

# RULES AND REGULATIONS -- USE OF CLUB PROPERTY

---

## USE OF THE CLUBHOUSE

*The following rules and regulations relate to group and individual use of the Cape George Clubhouse.*

*Additional requirements and conditions for the use of the Clubhouse are contained in forms CP02a, CP02b, CP02c, CP02d and CP02e.*

### A. Who May Use the Clubhouse

1. Admission to the Clubhouse is limited to members in good standing, family members, and guests as defined in CP20, "Access to Community Owned Club Facilities by Guests and Adult Family Members". Before a member is issued a card/fob key the member must sign Form CP02-a, "Clubhouse Statement of Responsibility".
2. The Clubhouse is available for individual member use from 5 AM until 11 PM on a daily basis.
3. Before entering the Clubhouse, members should check the calendar posted on the bulletin board outside of the Clubhouse to make sure the facility is not reserved for private use or for a community sponsored event.

### B. Reserved Use of the Clubhouse

1. Club members in good standing may use the Clubhouse **free of charge** for group activities that are open to the entire membership, with the following stipulations:
  - a. Members must complete a Clubhouse Use Application/Agreement (Form CP02b) and submit it for approval by the Office.
  - b. Group activities that will include participants from outside the community, in addition to Cape George Colony Club members, must be approved by the General Manager. Activities that occur on a regular weekly or monthly basis need to be approved only once at the beginning of each calendar year. Other "one time activities/uses" need to be approved for each individual activity.
  - c. Notice of Clubhouse use for regularly scheduled weekly or monthly activities should be placed on the master calendar maintained in the office and should also appear on the calendar which is published monthly in the newsletter. Other "one time activities/uses" should be posted on all community bulletin boards at least two weeks prior to the event in a minimum 8 ½" x 11" format and advertised in at least one edition of the Cape George Newsletter. Cape George Colony Club committee functions are exempt.
  - d. No public advertising is permitted, which includes newspapers, organizational newsletters (except the CGCC Newsletter), internet advertising (except the CGCC e-mail list), posted flyers outside the community or metered mailings. Cape George Colony Club committee functions are exempt.
  - e. The majority of attendees at any **free of charge** functions must be Cape George Colony Club members.
  - f. Activities that involve collecting a fee or sale of a product or service will require approval of the General Manager. Cape George Colony Club committee fundraisers are exempt.

## RULES AND REGULATIONS -- USE OF CLUB PROPERTY

---

2. Club members in good standing may use the Clubhouse **for a fee** for such occasions as wedding receptions, family gatherings, and private parties that are not open to the entire membership, with the following stipulations:
  - a. Members must complete a Clubhouse Use Application/Agreement (CP02b) and submit it for approval by the Office.
  - b. No member may rent the Clubhouse for an event for which he or she is not the host. The club member renting the premises must be present and responsible at all times during the function.
  - c. Attendance is by invitation only. No public advertising is allowed, which includes newspapers, organizational newsletters, internet advertising, posted flyers, or metered mailings.
  - d. Attendance at the private rental event shall be limited to 100 persons, unless the General Manager, after considering parking impacts, food service plans and other relevant factors, grants an exception allowing a larger attendance.
  - e. No fees may be charged, or donations collected for any function held in the Clubhouse or in the picnic areas, except for those hosted by Cape George sanctioned committees. All fundraising must benefit the Cape George Community.
  - f. Any other uses must be approved by written request to the Board of Trustees.
  - g. Rental of the Clubhouse does NOT include the swimming pool, marina, barbeque, picnic area or gazebo.
3. Member(s) reserving the Clubhouse are granted exclusive use of the facility during the requested timeframe. All other Club member(s) will refrain from entering the Clubhouse unless they have received an invitation.
4. Blacked out dates for traditional holidays have been established so the general membership has priority for utilizing the Clubhouse facility. Members wishing to schedule a private party during these blacked-out dates may still do so if a "Cape George Community" function has not been scheduled 30 days in advance. The blacked-out dates include Thanksgiving Day, Christmas Day, New Year's Eve and Day, Memorial Day, the 4<sup>th</sup> of July, Labor Day, and Easter.
5. Reservations and scheduling of the Clubhouse for any event shall be made at the Club office. The Office Administrator will contact you to schedule a time to go over both the rules and regulations, and complete and sign a "Clubhouse Use Application/Agreement" Form (Form CP02b). Rental fee and/or security deposit are due at the time of application.

Approved at Board of Trustees Meeting, February 15, 2018.

---

Katie Habegger, President

---

Carol Wood, Secretary