this policy.

General Storage Locker Rules:

1. No items are allowed to be stored outside of lockers, (including on top of lockers) GRF reserves the right to disposed of items left outside of locker space.
2. No GRF equipment is to be stored in club lockers.
3. GRF takes no responsibilities for stored articles.
4. Clubs must provide their own locking device.
5. A disbanded Club will have 30 days to vacate their locker space or GRF will empty and dispose of contents.
6. No open food products, flammables, explosives, firearms or hazardous materials may be stored in or outside of the locker.

Fees:

Annual administrative fees will be charged based on the fee schedule approved by the GRF Board and reviewed periodically.

Event Center:

1. Stage Use

The Event Center has a stage to be used for productions and concerts, sponsored by GRF, GRF recognized organizations, and residents. Due to program demands and limited time availability the following rules will govern.

- A. The stage may be reserved for a maximum of two days prior to a performance for the purposes of rehearsals. Selected rehearsal days will be subject to space availability. Additional rehearsal time may be reserved at other GRF community facilities on a space available basis.
- B. Requirements for stage lighting, curtain positions or sound must be coordinated through the Recreation Department as part of the reservation process. Custodial/AV staff will meet with Club representatives to review technical arrangements for sound and lighting. All custodial/AV staff time is billed at the set-up rate currently in effect.
- C. No props or equipment may be affixed to the stage or facility in any manner without prior approval of GRF staff.
- D. A cleaning fee will be charged to Residents or GRF recognized organizations that do not leave facilities in a clean orderly fashion at the conclusion of their reservation. Cleaning fees are billed at the rate in effect at the time the reservation is confirmed.

2. Storage

- A. Props and other performance-related materials and supplies may be stored on stage or in the stage storage room for a maximum of two days prior to a scheduled performance and must be removed the day after the final performance.

3. Back of House Facilities

- A. Back of stage facilities may be used for scheduled performances. Fees for private rentals will be billed at the rate in effect at the time the reservation is confirmed.

Authority: Policy

4/29/04

9/26/13 Rev.