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## **The Addison Village Club**

### New Resident Welcome Packet



Addison Village Club  
8150 Stadium Parkway, Viera, FL 32940  
Phone 321-237-2377  
[www.addisonvillageclub.com](http://www.addisonvillageclub.com)



## Welcome to the Neighborhood!

We are pleased to welcome you to the Addison Village Club, and we look forward to introducing you and your family to the wide variety of programs, special events, and quality leisure experiences that define the exceptional lifestyle enjoyed by our residents. Our team takes great pride in providing amenities maintained to our high standards of excellence and an atmosphere that is always warm, welcoming and friendly. We provide Viera with a place where friends are plenty and a neighborly spirit and smile set the tone. As your Activities Staff, our goal is to make available the opportunities you seek.

This Welcome Packet has been designed to provide you with all of the information that you need to begin utilizing the many facilities and programs available to you as a resident of Addison Village. The usage guidelines provided in this packet have been thoughtfully established to help us to maintain the proper utilization of all areas while providing residents with a safe and enjoyable experience.

Our community provides residents with the following amenities:

- 6 Hard Tennis Courts
- 2 Pickleball Courts
- 2 Bocce Courts
- Croquet Lawn
- Family pool with splash park
- Shade Cabanas
- Leisure Pavilion and Family Pavilion
- Lap and Leisure pool
- Club Room
- Meeting Rooms
- Indoor Gymnasium with basketball, volleyball and pickleball
- Full Time Lifestyle Director and Programming Staff

We are delighted that you have decided to become a part of Addison Village, and we look forward to seeing you at our next program or special event.

Sincerely yours,

**The Lifestyle Team**

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# 1. Introduction

## 1.1 Welcome Packet Purpose

The purpose of this Welcome Packet is to provide you with all of the information you need to begin enjoying the many amenities, programs and activities available to you as an eligible resident of Addison Village. Each guideline has been thoughtfully established with the best interest of the community in mind with the goal of providing a safe and enjoyable environment for all residents.

Please take the time to review this Welcome Packet in its entirety and let us know if you have any additional questions, concerns, or suggestions. We value your feedback, and we look forward to hearing from you.

## 1.2 Mission Statement

To provide exceptional services to our residents which reflect our uncompromising standards of excellence and dedication to *Building Better Lifestyles*.

## 1.3 Developer Story

An important part of the success of Viera has been the consistency of having a single owner/master developer with the advantage of already owning the property.

More profound is the Duda family's environmental stewardship and long, successful history in land management, ranching and farming. The priority to continue to fulfill the 'vision' of Viera is to develop in the best way possible, for its residents and Brevard county, for habitat preservation and environmental protection, and for the legacy of the Duda family and their sixth-generation business.

## 1.4 WTS International

As part of the commitment to providing our residents with the best leisure amenities and programming, we have hired a professional leisure management company. WTS International was founded in 1973 and today is one of the world's largest and fastest growing leisure companies in the world. WTS is responsible for the managing the daily operations, staff, programs, and services offered at the amenities within our community. WTS is committed to providing residents with quality leisure experiences and are dedicated to their mission of *Building Better Lifestyles*.



## 2. General Information

### 2.1 Hours of Operation

#### Addison Village Club

November – March 8:00 a.m. – 8:00 p.m. Sunday – Saturday

April – October 8:00 a.m. – 9:00 p.m. Sunday – Saturday

**Pools and Deck:** See facility hours, however no earlier than dawn and no later than sunset

**Outdoor Sports Courts & Croquet Lawn:** See facility hours, however no earlier than dawn and no later than sunset

\*Hours of Operation Subject to Change

### 2.2 Operating Calendar and Holidays

#### Holidays

The facility will be closed on the following days:

- Thanksgiving
- Christmas
- New Year's Day

#### Inclement Weather

We will make every attempt to remain open during times of inclement weather; however, the facilities will be closed if the conditions are determined to be a threat to the residents and staff.

#### Maintenance Days

In an effort to achieve the highest standards of facility cleanliness and safety, there will be times when certain areas of the facility will be shut down for improvements, cleaning, and preventative maintenance. Resident understanding and patience is appreciated as efforts are made to improve and maintain the cleanliness, safety, and aesthetics of the facility. Whenever possible, maintenance days will be planned in advance and residents will be notified.

