

FACILITY / ROOM REQUEST

(Print clearly, sign and submit both pages 1&2 in order to be approved)

ORGANIZATION: _____

DATE REQUESTED: _____ **ALTERNATE DATE:** _____

Days of the Week: Mon. Tues. Wed. Thu. Fri. Sat. Sun.

FACILITY FIRST CHOICE:

Orchid Club Kitchen	Audio Video	Neither	Palm Grove Club Kitchen	Audio Video	Neither
Card Room	Island Club		Fitness Center	Aquatic Center	
Orchid Club Overflow Parking			Palm Grove Parking		
Orchid Club Main Lot			Island Club Lots		
Fitness Center Lot					

FACILITY SECOND CHOICE:

Orchid Club Kitchen	Audio Video	Neither	Palm Grove Club Kitchen	Audio Video	Neither
Card Room	Island Club		Fitness Center	Aquatic Center	
Orchid Club Overflow Parking			Palm Grove Parking		
Orchid Club Main Lot			Island Club Lots		
Fitness Center Lot					

How often: One Time Weekly Monthly Other _____

Time of Event: Setup _____ Start _____ End (includes cleanup) _____

How many will be attending: Residents _____ Non - Residents _____ Overnight guests _____

TICKET SALES: (If you are selling tickets, please list date, time, and location you wish to sell tickets.)

1. _____
2. _____
3. _____
4. _____

USER RESPONSIBILITY: Check the box that you understand each item, turn in pages 1 & 2 to be approved.

You and your group are responsible for leaving the facility in the condition you found it or better.

You are responsible for abiding by your start time, end time and policies and procedures attached.

You are responsible for **CONTACTING THE DIRECTOR ON DUTY (DOD) THREE (3) DAYS BEFORE THE DATE OF YOUR EVENT.** If you require entry into kitchen, sound room, at the time of your event. Failure to contact DOD three (3) days in advance will leave the time of DOD assisting you to their discretion.

SMOKING, OPEN FLAME, COMBUSTIBLES, & HAZARDOUS MATERIALS IS PROHIBITED in ALL facilities. Use of sterno type or tea light candle warmers that are in appropriate containers (UL or equivalent) are permitted.

TRASH is to be bagged, removed, and placed in the dumpster upon completion of the event. Clean plastic trash bags are to be placed in ALL emptied containers.

COFFEE MACHINE AND COFFEE URNS: Grounds and excess coffee to be emptied, rinsed, and wiped clean of all drips and splashes. The area under the machine, as well as adjoining sink is to be cleaned.

APPLIANCES: All appliances are to be washed thoroughly, stove tops, ovens, and adjacent areas are to be grease free. Grills are to be cleaned and oiled, grease traps emptied. Refrigerators and freezers are to be wiped clean and ALL PERISHABLE ITEMS REMOVED. Countertops, doors and all surfaces are to be wiped clean.

UTENSILS, POTS, PANS, ICE BUCKETS, PITCHERS: Must be washed in hot soapy water, dried, and returned to their proper storage area.

FLOOR is to be swept and damp mopped where appropriate.

TOWELS & CLEANING MATERIALS: Dish towels and cleaning materials are to be provided by the user and are not to be left in the kitchen. ORHA will provide hand soap, brooms and mops. Please return brooms and mops to the place they were found.

CATERERS: If caterer is used, the individual, club, or organization granted the privilege of use of the facility has FINAL RESPONSIBILITY for compliance with all cleaning rules. If the Director on Duty finds non-compliance, the authorized requester will be contacted to complete the cleanup properly. **CATERERS SHOULD PROVIDE THE GROUP WITH CERTIFICATE OF INSURANCE OR FLORIDA TAX NUMBERS.**

In the event of non-compliance, the requester will be contacted for appropriate action. If sufficient or adequate cleaning is not **IMMEDIATELY** taken care of by the requester, ORHA will hire someone to do the cleaning. If the requester does not reimburse ORHA for the incurred costs in a timely fashion, they will lose all subsequent meeting privileges until the bill is paid.

I agree to the above. **Requester Signature** _____

Phone: _____ **Email Address:** _____ **Date:** _____

KEEP A COPY OF COMPLETED REQUEST FOR YOUR RECORDS. CONFIRMATION WILL BE VIA EMAIL. Email request to orhascheduler@gmail.com or place in tray at the Orchid Club Card Room.

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.
- No residents are barred from participation in the scheduled activity providing they follow the conditions of the event / 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.

NOTE: Use of Recreational Facilities Policy and Procedures are subject to revision. Events scheduled before the revision are subject to the rules in effect at the time of their event.

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. [reference the Use of Recreational Facilities Policy and Procedures.]

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, and 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.

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 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.

NOTE: Scheduling Facilities Policy and Procedures are subject to revision. Events scheduled before the revision are subject to the rules in effect at the time of their event.

PLANNING COMMUNITY ACTIVITIES

When planning community activities each hosting group should be aware of several MINIMAL precautionary requirements.

All activities shall be planned to recognize **spatial, temporal, and sanitary** requirements.

Spatial design will recognize that gatherings shall no longer look to MAXIMIZE attendance; rather they should look to keep participants, at all levels of activities at a socially responsible distance. That includes ticket sales, food prep, and eating and dancing segments. Groups should also look to reduce redundancy in touching all items.

Temporal considerations recognize that not all participants must be always present, or from beginning to end of an activity. Staged progression of events will stretch out the maximum attendance of many events.

- *Club leaders and event planners should encourage their members to be supportive of those who do not feel comfortable attending a meeting or event.*

Sanitary considerations shall include site preparation requirements, the PPE that you wear, and game pieces that you share.

- *Tables and chairs being used must be sanitized before and cleaned after each event even if using tablecloths. Tablecloths are porous and offer a false sense of security.*
- *CDC guidelines should be followed regarding masks.*
- *Game players should clean their pieces before and after each use and see that everyone has washed and / or sanitized their hands. Each group is encouraged to furnish hand sanitizer, sanitizing wipes for wiping down tables and other items used.*
- *Gloves may be worn but should never be a substitute for keeping hands clean.*

Spatial layout shall keep tables far enough apart that you no longer have to climb over other seated patrons to get to your seat. Tables shall be a minimum of 8 feet apart, and the 8' tables shall seat no more than 6 patrons. THIS INCLUDES "bubble" friends: 6/table. S p r e a d o u t!

If ticket sales / redemption is employed, Best Practices should be followed. The tellers shall either sit at a level so patrons cannot talk downward to them (subjecting them to oral spray) or shall employ plastic sneeze guards. Exact change should be encouraged. Pre-written checks would be better. Once the check is shown to the ticket salesperson, the patron should insert the check into an envelope.

- Those selling tickets should be wearing proper PPE to allow maximum safety from others. This may include mask, mask and face shield, and / or gloves.
- Hand sanitizer should be kept nearby for use as needed.
- Each ticket person should be distanced at a socially responsible distance, 6 – 8 feet apart.

Food service shall follow Serve Safe Practices including plastic sneeze guards, and singular dispensers. Condiments and the like shall be single serve. Touching of table service shall be limited to singular individuals. (One person wraps and dispenses all plasticware, cups, napkins, etc. per table.) Protective gloves, masks, and face shields shall be the norm!

If food is to be dispensed, then servers should dispense the food *using proper PPE as mentioned above*, no potlucks, and no "community bowls" (i.e.: *self-service, potato chips, condiments, or large beverage containers, etc.*) should be offered.

Event planning shall also consider the number of persons participating at any given moment in any physical activities (i.e.: dancing) and allot sufficient space to allow those patrons to avoid contact with others.