APPROVED

CANYON LAKE PROPERTY OWNERS ASSOCIATION
POLICIES, PROCEDURES & GUIDELINES

DIVISION: Corporate
POLICY NO. : 2015-05-5
EFFECTIVE DATE: May 5, 2015
(This policy supersedes all previous Facility Use Policies.)

Facility Use Policy – CLPOA Facility & Common Area Reservation Policy & Procedures

1.0 Policy

WHEREAS, Article VI, Section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association;

WHEREAS, Article II, Section 2 of the Bylaws states the Association shall do whatever is necessary, conducive, incidental or advisable to accomplish and promote its objective and purposes;

NOW, THEREFORE, BE IT RESOLVED THAT the following general guidelines and procedures for CLPOA Facilities & Common Area Reservations be adopted:

The Association shall require use of CLPOA facilities and common areas schedule use through the Association, as per the revised policy and procedures. Any use of CLPOA facilities, or common areas by a large group, shall require a reservation request, and any required permits or documentation necessary for the activity/event. All use fees are per the Schedule of Fees.

Purpose:
The purpose of this revision is to include all CPOA facilities and common areas in Canyon Lake for any function(s) over twenty-five (25) people.

Scope:
This policy includes:

- General Rules- event requirements, permitting, etc.
- Recreation/Activities Information- Reservation of Meeting Rooms
- Senior Center Rules & Information- General Rules & Information
- Gault Field use and Reservations
- Park Pavilion Reservations
- Parks & Beaches Reservations

- Swimming Pool use
- Country Club Event Reservations/On-site Catering Service
- Lodge Event Reservations/On-site Catering Service
- Common area use and Reservations

Usage:
Each designated location has specific rules, regulations, and requirements for facility/common area use. Please refer to the CLPOA Rules & Regulations and policies for additional requirements of the requested location. All large gatherings using CLPOA common areas, facilities, or pavilion areas shall request use through the Activities Department. A Reservation Form, any additional required documents, and applicable fees or deposits shall be required for use of the common area. Any requests for use of utilities, equipment, or services must be approved prior to the function.

General Use Rules:
- All fees and deposits are to be paid fifteen (15) days prior to the event.
- All forms, agreements, licenses, contracts, and required documentation must be submitted at least fifteen (15) days prior to the event.
- CLPOA facilities and common areas may not be used for commercial purposes.
- Any group(s) granted use of the CLPOA facilities or common areas, shall use the requested area only for the purpose as specified on the Reservation Form.
- Use of facilities may only be during the hours of operation for each location.
- Decorations may not be nailed, stapled, glued or permanently affixed to any walls, stages or CLPOA property.
- No use of CLPOA equipment without written permission prior to the function.
- No use of confetti, birdseed, rice or anything similar may be thrown inside the facilities.
- Alcohol may be permitted with an approved ABC permit, written approval from the Association, or purchased through one of the CLPOA restaurant facilities.
- All advertisement and notice of the activity/event must be approved by the Association prior to be posted.
- No smoking within twenty-five (25) feet of any structure or playground.
- Dog are allowed only is designated areas, and must be on a leash. Service dogs are permitted.
- No parking or driving of vehicles on landscape areas.

- No glass containers allowed at outdoor common areas.
- Amplified music may be played with permission from the CLPOA.
- Designated locations allow for use of BBQ's. All hot coals must be properly disposed of. If using a propane BBQ, a fire extinguisher must on hand.

Scheduling Procedure:
Requests for use of facilities, park pavilions/shelters, or common areas shall be submitted at least fifteen (15) days in advance of the function and no earlier than one (1) year prior to the function. Requests submitted with less than fifteen (15) days' notice shall be approved on a case-by-case basis per the General Manger.
Scheduling will be on a first- come, first- serve basis depending on availability.
Tentative Bookings are good for one (1) week. Payment for the reservation must be paid in full within seven (7) days of reserving the facility. If payment is not received, the booking will be released to the membership.
Any use of facilities, shall require submission of a Facility Reservation Form, a Hold Harmless Agreement and all applicable fees and deposits. In addition, depending on the function taking place, the applicant may be required to submit the following additional documents:

- Signed event contract for catering or services provided through the CLPOA,
- Certificate of liability insurance with a minimum of $300,000 and naming the CLPOA as an additional insured for the scheduled function,
- Special Event permit from the City of Canyon Lake for any gathering over fifty (50) people,
- Local business license, and health permits for any food catered, prepared or served to the public at the scheduled function,
- Any additional required documentation for event specific related functions that are required (i.e. ABC alcohol permit, public safety coverage, site plan of the event, etc.).

