

## USE OF THE RECREATIONAL FACILITIES POLICIES AND PROCEDURES

### **Policy**

Recreational facilities shall be available to All owners and residents for use as approved by Oak Run Associates, Ltd. and the Oak Run Homeowners Association (ORHA), provided that:

- The use does not violate local, state, or federal law;
- The facility is not used to conduct sectarian religious services as might be held in a church or synagogue;
- The event is not to raise money for the benefit of an organization, charity, or group outside of Oak Run unless approved by the Board of Directors.
- Non residents are barred from participation in the scheduled activity. Private parties such as (but not limited to) wedding anniversaries, wedding receptions, engagement showers, memorial services, and birthdays may be exempted from this rule if approved by the ORHA Board.

**Unoccupied** rooms may be used by any resident or club so long as they vacate the room immediately for a scheduled event.

**Guests** must be accompanied by a resident when using the facilities. Oak Run ID tags must be worn. GAMBLING IS PROHIBITED IN ANY FACILITY UNLESS PROTECTED UNDER FLORIDA STATUTE 849.085.

### **Procedure**

To schedule use of any Oak Run facility, a resident or club must submit a Room Request form, which has specific responsibilities of the user to be initialed on the second page. By submitting the signed Room Request form and initialing the user responsibilities, the user acknowledges that he or she has read and accepts the ORHA Recreational Facilities Use Policy, along with the responsibilities listed below.

Users are expected to:

- Inspect the facility to insure it is clean and in working order, and to report any problems to the ORHA Director on Duty BEFORE use;
- No live plants, glitter, confetti, hay or straw or combustible materials are allowed in any facility;
- Return all furniture and fixtures to their approved arrangement after use;
- Restore the facility (including the kitchen, if used) to its "as you found it" state of cleanliness;
- Assure there is no illegal gambling during the use of the facility;
- Assure there is no smoking in the facility.
- Assure that the use of open flames or any combustible, flammable, or hazardous materials of any sort, is STRICTLY PROHIBITED; with the exception that the use of sterno type fuel or tea light candles may be used for food warming during food distribution, provided the fuel or candles are in an approved device (UL or equivalent) designed for that use.
- Assure that no pets are allowed in the facility;
- Assure that no alcoholic beverages are sold in the facility without proper approval of ORHA;
- Assure that no bare feet or wet swimsuits are allowed in the facility with the exception of designated bath areas with exterior access;
- Assure that there are no more than fifteen (15) non-residents that are not family members attending the event without prior approval from ORHA;
- Assure that there is no commercial solicitation by outside businesses in the facility;
- Assure that no shoes with cleats are worn in any facility, and that no tap shoes or clogging shoes are worn in the Palm Grove Club Auditorium.

ORHA may review the case of any user who fails to comply with these rules. Disciplinary action, including suspension of rights to use the facilities, may be imposed. Failure to restore a facility to its "as you found it" condition will be remedied by ORHA but the cost shall be imposed on the non-complying user.

## SCHEDULING FACILITIES

### Policy

Scheduling use of recreational facilities has been delegated to the Oak Run Homeowners Association (ORHA) by the Developer, subject to the Developer's final authority. It is the policy of the Developer that activities and programs shall be open to all residents except private activities cleared by ORHA.

The ORHA Scheduler is a non-voting officer of the ORHA Board of Directors organization and is appointed by the ORHA Board. The Scheduler may name as many assistants as he or she deems necessary. These assistants must be approved by the ORHA Board.

The goal of scheduling is to enable maximum use of facilities by groups, clubs, organizations, and individuals and to prevent exclusion of new users. The ORHA Board reserves the right to preempt use of a facility at any time for business of the Association, for Oak Run Health Fairs and Flu Shot Clinic. Special consideration is given to performing arts groups in the two weeks prior to their event and memorials of residents.

Clubs, groups and organizations may make an annual request to meet once every other month. Clubs, groups and organizations which involve physical activities, cards, games, crafts, or music may make annual request to meet more frequently (daily, weekly, bi-weekly).

Groups that meet more than once a month may be preempted in favor to a single event (private party/special event). It is the goal of the ORHA Board to limit any preempting to no more than once a month.

Neighborhood groups may request a facility reservation twice each year.

Oak Run residents may request a facility reservation for private activities, providing that use is for the Oak Run homeowner or resident and not for an outside entity. ORHA Board approval is required.

All clubs, groups and organizations are required to submit a Room Request on an annual basis.

Additional room reservations for all clubs, groups, organizations, neighborhoods, and residents are handled on a first-come first-scheduled basis, after all Oak Run established clubs, groups, and organizations have been scheduled.

### Procedure

Requests for use of a facility are made on the Room Request form, provided by the Scheduler. Facilities are scheduled for ORHA Board meetings and ORHA/Ambassador events prior to other requests.

Priority shall then be given to annual requests for same room assignments as in the prior year, first to Standing Committees, and thereafter to other clubs, committees an activities, but not for more than the prior year's approved assignments. Room Requests may be submitted after May first and before October first for the following year.

Failure to submit annual request for facilities could result in the facility being scheduled for other users.

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A special room request by a private party or by a club that would preempt another group may be approved by the Scheduler only if the group being preempted agrees to give up their meeting or activity.

NOTE: The time period requested shall include setup, actual function, and clean-up. This requested time must be adhered to in order to respect the requested time of others.

Questions may be directed to the Scheduler at [orhascheduler@gmail.com](mailto:orhascheduler@gmail.com).