

TRI-PAR ESTATES PARK AND RECREATION DISTRICT

POLICY AND PROCEDURE MANUAL

ITEM 6.1 CLUBS WITHIN TRI-PAR

6.1.1 Formal Clubs

6.1.1.1 Definition of Formal Club: An organization of Tri-Par residents with similar interests that have bylaws, officers, membership fees, and collects money by ticket sales or otherwise for the purpose of providing events and activities for the group.

6.1.1.2 An application to establish a Formal Club shall be submitted to the Board of Trustees on Form 6.1.2. Upon approval, this will be a one-time submission.

6.1.1.3 Each formal club may collect money from membership fees, tickets for events, etc. Clubs will be autonomous in their operations. **Formal club ticket sales for activities are not to be conducted in the business office or by Tri-Par office staff.**

6.1.1.4 Tickets for only Tri-Par sponsored-sponsor events can be prepared and provided by the Tri-Par office.

6.1.2 Informal Clubs

6.1.2.1 Definition. Groups of residents that meet for social, educational and recreational purposes but without the formal structure.

6.1.2.2 Groups must have a name and designate a point of contact for the group. This information must be registered in the Tri-Par office and kept current.

6.1.2.3 Informal groups must not engage in activities that require raising funds (other than nominal amounts contributed by members for supplies, etc.). Groups requiring such funds must be organized as a Formal Club.

6.1.3 Use of Facilities

6.1.3.1 Both Formal and Informal Clubs may reserve space in the Clubhouse and/or Recreation Hall for their regularly scheduled activities. Reservation request forms are required by October 1 to reserve space for the following fiscal year. Formal Clubs will have first priority in scheduling. Club activities not reserved annually will be on a first-come first-served basis, but will have priority over private parties and groups.

6.1.3.2 See Policy & Procedure Item 5.12.3 regarding use of buildings for Club activities. In the event of a conflict in reserving space, your event may be asked to move to another room or choose another date. The clubs requesting the same date will be expected to come to an agreement.

Approved 9/20/2016
Amended 04/02/2019