### 2.3 Contact Information

Name	Position	Phone	Email
Shane Cassell	Club Manager	321-237-2377	<a href="mailto:scassell@addisonvillageclub.com">scassell@addisonvillageclub.com</a>
Grace Walker	Lifestyle Director	321-237-2377	<a href="mailto:grace.walker@addisonvillageclub.com">grace.walker@addisonvillageclub.com</a>
Resident Services	Resident Services	321-237-2377	<a href="mailto:resident.services@addisonvillageclub.com">resident.services@addisonvillageclub.com</a>

## 2.4 Facility Eligibility for Use

Eligible residents in good standing with the Addison Village Club are entitled to use the facilities and amenities.

Non-resident owners who have leased their home are required to relinquish their access to the Club to their tenant and must provide Club Management with a copy of the lease and a listing of tenants. Tenants will be required to provide proof of residency before they receive access and ID cards to the facility.

The Addison Village Club, LLC reserves the right to suspend a resident's use of the amenities for failure to follow the policies and procedures, posted rules and regulations, directives of staff on duty, and for a resident's failure to pay any amounts owed to the Addison Village Club, LLC.

## 2.5 Disclaimer

*Homeowners and guests using the facilities do so at their own risk.* The safety of our residents and guests of our community is a primary concern. All persons using the facilities do so at their own risk and agree to abide by the rules for use of the facility. The community, its agents and employees assume no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the facilities or from the acts, omissions or negligence of other persons using the facilities. Residents are responsible for their actions and those of their guests.

## 2.6 Comments and Suggestions

Our staff is always striving to improve service to the community. Resident suggestions and ideas are essential to our continued success. Residents can voice their concerns and suggestions by speaking to our staff or e-mailing the management team.

## 2.7 Policy Enforcement

Please be aware that staff must protect the rights and privileges of rule-abiding residents, and that inappropriate behavior will not be accepted. All users are responsible for compliance with the rules and regulations established for the safe operations of all the facilities. Anyone continuing to violate clubhouse rules will be refused access to the clubhouse and its amenities in accordance with Addison Village Club, LLC guidelines and Declaration of Covenants. The staff reserves the right to ask residents to leave the facilities and suspend their privileges until the Addison Village Club, LLC is able to make an official ruling.

## 2.8 Access Cards

Use of the amenity areas is restricted to residents and their guests. To gain access to the amenity areas, you must use your access card. Upon arrival at the facility, residents will scan their access cards in the card reader located outside of the main entrance doors in order to unlock the doors. This access card system protects you and the facility from non-resident entry. Under no circumstance should a resident provide their access card to a non-resident to allow them to utilize the amenities or open gates/doors for others to enter the facility without using the Club's check-in procedure.

During the new resident orientation, each household will be issued two (2) access cards at no charge for the initial cards. Households are required to purchase additional access cards for \$9.99 each including tax for any additional permanent residents 16 years of age or older. Proof of age and address is required (i.e. government issued photo ID or birth certificate). Replacements for lost cards carry a fee of \$25.00 plus tax.

## 2.9 Guest Policies

Residents will be able to bring up to 4 complimentary guests with them to the facility. Guests must be accompanied by a resident 18 years of age or older. All guests will be required to sign a waiver and log in at the front desk prior to utilizing the facility and will receive a pass for the day.

### **Guest Fees (for those beyond the 4 complimentary guests):**

\$5 per guest plus tax (children under 3 are complimentary)

A maximum of 8 guests may be brought to the facility at one time unless the facility has been rented for a private event or function.



## 3. Programs, Activities, and Services






### 3.1 Program Descriptions

We are pleased to offer our residents a wide variety of programs and activities designed to meet the needs of community members of all ages, interests and skill levels.




Each year, the staff will evaluate and improve upon existing programs, as well as continually add new activities in each category. The format of each program or activity will be structured to most effectively provide participants with a positive recreational experience of the highest caliber.

