

**LAKE OF THE PINES ASSOCIATION
POLICIES & PROCEDURES**



Facility Use Policy

GENERAL INFORMATION

The operation of the Lake of the Pines (LOP) facilities is an integral part of the financial plan for the Lake of the Pines Association. These facilities are to be operated in a manner that covers the cost of operation and maintenance. At no time will assessed charges be less than the cost incurred by LOP.

Facilities Capacity: Capacity for the facilities shown may be less than stated based on set-up and table arrangements.

1. Clubhouse maximum allowable capacity in the dining room is 315
2. Sports Lounge maximum allowable capacity in dining room is 116
3. Yacht Lounge maximum allowable capacity is 45

Scheduling of Facility Use:

1. Use of Lake of the Pines facilities are solely for the use of Lake of the Pines members, in good standing, their guests and Lake of the Pines Clubs and committees.
2. The scheduling & use of any Lake of the Pines facility by non-members is prohibited.
3. Arrangements for use of any Lake of the Pines Association facilities for allowed activities, functions and or meetings must be made in person or over the phone. A "Facility Agreement" document and all applicable fees must be made and accepted by the Administration office or Food and Beverage Representative before an event is formally scheduled.
4. LOP Clubs and Committees must submit a yearly calendar of regular meeting dates to the Administration Office by October 15 of each year to be considered for inclusion in the following year's calendar.
5. LOP Clubs and Committees desiring use of the facilities must submit a request as far in advance as practical. LOP Clubs are requested to schedule events through the Food and Beverage Manager for Clubhouse or Sports Lounge, and through Administration for all other facilities. Current policy provides a maximum of seven Saturdays per year for traditional events that may be utilized by the Firebelles (4), Pinesmen (2) and SIRs (1). In order to avoid changes in schedules that would impact premium use of Saturdays, management requests six (6) months advance notice when practical.
6. Lake of the Pines members may sponsor events on behalf of guests, but are solely responsible for arrangements, associated cost, damage to the facilities(s), and conduct of those attending. Use of Lake of the Pines facilities for commercial purposes is prohibited.
7. Lake of the Pines members scheduling an event must be members in good standing. The following information is required for scheduling an event:

- a. The full name of the individual;
- b. For LOP Club events, the name of the chairperson or Club official responsible for the arranging the event;
- c. The address of the responsible party;
- d. Association member's lot number;
- e. Nature of the event;
- f. Telephone number of person arranging the event;
- g. An estimated number of attendees;
- h. Specific times regarding the times for beverage and food service;
- i. The time(s) of the event.

Fees:

1. LOP Clubs and committees are not required to pay room or facility use fees as outlined in the Facility Use Fee Schedule included in the current Fee Schedule.
2. For facility bookings the non-refundable fee will be the amount of the facility use fee as outlined in the Facility Use Fee Schedule included in the current Fee Schedule. A non-refundable room fee is due at time of booking and is required to secure a reservation. Client may cancel an event in writing, 60-days or more before the scheduled date of their event, in which case, any payments in excess of the room fee will be refunded to the client. Once this signed document is received, the client's event is booked and the deposit owing. The booking will not be finalized and the date will remain on the market until both the signed facility agreement and the deposit in full are received by LOP. Final payment of the overall balance as invoiced is due the day of the event.
3. The member will be billed for any damage that may occur and for the cost of additional clean up over what is standard.

FOOD AND BEVERAGE INFORMATION

1. The use of commercial catering is prohibited.
2. All food and beverage must be purchased from the Food & Beverage department with the following exceptions:
 - a. Potluck meals are permitted for memorial services;
 - b. Wedding/Ceremonial cakes are permitted;
 - c. Bottled wine and champagne are permitted subject to the current corkage charge;
 - d. Food and non-alcoholic beverages are permitted to be brought in for the Yacht Lounge facility.

Food Operation:

1. Prior to the scheduled event a banquet event order shall be prepared with the designated Food and Beverage Representative which will specify estimated number of guest, times, menu, table and seating arrangements and other related requirements. LOP Clubs may appoint no more than one representative to coordinate banquet events with the designated

Food and Beverage Representative. Additional liaisons are acceptable only through coordination with the original representative.

2. The Food and Beverage department will bill 100% of the guaranteed number, which must be submitted at least three (3) calendar days prior to the event. If the amount served is in excess of the amount guaranteed that amount will be billed.
3. The Food & Beverage department reserves the right to substitute food items if the amount served exceeds the guaranteed amount.
4. Menu selections and pricing will be provided to the client by the Food and Beverage Representative. Prices are not negotiable and no discounts will be given.
5. When booking LOP food service along with facility rental, all LOP equipment or labor that is pertinent to the service of food will be provided at no additional charge. When the client requests equipment or labor beyond that which is normally provided, additional costs will be incurred.
6. For events other than LOP Club events, payment must be paid in full three (3) business days before the event date.

Bar Operation:

Pursuant to law, bartenders have the responsibility to refuse service to anyone, who in their opinion appears to be intoxicated.

