

Guidelines for Short-Term Amenity Use

I. Purpose

Fawn Lake amenities are intended for use by Fawn Lake Members and their guest. This document establishes the policies and procedures that govern the use of the Fawn Lake Community Association (FLCA) amenities by requesting organizations or FLCA Members or recognized groups/clubs. Use of FLCA amenities shall be encouraged for youth and civic activities contributing to the positive social atmosphere of the community. FLCA owned and maintained amenities will generally be made available for worthwhile community, educational, recreational, civic, and cultural activities.

This guideline is broken into sections on:

- FLCA Member Amenity use requirements;
- FLCA Recognized Groups/Clubs Amenity use requirements;
- Requirements for FLCA Members to request use of Amenities for activities on FLCA property where a fee is charged; and
- General Rules for all Amenity use or rentals.

Use of amenities must comply with federal, state, and county laws and regulations, including applicable license and permitting requirements.

Approved community activities may include, but are not limited to classes, concerts, plays, book festivals, art festivals, dances, parties, organizational meetings, athletic/recreational games, contests, sports or sport camps, and other social activities. Activities that do not fall into the above categories and appear to be of questionable nature, that is, that may detract from the positive social atmosphere of the community or games of chance shall be referred to the Board of Directors ("Board"), , for approval by application.

Applications for events to be held on Fawn Lake Amenities will only be approved if seventy-five (75) percent of the participants are Fawn Lake residents or their family members or dependents. This includes requests for activities that require payment by participants. An exception for such approval is a request for use of the sport amenities for team sports which will be approved if twenty-five (25) percent of the participants are Fawn Lake residents or their family members or dependents. For fee-based requests to use amenities see Section IV of the FLCA Amenity Use Guidelines ("Guidelines").

II. FLCA Member Amenity use requirements:

FLCA Members can request the potential temporary exclusive use of any FLCA amenity through the submission of a completed application ("Application") processed through the Fawn Lake Resident Services Manager and staff for any private activity pursuant to the Fawn Lake Amenity Rules and Reservation, as listed in the Fawn Lake Community

Handbook which is updated annually. Amenities are available on a limited basis for rental by Members for private functions. A copy of the Application is attached to these Guidelines as Exhibit "A".

Generally, the Amenities are intended for the use and enjoyment of all Fawn Lake property owners and are primarily not meant for private functions that would impede or restrict use of the amenities by all members. The rental or reservation of the Community Association Clubhouse, Beach, Pavilion and Pole Barn, however, may be provided for use of Fawn Lake Members who are in good standing on a temporary and exclusive basis subject to full compliance with the Application and these Guidelines. To request a reservation or for further information regarding reservations and/or applicable rental fees, contact the FLCA Administrative Office at 540-972-1000.

III. FLCA Recognized Groups/Clubs Amenity use requirements:

FLCA Recognized Groups/Clubs are required to submit an annual request to the Commons Committee stating the organizations purpose, number of members (property owners and non-property owners). Clubhouse reservations for Groups/Clubs are made on a first-come, first-served basis. Groups/Clubs may not sponsor or pass their usage to any other group, club, organization, or property owner. No use of the Amenities may be used for personal profit or gain.

1. Each approved year-round recognized Group/Club:

- May hold one monthly meeting at the Community Association Clubhouse/Pole Barn at no cost.
- May hold two "events", semi-annually, at the Clubhouse/Pole Barn at no cost. Days cannot be carried over from one year to another.
- May use existing FLCA tables & chairs etc. Any additional rental cost will be the responsibility of the individual Group/Club.
- Will be responsible for the set up and cleanup of the facility for each use, unless otherwise arranged for by the Manager of Resident Services.
- May distribute materials. Flyers are not recommended but may be copied with the cost borne by the Club/Group. Distribution of any Group/Club material is the Group/Club responsibility.

2. Each approved seasonal recognized Group/Club:

- May hold two organizational/registration meetings at the Community Association Clubhouse/Pole Barn at no cost.
- May hold one end-of-the-season event.
- May hold a maximum of 5 home meets/tournaments during any given season. Unused days cannot be carried over to the next season. Exceptions must be approved by the Commons Committee at the beginning of the season.
- May use existing FLCA tables & chairs etc. Any additional rental cost will be the responsibility of the individual Group/Club.

- Will be responsible for the set up and clean-up of the facility for each use, unless otherwise arranged for with the Manager of Resident Services.
- May distribute materials. Flyers are not recommended but may be copied with the cost borne by the Club/Group. Distribution of any group/club material is the group/club responsibility.

3. Any other use of a FLCA Amenity by a recognized Group/Club requires that an officer of the Group/Club, who is a Member in good standing, to complete and submit a FLCA Amenity Use Application to the Resident Service Manager or staff as related in Section VI of this guideline.

IV. Requirements for FLCA Members to request use of Amenities for activities on FLCA property where a fee is charged:

FLCA Members must request use of amenities for events that have an entry fee. Each application for such events must commit that seventy-five (75) percent of those paying to attend the event will be FLCA members, their families or dependents. These events may include but are not limited to sport camps, educational camps, fitness programs and worthwhile community activities.