WTS International offers our community their signature Lifestyles program which provides our residents with a diverse selection of programs, activities and events every month. Below is a sample of the types of programs that may be offered to our residents.

#### WTS Lifestyles

Category	Program Samples	
	<ul style="list-style-type: none"> <li>• Group Exercise</li> <li>• Wellness Seminars</li> <li>• Fitness Orientations</li> </ul>	<ul style="list-style-type: none"> <li>• Yoga</li> <li>• Pilates</li> <li>• Screenings</li> </ul>
	<ul style="list-style-type: none"> <li>• Water Exercise</li> <li>• Swim Lessons</li> <li>• Private Lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Swimming Club</li> <li>• Water Safety Courses</li> <li>• Pool Parties</li> </ul>
	<ul style="list-style-type: none"> <li>• Bocce</li> <li>• Basketball</li> <li>• Volleyball</li> <li>• Flag Football</li> </ul>	<ul style="list-style-type: none"> <li>• Drills and Clinics</li> <li>• Sports Camps</li> <li>• Clubs and Teams</li> <li>• 5K Races</li> </ul>
	<ul style="list-style-type: none"> <li>• Private Lessons</li> <li>• Group Lessons</li> <li>• Clinics</li> <li>• Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Leagues</li> <li>• Junior Leagues</li> <li>• Camps</li> <li>• Special Events</li> </ul>
	<ul style="list-style-type: none"> <li>• Dance</li> <li>• Cooking Classes</li> <li>• Crafts</li> <li>• Fine Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Cards</li> <li>• Continuing Education</li> <li>• Lectures</li> <li>• Specialty Workshops</li> </ul>

## WTS Lifestyles (Continued)

Category	Program Samples
	<ul style="list-style-type: none"> <li>• Holiday Parties</li> <li>• Special Events</li> <li>• Clubs</li> <li>• Interest Groups</li> <li>• Resident Socials</li> <li>• Wine &amp; Cheese Parties</li> <li>• Potlucks</li> <li>• Family Programs</li> </ul>
	<ul style="list-style-type: none"> <li>• Arts and Crafts</li> <li>• Parent's Night Out</li> <li>• Dances</li> <li>• Teen Club</li> <li>• Movie Nights</li> <li>• Special Events</li> <li>• Workshops</li> <li>• Field Trips</li> <li>• Ice Cream Socials</li> <li>• Pizza Parties</li> </ul>
	<ul style="list-style-type: none"> <li>• Summer Camp</li> <li>• Tiny Tots</li> <li>• Break and Holiday Camps</li> <li>• Teen Adventure</li> <li>• Sports Camps</li> <li>• Nature Camp</li> <li>• Crafty Kids Camp</li> <li>• Science Academy</li> </ul>

### 3.2 Program Calendars and Brochures

Residents can easily find information on new programs and events by picking up the monthly Lifestyle Guide and flyers in the Club. Information is all sent via email on a weekly basis to registered club members. Additionally, there is a Facebook page for the Addison Village Club with updates, reminders and program information.

### 3.3 Program Registrations

Programs will be open to residents and their guests only. Residents may register guests for programs; however, in order to provide residents with priority registration, guests may be assessed a non-resident surcharge and will only be able to register for programs if space permits.

Registration dates and deadlines will be advertised each month. Registration will typically end one week prior to the start of the class unless otherwise noted.

Residents will be able to register for all programs and activities in a variety of ways. Please note: we do not accept phone or Facebook reservations for any programs or events.



**Online Registration** – Residents can register from the comfort of their home through our online registration system [www.addisonvillageclub.com](http://www.addisonvillageclub.com)

**Email Registration** – Residents can email resident services and request to be signed up for a program or event at [resident.services@addisonvillageclub.com](mailto:resident.services@addisonvillageclub.com).

### **3.4 Program Fees and Payment Types**

A variety of complimentary and fee based programs will be offered to residents. Fees for programs are occasionally required to offset the cost of instruction, supplies, equipment, and administrative expenses. Full payment must be made at the time of registration.

Residents may pay for programs utilizing any of the following payment methods. Cash is not accepted for programs unless specified.