The CLPOA shall schedule the Annual Calendar of reoccurring functions, beginning November 1st for the next calendar year except for the month of December*.
Member & Group Reservations may be made up to one year in advance from the date of request except for the month of December*. If there is a conflict with a prescheduled function, staff will attempt to accommodate both reservation requests. The CLPOA may request that a group be relocated, if the Association needs to schedule a function.

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Location Availability:

- Availability and requests for use of all CLPOA facilities and common shall be initially scheduled through the Activities Department.
- Facility reservations that include catering (banquets, weddings, and special events) shall be coordinated through the Food & Beverage manager at the designated location of the event (Lodge/Lighthouse or Country Club Restaurants).
- Reservation requests may not be submitted for any CLPOA recognized holidays. The Association will hold a lottery drawing for use of designated common areas on designated holidays.
- Availability and location shall depend on the type of activity, size of the group, room capacity and calendar availability.
- *Reservation requests for the month of December shall be taken on a first-come, first-serve basis, beginning January 1st for that calendar year.

Priority for Facility Reservations:

Once the annual calendar is scheduled for the next calendar year, the remaining dates shall be available on a first- come, first-serve basis. If there is more than one request submitted for the same location on the same date, priority shall be given in the following order:

- CLPOA – includes Board of Directors, Committees, CLPOA functions and activity classes
- Sanctioned Clubs- includes sanctioned club functions and special events.
- Members- individual member reservations (member business reservations are not included in this group)
- Sponsored functions- includes organizations such as the Chamber, City, and other group functions that may be sponsored by a member and/or the POA (including member business reservations or outside entities).

Facility Use Limits (non- food & beverage functions):

To accommodate use of the CLPOA facilities and common areas, usage limits have been established as follows.

Each member, club, group, or sponsored organization shall be allowed to schedule any one facility or common area up to (2) times per month, or (24) times annually for functions and events. Any additional requests for use shall be approved on a case-by-case basis, depending on availability of the facility. If a request is submitted for a special event, the activity may be moved, and/or canceled to accommodate use by the group.

Activity related functions (i.e. card player groups, recreation activities, youth activities, and practices for events) shall be scheduled according to availability. Co-sponsored events and meetings shall be scheduled according to event preparation, and set-up requirements for the event, and not counted towards the facility use limits.

Group reservations for multiple consecutive days, must be confirmed sixty (60) & thirty (30) days prior to the date of the function. If the reservations are canceled less than thirty (30) days prior to the function, the group may be subject to room rental fees.

Event Set-up/Clean-up:
An hourly fee shall be charged for event set-up and clean-up per the Fee Schedule. Board approved special events shall be authorized assistance for event set-up/tear-down. The group hosting the event must submit a request to the Association no later than sixty (60) days prior to the event.

event security officer rate inccreated in july 2022
$37.50 per person per hour.

Meeting Room Usage:
Meeting rooms may be rented for designated time periods, as determined on the Schedule of Fees. Requests for outside caterers at non-restaurant locations shall be subject to review and approval, based on the requirements for those amenities.

There will be preset meeting rooms for sanctioned clubs & member groups to schedule standing meetings, and functions that will be free to use during designated days & times. No outside alcohol may be brought into meeting rooms unless the group meeting has purchased alcohol from the bar area attached to the meeting room, received written approval from the Association, or obtained approval from the Department of Alcohol Beverage Control prior to serving any alcohol.
Use of the designated rooms are available Monday thru Thursday all day, and Fridays until 5pm:

- Magnolia Room
- Senior Center
- POA Conference Room
- Eastport Activity Room

Food & Beverage Services:
All food & beverage services shall be coordinated through the Lodge or Country Club manager. Banquet, food and beverage, and bar services at the Lodge or Country Club

shall be catered by the designated department, through a contract with the facility. Any fees for use of the banquet and/or meeting rooms are charged as per the Fee Schedule. There will be no outside catering, or outside food brought into the Lodge and/or Country Club without approval from the General Manager or their designee prior to the function. Please refer to the Rules & Regulations for additional procedures on food and beverage services at the Lodge and Country Club.

