

Clubhouse Use Policy

The clubhouse is a common and shared space meant to be enjoyed by all shareholders and utilized for business purposes by the corporation. To ensure fair and organized use, the following policy has been adopted by the Villa Santa Cruz (VSC) Board of Directors on May 20, 2025.

Modified April 21, 2026 by vote of the VSC Board of Directors.

We encourage all shareholders to enjoy the clubhouse responsibly and considerately, ensuring that it remains a welcoming and functional space for everyone.

1. All use of the Clubhouse will comply with local, State, and Federal health policies in place at the time.
2. Where this policy is in conflict the local, State, or Federal laws, such laws shall have precedence.
3. The VSC Board shall define a “normal setup” for the Clubhouse. See diagram “A” [to be defined]
4. The Clubhouse shall be returned to this “normal setup” immediately following the event where possible but no later than the next working day.
5. Organizers of VSC Business and Villa Santa Cruz Hospitality Association (VSCHA) use of the Clubhouse may request setup and reset by staff.
6. Organizers of resident sponsored, and resident private events are responsible for setup, reset, and cleanup for their event. The organizer may request staff setup for a \$25.00 fee subject to staff availability.
7. The organizers of any event or meeting ending after 4:30 PM shall be responsible for closing and locking the Clubhouse. All meetings and events shall end by 10:00 PM unless approved by the VSC Board of Directors.
8. No meeting or events may be scheduled during the normal cleaning period unless approved by the VSV Board of Directors.

Events and Activities Requiring Reservations

1. VSC Business Use, for example:
 - a. VSC Board of Directors meetings
 - b. Annual Shareholder meetings
 - c. Committee meetings
 - d. Events for the good of the community such as Grey Bears Brown Bag distribution
2. VSCHA Events and Activities, for example:
 - a. Dinners and Parties organized by VSCHA and open to all residents
 - b. Activities organized by VSCHA for the benefit of and open all residents. These events shall be free of charge for all attendees. *

3. Resident Sponsored Activities:
 - a. Open to all VSC residents
 - b. Open to non-residents who are known by the organizer
 - c. Must adhere to legal requirements, that is, the Villa Santa Cruz address shall not be advertised to the general public
 - d. For example: The Open-Mic and craft classes.
 - e. A participation fee may be charged by the organizer
4. Resident Private Event,
 - a. For example:
 - i. Family holiday dinner
 - ii. An activity organized by a resident open only to individuals invited by the resident
 - b. A participation fee may be charged by the organizer (See usage fees below)

Kitchen Use

Casual use of the kitchen, such as making coffee, use of the microwave, or serving snacks prepared elsewhere is allowed for any event.

Full use of the kitchen is available for resident events, cleaning deposit and use fee may apply.

VSCHA events may have full use of the kitchen.

In all cases, the kitchen shall be left clean with all dishes washed, dried, and put away.

Usage Fees and Cleaning Deposits

Just to state the obvious, there shall be no usage fee or cleaning deposit for VSC Business or VCSHA use of the Clubhouse and/or the Kitchen

Resident Sponsored Events

1. No usage fee if no participation fee is charged
2. If a participation fee is charged, 10% of the amount collected shall be made as a donation to VSCHA
3. \$25.00 staff setup fee if requested. This service is only available on weekdays and subject to staff availability.

Resident Private Events

1. No usage fee
2. Refundable cleaning deposit:
 - a. Clubhouse only (no kitchen use) - \$50.00

- b. Clubhouse and kitchen, no cooking - \$100.00
- c. Clubhouse and kitchen with cooking - \$150.00
3. \$25.00 staff setup fee if requested. This service is only available on weekdays and subject to staff availability.

Reservations

Casual Use

When the clubhouse is not reserved by others, it can be used for casual activities such as watching TV or playing pool. No reservations are required for these casual activities. The sponsors of some reserved activities may allow joint use at their discretion.