- Credit Card (Visa, MasterCard, Discover and AMEX)
- Checks made payable to Addison Village Club, LLC.

### **3.5 Program Changes and Cancellations**

The staff will notify residents if there is a need to change or cancel a program. If a program is canceled, residents will be issued a refund or credit on their account.

### **3.6 RSVPs and Registration Deadlines**

All programs require advanced registration or an RSVP to allow the staff to plan effectively. To avoid the unnecessary cancellation of program, register by the posted deadline.

Late registrations may be accepted on a case-by-case basis. Due to the nature of some programs and the availability of space, late registration may not always be feasible.

### **3.7 Waiting Lists**

Some programs will have maximum registration limitations. In the event a program is full, a waiting list will be created. If there are cancellations in the program, the residents on the waiting list will be contacted. This waiting list will also be utilized to determine if an addition program can be offered.

### **3.8 Program Refunds and Credits**

Program refunds and credit may be granted on a case by case basis. Refunds and credits after the program registration deadline or after a program begins may not be approved.

### **3.9 Resident Clubs and Interest Groups**

Our facilities will host many interest group and activity club meetings and social events. Clubs and interest groups will be resident managed and self-supporting. The staff will help to facilitate meetings and assist in the development and promotion of activities developed by the clubs. Any resident wishing to develop an interest group or club should contact the staff to receive information and an application.

Meeting and event dates will be subject to facility availability. All clubs must be open to any resident of the community. Guests may be permitted to attend club functions on a limited basis with permission from the staff.

### **3.10 Program Suggestions and Ideas**

The staff is constantly striving to improve programs and services offered to the community. Residents are encouraged to submit ideas and suggestions for upcoming programs by completing a Comments and Suggestion Form. The Lifestyle team will also send various program surveys throughout the year.

## 4. Facility Features and Usage Guidelines

### 4.1 General Facility Usage Guidelines

The following usage guidelines have been established to maintain the facility and ensure the safety and enjoyment of all residents. Specific rules for each area are posted in each area and outlined under their own section in this Welcome Packet.

#### General Facility Rules

1. All residents are entitled to utilize the amenities if they meet all eligibility requirements.
2. Guests must be accompanied by a resident.
3. Residents under the age of 16 must be accompanied by an adult (18 or older) when using the amenities. Additional age requirements may apply as listed in the usage guidelines for specific areas.
4. Residents are encouraged to speak to their physician before engaging in physical exercise. All residents utilize the amenities at their own risk. Assumption of risk and liability forms must be signed and on file before utilizing the amenity areas.
5. Residents must have at all times in their possession their access card for identification to enter and utilize the amenities.
6. With the exception of the pool and wet areas where bathing suits are permitted, residents must be properly attired with shirts and shoes to utilize the amenities.
7. Bathing suits and wet feet are not allowed indoors with exception to pool bathrooms.
8. Food and drink will be limited to designated areas only.
9. Residents under 21 years of age may not consume alcohol on property at any time.
10. Club staff reserves the right to deny access to anyone who is visibly intoxicated, or exhibits rowdy behavior. Persons who in the opinion of the service staff are found to be harassing other patrons or using foul language will be asked to leave the facility.
11. Excessive noise that will disturb other residents and guests is not permitted.
12. Smoking and vaping is not permitted anywhere in the facility, including the outdoor amenities such as the veranda, pool deck, pavilions and sports courts. Smoking in the facility is not permitted under any circumstance.
13. Use of profane or inappropriate language is not permitted.
14. Anyone that appears to be under the influence of drugs will be asked to leave the facility.
15. Residents are responsible for cleaning up after themselves and helping to keep the amenity areas clean at all times.
16. Residents are encouraged to let the staff know if an area of the facility or a piece of equipment is in need of cleaning or maintenance.