Lodge Rooms Usage:
The Lodge facility is for use by members and their sponsored guests. Exceptions must be approved by the General Manager or designee. Room rental fee or reservation fee shall be paid when the room is confirmed, if applicable. Use of the Lodge banquet/meeting rooms shall be separated into these categories:

Member functions- Individual member reservations (member business reservations are not included in this group)
Non-prime time use: Monday through Thursday anytime, and Friday until 5pm, the Lodge rooms may be reserved at a discounted rental rate per the Fee Schedule.
Prime time use: Friday after 5pm through Sunday, the Lodge rooms shall be charged a fee per the Fee Schedule.

Sanctioned Club functions & CLPOA sponsored activities:
Non-prime time use: Monday through Friday until 5pm, the Lodge shall be free to use.
Prime-time use: Friday from 5pm through Sunday, the Lodge rooms shall be charged a fee per the Fee Schedule.
The POA shall waive the 'Daily Use Fee' for- sanctioned club banquets and special events that include food and beverage services, POA sponsored activity groups & related activities, or POA co-sponsored events.

Sponsored Groups, Organizations and Outside Entity Functions- Includes organizations such as the Chamber, City, and other group functions that may be sponsored by a member and/or the POA (including member business reservations or outside entities). A daily use fee shall apply for use of any meeting & banquet room(s) as per the Fee Schedule.

Country Club Rooms Usage:
The Country Club facility is for use by members and the general public. Members shall have priority use of the facility. However, other groups, organizations, and businesses may rent the dining room.

Member functions:
Non-prime time use: Monday through Thursday anytime and Friday until 5pm, the Country Club rooms may be reserved at a discounted rental rate per the Fee Schedule.
Prime time use: Friday after 5pm through Sunday, the Country Club rooms shall be charged a fee per the Fee Schedule.

Sanctioned Club functions & CLPOA sponsored activities:
Non-prime time use: Monday through Friday until 5pm, the Country Club shall be free to use.
Prime-time use: Friday from 5pm through Sunday, the Country Club rooms shall be charged a fee per the Fee Schedule.
The POA shall waive the 'Daily Use Fee' for- sanctioned club banquets and special events that include food and beverage services, POA sponsored activity groups & related activities, or POA co-sponsored events.

Sponsored Groups, Organizations and Outside Entities:
A daily use fee shall apply for use of any meeting & banquet room(s) as per the Fee Schedule.

Additional Common Area Use Requirements:

Gault Field Usage:
Gault Field is for the entire community; however, it is available by reservation only. Scheduling of league season games will take precedence over individual reservations. If the field is not reserved, CLPOA members may use the field on a short time basis without a reservation. Gault Field shall be unlocked during the hours from 7:00 a.m. until the end of league play 9:30 p.m. Groups wishing to reserve the field for short-term purposes (one day or less) may use the field if there are no scheduled league events at that time. Gault Field may be used for family gatherings, however it is not reserve-able for parties and events unrelated to league/sports activities without approval from the

CLPOA. The snack bar area located at Gault Field is operated and managed by the leagues for league use, and not an approved location for individual/group reservations as approved snack bar/concession area.

Park Pavilion Usage:
Designated park pavilion areas may be rented on a daily basis. Depending on the facility and area requested, the reservation may include use of the tables, barbeques and snack bar area. The snack bar areas are not approved kitchens for use of commercial sales outside of the snack bar area. Any group requesting use of the facility to sell or provide food to the general public and not for a private party, must obtain a permit from the health department and submit the permit to the Association no later than two weeks prior to the function. Failure to submit the approved permit shall result in the group not being authorized to serve food products for that event. Any group requesting to provide or serve alcohol at a function, must obtain a permit from the Department of Alcohol Beverage Control (ABC license). The approved permit must be submitted no later than two weeks prior to the function. Failure to submit the approval from ABC shall result in the group not being authorized to serve or provide alcohol for that event.

Senior Center Usage:
All coordination of activities at the Senior Center shall be through the Activities Department. This facility shall be used to schedule regular daily and weekly activities, as well as special functions that are hosted for all the seniors in the community. This facility may not be used for commercial purposes. This facility may be used as a meeting location, but not for private banquets or parties.

Swimming Pool Usage:
The Swimming pool is for use by all members of the community. Designated swim times are approved through the General Manager and Board of Directors. Use of the pool for private events must be approved by the Board of Directors at least sixty (60) days prior to the function. Designate swim 6-10a (Deck/pool closed)
Eve. w/ aerobics 7-8p (Deck/pool open)