1. Types of Bar Service:

- a. **Hosted:** A pre-arranged beverage service where the client is paying for alcoholic or non-alcoholic beverages served. The client is required to pre-pay prior to the event based on an established and/or estimated amount. Guests at the function will be served beverages at their request within the predefined selections made by the client.
- b. **No Host:** A pay as you go bar with a cash register/POS system located at the bar; each drink is paid for when ordered by the customer.

Sports Lounge Usage:

1. The Sports Lounge is designed to meet the needs of the Association during established hours of operation. The Sports Lounge is primarily a 7-day per week restaurant. It may be scheduled, in whole or in part, for LOP Clubs, Private Functions, Membership Functions, or Special Events through a Food and Beverage Representative. The lounge (bar area and patio) will not be closed to the membership during established hours of operation.
2. Use of the Sports Lounge meeting room may be for LOP Clubs, Lake of the Pines Board of Directors and Association committees.
3. Use and rental of the Sports Lounge and meeting room will be available to the membership outside of normal operating hours, and is subject to the Facility Use Fee Schedule included in the current Fee Schedule.

Clubhouse Usage:

1. The Clubhouse is a multi-use facility and can be scheduled for LOP Club and membership functions, meetings, classes, social gatherings, and other special events.
2. Scheduling of the Clubhouse on Thursday and Friday nights is prohibited.

3. Use and rent of the Clubhouse will be available to the membership, and is subject to the Facility Use Fee Schedule included in the current Fee Schedule.

Yacht Lounge Usage:

1. The Yacht Lounge is a small facility with a maximum seating capacity of 45 people (depending on table arrangements) with two restrooms and a household type refrigerator. This facility has a deck area however patio furniture is not available.
2. Table and chair set-up and tear-down as well as clean-up are the responsibility of the member hosting the event. Additional tables can be requested at no charge subject to availability.
3. Members hosting the event are permitted to bring in their own food and non-alcoholic beverage.
4. Use and rent of the Yacht Lounge will be available to the membership, and is subject to the Facility Use Fee Schedule included in the current Fee Schedule. Use of member's propane BBQ is permitted on the deck.

Memorial Services:

1. The Clubhouse is available to members of the Association for memorial services.
2. Memorial services must be booked through the Food and Beverage Representative.
3. Refer to the Facility Use Fee Schedule included in the current Fee Schedule for cost.
4. The fee includes room set-up, microphone, podium, screen, display and food tables.
5. Potluck type meals are acceptable. Potluck clients must supply their own service wares, serving utensils, etc. or purchase/rent them from the food and beverage department. Use of the kitchen is prohibited except through prior arrangement with a Food and Beverage Representative.
6. Additional goods, staff and services are available through the Food & Beverage Department at an additional cost.

Facility Use Criteria for LOP Clubs & Committees:

1. A signed Facility Use document is required to secure bookings.
2. Association buildings are available for use for meetings, classes, social activities, etc.
3. All food and beverage requirements must be made with the Food and Beverage Representative at least 10 days in advance of the scheduled date and is subject to the policies specified in the Food & Beverage requirement section of this document.
4. All alcoholic beverages must be purchased through the Food & Beverage department. Exception: Bottled wines are permitted by paying the current wine corkage fee.

Dress Code:

1. Lake of the Pines Association reserves the right to refuse service to anyone.
2. Casual dress is acceptable.
3. Swimwear, cut-offs, short-shorts, and tank tops are only acceptable at the Yacht Lounge.
4. Swimwear is permitted in the Sports Lounge or Clubhouse with pool-side cover-ups.
5. Shirts and shoes must be worn at all times.

Guest List:

1. Access to Lake of the Pines is restricted to members and their guests. All members using Association facilities must submit an alphabetical list of non-member guest to the Department of Public Safety at least 24 hours prior to the scheduled meeting or event.
2. It is the responsibility of the sponsoring organization or member for the conduct of those attending any function.
3. Guest lists are not required for memorial services; however the Department of Public Safety must be notified of the event at least 24-hours in advance.

Decorations and Restrictions:

1. Smoking is prohibited at all Lake of the Pines facilities and wherever food is served in accordance with California State Law, including but not limited to covered porch or entry areas of those facilities, except in designated smoking areas.
2. Without exception movement of all tables, chairs, furniture and equipment, etc. will be only made by LOP Maintenance or Food and Beverage personnel.
3. No tacks, staples, nails or other type of fastener nor tape of any kind shall be used on the walls or woodwork. No materials of any type can be hung from any wall, window, post, etc., for any purpose. No confetti or similar item will be used in any Lake of the Pines facility and use of such items will result in a clean-up fee of \$100. No open flame candles or other device will be used in or outside any facility (votive or hurricane candles may be used). Use of any of the above will be cause for further loss of use.
4. Decorating is the responsibility of the client. All decorations must be removed by the client. It is recommended that all decorations be removed immediately after the event, however, no later than 12 hours after the event. The Lake of the Pines Association is **not responsible** for any loss or damage to items left behind after an event. Failure to remove decorations or other materials will result in additional clean-up charges.
5. Decorations requiring need for staging, ladder, chair, table or other items will be performed by LOP Maintenance personnel only. Labor by Maintenance personnel will result in labor charges.

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