17. All equipment and supplies provided for use of the amenities must be returned in good condition after use.
18. With the exception of service animals, pets are not permitted anywhere in the facility including the outside amenities like the pool deck and sports courts.
19. Bicycles, skateboards, rollerblades and other vehicle use are limited to designated outdoor areas only. A designated parking space with racks for bikes is available.
20. Golf carts are required to park in the designated grass parking area unless a handicap space is required.
21. All programs and services including personal training, group exercise, tennis lessons, and instructional programs must be conducted by an approved and certified employee of the management company.
22. Lockers are available for residents and their guests. Lockers are for daily use only, and all items must be removed from the lockers at the end of the day. Locks can be rented on a first come, first serve basis at the front desk.
23. To prevent disturbance to others, use of cellular telephones is limited while in the facility. Residents and guests are asked to keep their ringers turned off or on vibrate while in the facility.
24. The facility and staff are not responsible for lost or stolen items. Residents are encouraged to store and lock all personal belongings in provided daily use lockers. Staff members are not permitted to hold valuable or bags for patrons.
25. All found items should be turned in to the staff for storage in the lost and found. Items will be stored in the lost and found for up to one month.
26. Residents are encouraged to assist the staff in the enforcement of these usage guidelines. Residents may notify the staff on duty if an individual is violating usage guidelines.
27. Rules are subject to change as deemed necessary by Addison Village Club, LLC.

## **4.2 Indoor Gymnasium**

Our community offers a beautiful gymnasium complete with a half basketball court and additionally lined for volleyball and pickleball. The space will also double as a group exercise studio.

### **Usage Guidelines**

1. All residents are encouraged to consult their physician before beginning an exercise program.
2. Courts are available to residents on a reservation basis for pickup games. The gymnasium can be reserved for private rentals/meetings and for an approved community class, program or event.
3. A schedule of activities will be posted in each area and updated by the staff.



4. No one under the age of 16 is allowed in the area alone unless accompanied by an adult (16 years and older). Residents are not permitted to “drop off” their children/grandchildren without specific supervision from an adult.
5. Hanging on the hoop, dunking, drawing on the court, and destructive use of the equipment is prohibited.
6. Bikes, rollerblades, skateboards and equipment with wheels are not permitted.
7. Profanity, fighting or disruptive behavior will not be tolerated.
8. Residents are responsible for bringing their own equipment. The staff may have some equipment available for sign out on a first come first serve basis.
9. All sports instructors and coaches must be approved, certified and employed by the management company.
12. Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the gymnasium. Only shoes that have non-scuffing soles are permitted on the court.
13. Food is not permitted in the gymnasium unless for a special event and approved in advance by management. Water or other sport drinks must be contained in non-breakable spill-proof containers.
14. Alcohol is not permitted in the gymnasium at any time.
15. Personal music devices are permitted if used with headphones and played at a volume that does not disturb others.
16. All concerns, equipment malfunctions, and maintenance needs should be reported to the staff.
17. The community offers a group exercise program for residents seeking fitness classes and guidance. Information on classes, packages, and fees is available in the newsletter and posted in the facility.
18. Classes are scheduled each month based on the interests of the residents and the availability of qualified instructors. Information on class times, dates, fees, and instructors is available in the newsletter and posted in the facility.
19. All instructors must be approved, certified and employed by the management company.
20. Residents between the ages of 13 – 15 may participate in group exercise classes when accompanied by a parent/guardian who is 18 years or older.
21. Residents 16 years and older may participate in a group exercise class independently.
22. All other general facility rules apply.

### 4.3 Pool Rules

We are pleased to provide our residents with a fantastic resort style aquatic amenity area.

