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## CLUBHOUSE/RESTAURANT COMMITTEE FUNCTIONS AND POLICY MANUAL

This Functions and Policy Manual replaces all Heather Gardens Association Procedure Manual for the Clubhouse and the Restaurant. Those procedure manuals should be removed from files and destroyed.

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## I. BACKGROUND

The Clubhouse/Restaurant Committee is a standing committee authorized by the Heather Gardens Metropolitan District (HGMD) Board of Directors.

The Clubhouse/Restaurant Committee recognizes that HGMD and the Heather Gardens Association (HGA) have entered into a management agreement which authorizes HGA to operate and provide daily management of the Clubhouse and the Restaurant.

The concerns of the Committee are to make policy recommendations and financial recommendations to the HGMD Board of Directors.

## II. RESPONSIBILITIES

- A. **HGMD PRESIDENT.** Appoints, with Board approval a HGMD Director to serve as chair of the Clubhouse/Restaurant Committee.
- B. **HGMD Board.** Ratifies Committee Chair appointment. Acts on recommendations of the Committee.
- C. **CHAIR.** Chairs meetings of the Clubhouse/Restaurant Committee. Appoints all committee members. Committee members have volunteered for a specific term and the Chair generally accepts the members of the standing committee. The chair appoints new members when terms expire. The Chair also counsels with residents, the Clubhouse Manager, the Restaurant Manager, the Clubhouse/Restaurant Committee and interested parties regarding the Clubhouse and the Restaurant.
- D. **HGMD Clubhouse/Restaurant Committee.** Will evaluate large non-cash donations, including, but not limited to, machinery, electronic equipment and large appliances, and will recommend for acceptances only those items determined to be suitable and appropriately intended for the benefit of HGMD. Items not requiring Committee review may be accepted or rejected at the discretion of the HGMD Agent or appropriate Department Manager.

## III. PROCEDURES

### A. **COMMITTEE STRUCTURE.**

- 1. **Chair.** A member of the HGMD Board of Directors appointed by the President.

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2. **Composition.** The Chair, the Clubhouse Manager (without vote), the Restaurant Manager (without vote), and a minimum of four (4) and maximum of seven (7) electors. Quorum is three (3).

Reviews, monthly, the financial statements of the Clubhouse and the Restaurant. Makes suggestions/recommendations regarding the financial position and operations of the Clubhouse and/or the Restaurant.

Reviews the annual operating and capital requirements budget submitted by the General Manager. Makes appropriate modifications and recommends the budget to the HGMD Board of Directors.

Reviews, annually, Clubhouse Room Rental Rates and Makes recommendations regarding rates to the HGMD Board of Directors.

Reviews, annually, fees charges for classes held in the Clubhouse and makes recommendations regarding fees to the HGMD Board of Directors.

Reviews, annually, fees charged for guest and non-resident for use of Clubhouse.

3. Donations. Reviews donations under its scope and determines if they are suitable and appropriately intended for the benefit of all members of the HGMD. Make recommendations to the HGMD Board regarding acceptance of donations.
- a. Persons wishing to make a donation requiring Committee recommendation for approval are asked to complete a donation form.
  - b. The Committee, HGMD or its Agent may require an inspection and approval by the HGA Maintenance Department, or another qualified professional, prior to accepting the donation.
  - c. HGMD or its Agent will not accept donations with any restrictions or conditions.
  - d. All items donated become the property of HGMD.
  - e. The donating party agrees to pay the cost incurred for moving and delivery of the item to be donated.
  - f. HGMD or its Agent reserve the right to refuse any item through the donation process.

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- g. HGMD or its Agent has the prerogative of using the donated item on the most current project or may reserve it for future project.

## IV. POLICIES

### A. NON-DISCRIMINATION POLICY.

1. The Heather Gardens Metropolitan District Clubhouse and Restaurant will not exclude anyone from participating in the enjoyment and/or use of the Clubhouse and/or the Restaurant based on national origin, race, color, physical handicap, or sexual orientation.
2. All reasonable efforts will be made to accommodate the physically handicapped.
3. The Clubhouse and the Restaurant are open to all residents of the District as well as the general public. All are encouraged to make use and enjoy the facilities of Heather Gardens.
4. The Clubhouse will be a safe, well maintained, attractive facility with programs designed to meet the needs of an active senior community.
5. From time to time the Rendezvous will close in entirety for a large event, if the event financially benefits Heather Gardens District, and this practice will be only if the event is at a time when the majority of our clientele will not be inconvenienced.

## V. NON-PROFIT GROUPS TABLE USAGE IN CLUBHOUSE

Requests to set up tables in the Clubhouse must meet the following requirements:

1. Requests must be only from current District electors representing a Heather Gardens recognized club or a 501 3c organization.
2. Request must be submitted to the Clubhouse Manager at least 30 days prior to the date desired.
3. Table requests are on a first come/first served basis.
4. Table location is at the sole discretion of the Clubhouse Manager. Generally, table locations will not be allowed in the entrance lobby area.
5. Table usage is limited to one day per week.

6. The presenter must not approach individuals in the Clubhouse.
7. The presenter must provide materials for display, including easels and/or other visual equipment. All materials must be disposed of by the presenter at the close of the presentation.

## VI. REFUNDS FOR CLASSES, EVENTS AND TRIPS

- A. **Request for Class and Events refunds.** Must be made prior to class/event starting. A \$7.00 service fee will apply to all refunds. To avoid a service fee, request your refund via a HGMD Clubhouse gift certificate that can be used for future classes, events or trips. The Clubhouse gift certificate is **not** usable in the Rendezvous Restaurant.
- B. **Request for Trip refunds.** Must be made prior to the registration deadline. A \$7.00 service fee will apply to all refunds. After the registration deadline, refunds will only be issued if the trip spot can be filled. If the trip spot cannot be filled, no refund will be issued. To avoid a service fee, request your refund via a HGMD Clubhouse gift certificate that can be used for future classes, events or trips.

## VII. RESTAURANT

The Restaurant will be a safe, well maintained, attractive restaurant serving meals designed to meet the culinary needs of an active senior community.

## VIII. CLUBS

A Heather Gardens recognized club is defined as organizations headquartered at Heather Gardens having at least 75% of its total membership as residents of Heather Gardens.