



## Resident Club or Interest Group Guidelines

Thank you for your interest in starting a resident club or interest group within our community. Please review these guidelines designed to help us develop a wide array of successful community clubs.

### Steps to Starting a Club:

1. Review these guidelines and ask us any questions that you may have.
2. Complete and submit a Resident Club or Interest Group Application.
3. Complete and submit a Resident Club or Interest Group Roster.
4. Applications are reviewed weekly by the Lifestyle Director.
5. Once reviewed, a meeting will be established with the Group Leader to discuss the application and/or begin the club development process.

## GUIDELINES

### Club & Interest Group Purpose

- Community Clubs and Interest Groups are recreational in nature and do not serve as a chartered committee recognized by the Addison Village Club LLC.
- The purpose of Clubs and Interest Groups is to bring together residents with a common interest or talent in an organized manner that will enhance the leisure opportunities available within the community.

### Club & Interest Group Qualifications

- Individuals wishing to start an interest group must complete an Interest Group Application that must be approved by the Addison Village Club prior to starting a group.
- They must be open to ALL AVC members.
- They must have at least five members.
- They cannot put a “cap” on the number of residents permitted to join the group.
- Only AVC members can be part of the group.
- They must support the mission of the facility.
- They should be recreational in nature and it is recommended, subject to Addison Village Club discretion, that these groups do not pertain to cultural, religious, or political interests.
- They must adhere to the facility rules and regulations, hours of operation, and policies.
- They must have designated leader. See below.
- They must have a minimum of 4 group meetings annually.
- They must provide the Lifestyle Director with a description of their purpose for use in community marketing materials and publications.

### Leaders

- Leaders must communicate on a timely basis with the Lifestyle Director on updates, activities, programming, and room reservations.
- Leaders must provide an e-mail address that can be published in the newsletter and in other publications.

### Meetings for Clubs and Interest Groups

- Must reserve room with the Lifestyle Director.
- Rooms should be reserved at least 2 weeks in advance of meeting.



## Resident Club or Interest Group Guidelines

### GUIDELINES (CONTINUED)

#### Meetings for Clubs and Interest Groups (Continued)

- Clubs may reserve the facility for meetings once a month or more as space permits. Interest groups for the purpose of crafting, sports or games may reserve the facility for meetings once a week.
- Room rental fees will be waived for regular meetings and events.
- Clubs and Interest Groups will have advanced rental privileges allowing them to reserve a room up to 12 months in advance.

#### Dues, Financial Management and Liability

- In an effort to encourage participation by all residents, it is recommended that dues and joining fees are not charged. Any proposed dues for a Club or Interest Group must be approved by the Addison Village Club LLC.
- Groups must be non-profit.
- Fees can be charged for events and activities that offset the cost of supplies, equipment, and contractors.
- Groups are responsible for their own financial management.
- Fundraising events can be organized on a voluntary basis to support the activities of the Club or Interest Group.
- The facility, staff and Addison Village Club LLC assume no responsibility for the fiscal management of the recognized Interest Groups.
- The facility, staff, and Addison Village Club LLC assume no responsibility for accidents, injuries or incidents resulting from participation in the Club or Interest Group. All participants will be required to have a signed waiver on file prior to participating in the Club or Interest Group.