#### Usage Guidelines

1. Swim at your own risk. The pool areas are not supervised by lifeguards during operating hours.
2. The pool areas are open when the facility opens until sunset only. No one is permitted in the pool at any other time unless a specific event is scheduled.
3. No one under the age of 16 is allowed in the area alone unless accompanied by an adult (16 years and older). Residents are not permitted to “drop off” their children/grandchildren without specific supervision from an adult.
4. Children under the age of 10 must be directly supervised by an adult 16 years or older in the water or from the deck at all times.
5. Coast guard approved flotation devices are permitted, but their use by non-swimmers requires direct supervision in the water by an adult 16 years of age or older.
6. To prevent accidental loss or damage, we recommend that personal pool toys are left at home. Large pool floats may not be permitted during peak hours. Staff reserves the right to ask that large floats be removed.
7. No bicycles, scooters, roller skates, roller blades or skate boards are permitted on the pool deck.
8. Food and drinks are not permitted within 4 feet of the pool. Glass and any breakable objects of any kind are not permitted anywhere on the pool deck.
9. All swimmers must shower before initially entering the pool.
10. Persons with open cuts, wounds, sores or blisters may not use the pool.
11. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.
12. Appropriate swimming attire (swimsuits) must be worn at all times.
13. Infants/children not toilet trained and incontinent adults must wear swim suit diapers or snug plastic pants under their swim suits. Diapers (cloth and disposable) are prohibited.
14. Sitting on or hanging from pool ladders is not allowed.
15. NO diving is permitted.
16. Back dives, flips, back jumps or other dangerous actions from the side of the pool are prohibited.
17. Lap lanes are to be used only by persons swimming laps or water walking or jogging. Sitting or hanging on lap lines is not permitted.
18. Only authorized staff members are allowed in the filter rooms and chemical storage rooms.

19. Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them.
20. The pool may close due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
21. The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool deck immediately when instructed to do so by the staff.
22. All swim instructors must be approved, certified and employed by the management company.
23. All other general facility rules apply.

#### **4.4 Club Room and Meeting Rooms**

The facility contains common social areas that will be programmed at specific times of the day and will also be open for resident use.

##### **Usage Guidelines**

1. All areas are open for resident utilization unless a structured program, event or private rental is taking place.
2. A schedule of activities will be posted in each area and updated by the staff.
3. No one under the age of 16 is allowed in these areas alone unless accompanied by an adult (18 years and older). Residents are not permitted to “drop off” their children/grandchildren without specific supervision from an adult.
4. Only specified areas are available for private rentals. (See Rentals Section)
5. Food and beverages may only be consumed in designated areas.
6. Residents are responsible for cleaning up after themselves.
7. All other general facility rules apply.

#### **4.5 Bocce, Tennis & Pickleball Courts**

The Addison Village Club offers tennis, bocce and pickleball courts for informal use, lessons and internal league play.

##### **Usage Guidelines**

1. Courts #5 & 6 are available for use by residents and their guests only on a first come first serve basis.
2. Courts may be reserved for a community approved program or event which take precedence over daily rentals.

3. A schedule of activities will be posted in each area and updated by the staff.
4. When other players are waiting, tennis court use should be limited to 1 hour.
5. No one under the age of 16 is allowed in the area alone unless accompanied by an adult (16 years and older). Residents are not permitted to “drop off” their children/grandchildren without specific supervision from an adult.
6. Bikes, rollerblades, skateboards and equipment with wheels are not permitted.
7. All players shall be dressed in appropriate attire, which includes: shirts, tennis shoes, shorts or warm up suits. These items must be worn at all times. Hard and/or black soled shoes are restricted from the tennis courts.
8. The rules established by the United States Tennis Association (U.S.T.A.) will be strictly followed and adhered to by all players at all times.
9. Food and gum are not permitted on the courts. Drinks must be in a non-breakable spill-proof container.
10. Profanity, fighting or disruptive behavior will not be tolerated.
11. No furniture, other than benches and tables already provided will be allowed on the playing surfaces.
12. All tennis instructors must be approved, certified and employed by the management company.
13. All other general facility rules apply.

## **4.6 Croquet Lawn**

Our community offers a recreational croquet lawn for resident utilization.

### **Usage Guidelines**

1. Lawn is available for use by residents and their guests only on a first come first serve basis and cannot be reserved for a private function.
2. Lawn may only be reserved for a community approved program or event.
3. No one under the age of 16 is allowed in the area alone unless accompanied by an adult (18 years and older).
4. Bikes, rollerblades, skateboards and equipment with wheels that may damage the fields are prohibited.
5. Chalking or marking the fields must be approved in advance and proper marking materials must be utilized.
6. Profanity, fighting or disruptive behavior will not be tolerated.
7. Smoking is not permitted on the lawn.

8. Residents are responsible for bringing their own equipment. The staff may have some equipment available for sign out on a first come first serve basis.
9. All other general facility rules apply.

#### **4.7 Family and Leisure Pavilions**

The outdoor pavilions have been beautifully designed and maintained for resident enjoyment and utilization.

