

Villa Santa Cruz Cooperative, Inc.

VSC FACILITIES REQUEST FORM & USE AGREEMENT

This document is to be used to request use of Villa Santa Cruz Facilities for Villa Santa Cruz Shareholders. This document includes the Mandatory Request Form and the Facilities Use Agreement.

PROCEDURE

- Check the VSC calendar (or contact VSC Office Manager) for availability.
- Read and fill out the forms including the Request Form, Use Agreement, and Set-Up Sheet.
- Submit the forms to VSC Office Manager or the VSCHA mailbox in the clubhouse.
- Submit cleanup checklist to the office manager after the event.

TERM DEFINITIONS

- *Facilities:* The clubhouse and any adjoining facilities, including, but not limited to, the clubhouse, pool, outdoor tables, etc.
- *Categories of Activities:*
 - (1) **VSCHA SPONSORED ACTIVITIES AND EVENTS:** Must be open to shareholders, connected to VSCHA's Statement of Purpose and approved by the VSCHA Board. VSCHA Statement of Purpose: *VSCHA's purpose shall be to encourage and organize social programs and services (for) the Homeowners of Villa Santa Cruz Park.* Examples: exercise, wellness or educational programs, special interest groups like knitting, ongoing games, etc.
 - (2) **VSC Board Sponsored Events:** Must be open to shareholders and approved by the VSC Board. Examples: a presentation on Roof Maintenance, a Recycling Workshop.
 - (3) **Private Events:** Held by a shareholder with invited guests who may or may not be shareholders, like a birthday party. Must be approved by Office Manager. Alcoholic beverages may only be served at private functions with prior approval from the Board, along with a copy of an appropriate insurance rider. Article 5.13 VSC Operating Rules and Regulations.
- *Activity Leader:* A Villa Santa Cruz Shareholder responsible for the event. This person will be the contact person, fill out all forms, will be present for the entire event, will be responsible for the conduct of all guests, follow use rules, and clean-up.
 - *Activity Liaison:* The contact person for all VSCHA Activities and Events.

REQUEST CHECK LIST

- _____ **Date is available**
- _____ **Request Form is filled out and signed and dated by Activity Leader (page 2)**
- _____ **Facilities Use Agreement is signed and dated by Activity Leader (page 3)**
- _____ **Set-up Sheet is attached** (sketch of room or pool area layout)
- _____ **A copy of all submitted forms is made by Activity Leader.**

REQUEST FORM

DATE SUBMITTED:

Type of Activity: ___ VSCHA ___ VSC Board Event ___ Private Event

Activity Leader Name: _____ SPC #: _____

Phone # _____ Email: _____

Purpose of Activity: _____

Activity Description:

Activity Location:

Is this a Reoccurring Activity? Yes No

Activity Date(s): _____

Start Time: (include set up time) _____

End Time: (include clean-up time, all must be completed by 10 pm) _____

Is technology (PA speaker system, TV, internet) needed? ___No ___Yes (If yes, the Activity Leader or a designated person who will be present at the event must be shown how to use it). Contact Technology Committee to schedule an appointment. Who will be the designated person at the event to oversee technology? _____

Set Up of Facility

Attach Set-up Sheet. Staff required ___Yes___No

If any assistance is needed in setting up the facility specifically describe help needed with set-up and/or tear down:

Activity Leader Signature: _____ Date: _____

VILLA SANTA CRUZ COOPERATIVE, INC.

VSC FACILITIES USE AGREEMENT

Activity Leader may reserve the Facilities for an activity or event, provided it does not conflict with VSC and VSCHA Board meetings, Committee meetings, or other planned Park activities.

Activity Leader must complete and sign the VSC Facilities Request Form, Use Agreement for any activity held at the Facilities. These documents can be accessed on the Villa Santa Cruz Cooperative website (<https://villasantacruz.org>) or from the VSC Office Manager.

Any Activity held at the Facilities must have prior approval by the VSCHA Board, VSC Board or the Office Manager depending on the type of activity.

Villa Santa Cruz Cooperative relies on the guidelines of the Center for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf> and local health officials. Facilities guidelines may change without notice. Updated use guidelines can be found on the VSC website or posted on the VSC board of directors' bulletin board.

Activity Leader understands and agrees to abide to the **following** terms:

- Activity Leader, Residents and guests using the Facilities do so at their own risk and hold Villa Santa Cruz Cooperative, Inc. harmless for any accident or injury, which may occur during use of Facilities.
- Activity Leader is responsible for the conduct of all guests and agrees that he/she will be personally in attendance throughout all activities associated with the Activity

Activity Leader will ensure:

- Proper set-up, taking down and cleaning the Facilities before, during and after the Activity.
- Damages to any equipment must be reported to VSCHA or Office Manager.
- No smoking should occur in or around the clubhouse, pool, and grounds.
- The piano is not moved.
- Facilities are cleaned as per the requirements in the Clubhouse Clean-up Checklist, which will be submitted after the Activity.
- The Facilities are clean and vacated no later than 10 p.m.

Activity Leader Initial _____

Date _____

VSC CLUBHOUSE CLEAN-UP CHECKLIST (Turn in after event.)

ACTIVITY

DATE SUBMITTED:

___ Portable cutting boards are stored on the shelf under the butcher block. Please **do not use** the butcher block for chopping.

___ All dishes, utensils, cutting boards, and cookware must be washed, dried, and put away.

___ Thoroughly clean kitchen area: clean sink, counters, stove hood, ovens (inside and out), microwave, coffee machine, etc.

___ Wash and put away tables & chairs. Stack chairs no higher than 5 high and break down tables and lean against a wall. Advise Office Manager if staff is necessary to assist.

___ Ensure the bathrooms are left clean, including the floors.

___ Sweep floors. Broom and dustpan are in storage room C (right behind the kitchen)

___ Place all trash, composting and recycling in appropriate cans and empty cans in outside bins. BE AWARE that all recycling must be rinsed and dried BEFORE being put in the blue recycling bin. Therefore we recommend individuals take the recyclable items home for proper disposal. Re-line the cans with clean trash bags. Bag liners can be found in the cabinet under the kitchen sinks.

___ Take any leftover food with you. Leave no food at the clubhouse.

___ Wash any towels and / or linen used and return to appropriate storage within 48 hours.

___ If ending after 5:00: ___ Close all shades. ___ Lock all doors.

___ Turn off all lights when you leave.

FOR BOARD SPONSORED OR PRIVATE EVENTS place this completed form in the vsc office box outside the office door.

FOR VSCHA ACTIVITIES AND EVENTS place this completed form in the vscha mailbox across from the resident mailboxes in the clubhouse. please advise activity liaison (831-426-9284) upon submission of this form.

Activity Leader or Office Manager signature _____

FACILITY USE APPROVAL

Date Reviewed: _____ **Authorized by:** _____

Signature: _____ **Date:** _____