

HERITAGE LANDING RESIDENT CLUBS

AKA: Community Social Meeting & Activities

WHAT IS A RESIDENT CLUB?

A Resident Club is a program such as, but not limited to, Book Club, Cooking Club and/or Crafting Club which are run completely by residents within the Heritage Landing community. These clubs are restricted to Heritage Landing Residents ONLY and may take place as often as once per month.

PURPOSE: The purpose of Clubs in Heritage Landing is to help residents pursue common interests in hobby, recreational, social, service and cultural endeavors, while building community spirit and expanding horizons.

ARE THESE DISTRICT CLUBS?

No, Resident Clubs are not sponsored, organized or controlled by the District or Amenity Center Staff in any way. However, staff will be there to assist with your application, reservation and will be available during your club time in case of an emergency.

HOW DO I START A CLUB?

As a Club Leader, you may:

1. Create a concept for the Club.
2. Decide on a location for the Club to meet
 - a. Heritage Room / Outdoor Patio / Shade Pavilion / Picnic Pavilion
3. Decide how often you will meet.
4. Complete an application and submit to Amenity Manager for approval.
5. Pay \$150 Refundable Deposit to Host a Club.
6. Once approved, start inviting your club members to join!

WHAT RULES APPLY TO CLUBS? (Here are a few things to consider in addition to the official policies)

- All members of Resident Clubs must be Heritage Landing residents. No exceptions.
- Each Club member must be registered with the Amenity Center and be a resident in good standing.
- Clubs need to appoint a leader and a co-leader; someone designated to take the Leader's place if unable to attend a meeting. The leader *or* co-leader **must** attend each meeting.
- Club members must abide by the rules set forth by the Heritage Landing CDD Policies.
- All clubs must take place during office hours and must have staff available in case of an emergency. If a club has more than 25 participants an additional staff person is required at a rate of \$17.00 per hour.
- All participants must sign a Waiver of Liability and Hold Harmless Agreement.
- Leaders/Co-leaders are responsible for making sure the space is clean once the club meeting has concluded.
- All clubs must complete and return the attendance sheet to the Amenity Center Manager after each meeting.

Community Social Meeting & Activities Policies

As written in the Heritage Landing Community Development District Policies; Adopted on January 9, 2020

1. "Community Use" shall mean social meetings and activities for only Patrons including, but not limited to, book clubs, gardening clubs, and photography clubs. Community Use social meetings or activities must: 1) be open and available to all Patrons, 2) not-for-profit, 3) free of charge to Patrons attending, and 4) limited to one meeting or activity per month for each group. Community Use does not include private events by invitation only such as a birthday or graduation party. The District reserves the right, in its sole discretion, to cancel a group's reservation for any reason whatsoever. Provided, however, unless such cancellation is for emergency purposes, a reservation shall not be cancelled without providing the group at least 30 days prior notice.
2. Generally, only one (1) room or portion of the Amenity Facility is available for Community Use (or rental) at any given time. Recurring events may be approved at the discretion of the Amenity Manager.
3. Available Facilities: The following areas of the Amenity Facility are available for Community Use for up to four (4) total hours (including set-up and post-event cleanup): The Heritage Room; the Outdoor Patio; the Shade Pavilion; and the Picnic Pavilion.
4. Complete the "Heritage Landing Community Use Application Form" with amenity staff.
5. For Community Use, rental fees shall be waived; however, a refundable damage and cleaning deposit of One Hundred and Fifty Dollars (\$150.00) shall be required for as long as the particular group takes advantage of the Community Use. At the time of reservation, one (1) check or money order made out to the Heritage Landing Community Development District shall be submitted to the Amenity Manager in order to reserve the desired area of the Amenity Facility.
6. The Patron reserving any portion of the Amenity Facility for Community Use shall be responsible for any and all damage and expenses arising from the event. If additional cleaning of Amenity Facilities is required for a Community Use event, the Patron signing the Facility Use Application for the Amenity Facility will be liable for any expenses incurred by the District to perform the cleaning. The Amenity Manager shall determine the amount to deduct from the deposit, if any, and shall notify the Patron of the amount needed to replenish the deposit to the \$150.00 required level. Should the damage and/or expense exceed \$150.00, the Patron shall be responsible to pay to the District all amounts in excess of \$150.00 in addition to \$150 to replenish the required deposit.
7. Staffing: During the Amenity Facility's operating hours during which Amenity Facility Staff is present, Community Use events with twenty-five (25) persons or less are not required to pay for additional staff unless otherwise required by the District. For Community Use events in excess of twenty-five (25) people during operating hours, or for events after operating hours, additional staff may be determined necessary at a rate set by the Amenity Manager.

By Accepting these terms and conditions or otherwise, you agree to the terms and conditions in said policy (as defined above). Whether you are entering into these terms and conditions as an individual or as a group the term "you" refers to you or your group.

Club Leader Signature

Co-Leader Signature

Amenity Manager Signature

Date

HERITAGE LANDING CLUB APPLICATION

Club Name: _____

Leader/main contact info:

Club Leader Name: _____

Club Leader Address: _____

Club Leader Phone: _____

Club Leader Email: _____

Co-Leader/main contact info:

Co-Leader Name: _____

Co-Leader Address: _____

Co-Leader Phone: _____

Co-Leader Email: _____

Please tell us about your Club. What type of activities/functions does your club plan to host?
(Please attach additional pages as necessary.)

When and how often will your Club meet? (1x per month maximum)

Which space will your Club meet?

Who is your targeted audience?

- Adults Children/Teens/Youth Any Age

If a similar Heritage Landing Club already exists, what distinguishes your club?

Is any person compensated, in any form, for their involvement or leadership of a Club?

YES NO If YES, what is the compensation? _____

In addition to having your club posted on the Heritage Landing Website, how will the Club and its activities be promoted? (Please list):

Do you currently have any proposed advertising and/or logo? (If so, please include a sample)

YES NO

Did you read and understand the rules applying to your Club?

YES NO

Heritage Landing CDD reserves the right to grant or reasonably deny a request for a Club. The Club Leader, as well as Club events, activities, programs, etc., should reflect the spirit and values of Heritage Landing at all times. The District reserves the right to disassociate from a club at any time, for any reasons including but not limited to: inactivity by leader and/or lack of participation by members, Leader not being in good standing with Heritage Landing CDD, unreasonable actions of the Leader, action arising from members' concerns, etc. All Clubs, and their respective members, are solely responsible for maintenance, repair and safe operation of the equipment provided or otherwise obtained by the Club, as well as for the safety of members and others participating in activities. Heritage Landing CDD reserves the right, without further approval or compensation, to include activities, photographs, etc. for marketing, promotional and educational purposes.

Club Leader Signature

Co-Leader Signature

Amenity Manager Signature

Date

PLEASE RETURN APPLICATION TO:
Heritage Landing Amenity Center Office
c/o Jacqui Naumann, Amenity Manager
370 Heritage Landing Parkway
St. Augustine, FL 32092