##### **Usage Guidelines**

1. The outdoor pavilions are available for use by residents and their guests only on a first come first serve basis. Private rentals may be reserved through the staff following the rental policies. (See Rental Section)
2. Profanity, fighting or disruptive behavior will not be tolerated.
3. Amplified sound systems and DJs are prohibited unless it is an approved program, event or private rental.
4. Residents must clean up after themselves and dispose of trash in the appropriate receptacles including any decorations hung on or around the pavilion.
5. Removal of tables and chairs from the pavilions is prohibited.
6. All other general facility rules apply.

## 5. Facility Rentals

### 5.1 Facility Rental Areas and Fees

For the convenience and enjoyment of our residents, our community offers several facilities and outdoor areas available for private rentals. See the private rental guidelines and checklist to see if your reservation is considered a private rental.

#### Indoor Areas

<p><b>Full Meeting Room With Kitchen Use</b></p> <p>Maximum Capacity – 120 \$50 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i> <i>(indoor rentals do not include or permit pool access/use)</i></p>	<p><b>Meeting Room A</b></p> <p>Maximum Capacity – 40 \$25 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i> <i>(indoor rentals do not include or permit pool access/use)</i></p>	<p><b>Gymnasium</b> <i>(limited availability and purposes)</i></p> <p>Maximum Capacity – 250 \$75 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i> <i>(indoor rentals do not include or permit pool access/use)</i></p>
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#### Outdoor Areas

<p><b>Family Pavilion</b></p> <p>Maximum Attendees – 30 \$15 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i></p>	<p><b>Leisure Pavilion</b></p> <p>Maximum Attendees – 30 \$15 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i></p>	<p><b>Tennis Pavilion</b></p> <p>Maximum Attendees – 30 \$10 per hour plus tax</p> <p><i>(plus \$200 refundable security deposit – check only)</i></p>
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### 5.2 Facility Rental Procedure

Residents interested in renting an indoor or outdoor space may pick up a rental packet from the management staff. The rental packet will contain specific facility policies and procedures. A deposit will be required to reserve any indoor or outdoor space on the community calendar.



## 6. Emergency Procedures and Equipment

### 6.1 Emergency Procedures

In the event of an emergency, the facility is equipped with first aid kits and an AED. At all times while the facility is staffed, an individual with first aid, CPR and AED certifications will be on duty to respond to emergencies, accidents, and injuries.

If an accident or injury occurs, the staff should be notified immediately.

### 6.2 Emergency Equipment

The following equipment is available in specified areas throughout the community.

First Aid Kits are located behind the front desk. Please notify staff of your injury and they will assist with first aid application if needed.

#### **AEDs**

##### Locations

- In the outdoor Leisure Pavilion
- In the gymnasium

##### Procedure for Use

1. Follow CPR steps with the victim
2. If the victim is not breathing and you do not hear a heartbeat open the AED
3. Send someone to call 911
4. Follow instructions provided by the AED

## **7. Forms and Waivers**

### **7.1 New Resident Information Form and Waiver**

A new resident information form is kept on file for all residents. This allows the staff to maintain current information on all residents eligible to utilize the amenities. This form also contains the Assumption of Risk and Waiver of Liability that must be signed by each member of the household.

### **7.2 Program Registration Form**

Program registration forms are utilized to register for activities and events. This form provides instructors and staff with all necessary information.

### **7.3 Rental Usage Guidelines and Request Form**

Rental Request and Waiver Forms are utilized for private rental of specified indoor and outdoor amenities available for private functions. Residents must read and agree to follow the Rental Usage Guidelines before a request will be approved.

#### **Interest Group and Club Applications**

Applications may be filed by anyone wishing to form a resident interest group or club. These applications provide information necessary to form an interest group or club and provide the group/club with associated privileges.

### **7.4 Photo Release and Model Form**

The Photo Release and Model Form should be signed by all individuals who are featured in any video or photography that will be used by the facility for promotional purposes. This document should be kept on file on property. This provides the facility with the rights to use an individual's image in their promotions to include social media, flyer development, websites, etc.