~~Two hours per week shall be designated as "Community Free Time" and no reservations will be allowed at that time. This time to be set by the Board~~

Clubhouse Use Requiring Reservations

1. VSC Business Use
2. VSCHA Events and Activities
3. Resident sponsored events
4. Resident private events

Priorities

Priority for reservations follows this order:

1. VSC Business Use
2. VSCHA Events and Activities
3. Resident Sponsored Events
4. Resident Private Events

Limits on Reservations

1. VSC Business Use: No limit on number or time frame of events. Reservations should be made as far in advance as possible but may be made right up to the time of the event.
2. VSCHA Sponsored Events and Activities: No limit on number of events and can be made no more than one year in advance. Reservations should be made as far in advance as possible but may be made right up to the time of the event.
3. Resident sponsored events: Residents are allowed to hold a maximum of 8 reservations at one time**, reservations can be made no more than one year in advance.
4. Private Events: These are also counted as part of the 8-reservation maximum. Requests for a reservation should be submitted at least 30 days prior to the event, reservations can be made no more than one year in advance.
 - a. Holiday limits – for Christmas Day or Thanksgiving Day, residents may make only one reservation every other year unless that date is still open 60 days prior to that date.

Calendar

The Office Manager will keep the official online calendar of reservations, and all reservation requests will be submitted to the Office Manager. Please check the online calendar for possible open dates before requesting a reservation. The online calendar may be viewed here: <https://villasantacruz.org/site/calendar/>.

VSC Business and VSCHA reservations may be made by sending an email to the Office Manager.

Residents may request a reservation by submitting an Application/Agreement for Clubhouse Use to the Office Manager. Residents may request an extension of recurring events via email as long as there is a signed agreement on file.

Once a reservation has been made, every effort will be made by those with a higher priority to avoid any conflict with these events. However, if necessary, lower priority reservations may be bumped. In such a case, this should be discussed with the sponsor of the existing event, and as much advanced notice be given as possible. The Office Manager will assist in resolving any conflicts and the Board of Directors will be the final arbiter of any conflict.

Definitions and Clarifications

Resident Any shareholder, roommate, renter, or caregiver who lives in Villa Santa Cruz and has been approved for residency by the Board.

Organizer The person or persons with primary responsibility for an event. For example:

1. VSC Board Meeting – Board president, secretary, or other designated by the Board
2. Committee Meeting – Committee Chair or other designated by the Committee
3. VSCHA Activity – VSCHA Activity Chair(s)
4. Resident Event – The resident requesting the reservation

Limits Any reservation limits described herein apply per space regardless of the number of residents occupying the space.

Shall Required

Should Desired, but not required

Reset Returning the Clubhouse to its “normal setup”

Activities or events open to all residents may be limited in number by space constraints as set by the organizer, not to exceed the posted Fire Marcial limits posted in each room

Event Type	Number of Reservations	Time Frame of Reservations	Published**	Use Fee	Refundable Cleaning Deposit
VSC Business	No limit	No limit	Calendar Villa Voice	None	None
VSCHA	No limit	One year	Calendar Villa Voice Gazette	None	None
Resident Sponsored	8 at one time***	One year	Calendar Villa Voice Gazette	If an attendance fee is collected, 10% to VSCHA	None
Resident Private	Counts as part of the 8 limit above	One year with Holiday restrictions	Online calendar only, just noted as "Reserved"	If an attendance fee is collected, 10% to VSCHA	Clubhouse only - \$50 Clubhouse + kitchen, no cooking - \$100 Clubhouse + kitchen with cooking - \$150

*A materials fee may be charged to cover the cost of any materials used in the event.

**Items will be added to the online calendar as soon as they become known. Publishing in the printed calendar, Villa Voice, and the Gazette are subject to the lead time for those publications. Please note that it is the nature of printed calendars to become outdated as soon as they are published. Only the online calendar is always up to date.

***A resident may hold a maximum of 8 confirmed reservations at any one time, counted per household. Examples:

1. A resident with a repeating event on the first Monday of each month would be able to book 8 months of reservations, say January through August. Once the January event has past, reducing the number of current reservations to 7, a new reservation could be made for September.
2. A resident with two repeating events per week, one on Wednesday and one on Friday, could book only 4 weeks of events. As above, when the first event has passed, a new, single reservation could then be booked.