Cost for such use of an amenity will be determined based on the request made and all fees must be paid to the Resident Services Manager or staff designee at time of receipt of the approved Application. The Use of Amenity Application must include: all liability requirements; number of staff with training and experience in activity requested; and written emergency procedures to respond to likely occurrences as listed in Section VI of these guidelines.

Other requirements may be added by the Board in the approval of any Application for use of a FLCA amenity that has an entry fee for participants, as deemed appropriate by the Board in its consideration of the specific requirements of the request.

An Application for such use must be submitted to the Resident Service Manager or their delegate and directed to the Commons Committee for its approval. If the intended purpose falls outside the Amenities Use Guidelines, the Commons Committee will recommend action to the Board for its decision.

V. General Rules for all Amenity use or rentals.

1. Alcoholic Beverages.
 - Alcoholic beverages may only be served in designated areas with the proper permits from the Virginia Alcoholic Beverage Control Board obtained by the Member submitting the Application..
 - Glass containers are prohibited at all outdoor facilities.
 - Alcohol will not be allowed on sports field before or during any sporting events.

2. **Animals.** Pets are not allowed in indoor facilities; however, service animals and police/rescue dogs are allowed. All animals must be kept on a leash at outdoor facilities, and the caretaker is responsible for clean-up.
3. **Tobacco Use.** The use of all tobacco and electronic vaping products is prohibited in all indoor facilities; smoking and vaping is only permitted in outdoor areas with exception of fenced-in pool areas and the beach area.
4. **Changes to a Rental/Cancellation.**
 - Changes must be made at least 48 hours in advance during Fawn Lake office hours of Monday-Friday, 9AM-4:00PM. Failure to contact the FLCA regarding time changes or cancellations will result in loss of fees and possible use of facilities.
 - The Fawn Lake Resident Services Manager or designee shall review fields or other Amenities, and if conditions warrant, cancel events and notify the event applicant of cancellations.
5. **Conduct.**
 - Groups using FLCA Amenities shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder; and not restricted by reason of race, religion, gender creed, or national origin.
 - Inappropriate conduct/language toward staff and others will not be tolerated. Failure to maintain good conduct may include eviction from the premises.
6. **Trash.** FLCA Members who have received an approved Application for any event on FLCA Amenities are responsible to ensure the cleanup and disposal of all trash and waste from the amenity prior to the events conclusion. Any questions about trash collection and disposal can be directed to the Resident Service Manager or designee, prior to the event occurring.
7. **Use of Fawn Lake.** FLCA Members are responsible to ensure that only FLCA registered boats are used in any event that may include the use of Fawn Lake. Fishing is allowed only by FLCA Residents, their families and guests.

VI. Amenity Use Application

1. Applications for use of FLCA Amenities can only be made by a FLCA Member or an officer of a Fawn Lake recognized Group/Club, who is a Member in good standings with the Association.

2. Fees for the use of Amenities may be charged on a case-by-case basis. Fees can generally be expected to be charged for events that generate an income to the organizing individual or group.
 - Fees for use of amenities will be determined on a case-by-case basis by the Commons Committee.
 - All Facility Use Applications require full payment of fees in advance of the event. All checks should be made payable to the Fawn Lake Homeowners Association and supplied to the Fawn Lake Resident Services Manager or their delegate.
 - Payments must be made on a monthly basis for prolonged contractual agreements.
3. An Amenity Use Application (Appendix A) is required for using Fawn Lake Amenities and must be submitted prior to the event. The size of the area requested shall be consistent with expected attendance. All information must be completed, including an insurance policy number and current copy of the policy that required for Amenity use.
4. The FLCA Member applying to use a Fawn Lake amenity must provide a listing of the number of staff with training and experience in the activity requested.
5. The Application shall include written emergency response procedures and list of employees at the event who are trained in those procedures. There should be procedures for responses to fires, extreme weather, flooding or any catastrophic incident that could harm event/activities participants. These procedures must include immediate notification of Fawn Lake Security and Spotsylvania County Emergency Services.
6. A confirmation or denial of Amenity use will be sent to the applicant as notification of Amenity use or denial of use. If Application is denied, the activity will not be allowed.
7. Hours of Use/Time Limits. Hours of use for Fawn Lake Amenities vary depending on the facility. Set-up, clean up, and take-down time are included on the Facility Use Agreement. Facilities are not available to user groups until the scheduled time. Extra fees shall apply to users who exceed their agreed rental period.
8. Liability.
 - Applicants agree to assume full responsibility and hold the FLCA and its agents-and employees harmless from any legal liability, injury, or damage to the person or property of others in connection with the use of Fawn Lake Amenities or property. A waiver of liability of such must be supplied with the Application for use of FLCA space.
 - Each applicant is required to carry a minimum of \$1,000,000 in liability insurance coverage for all events or when required at the discretion of the Board or management officers. A Certificate of Liability Insurance shall be required naming the Board, officers, employees, agents, and volunteers as additional insured to this policy prior to approval of use.

9. Parking: Parking on facility grounds shall be confined to approved parking areas unless approved in writing in advance by the Resident Service Manager or their designee.
10. Reservation Priority/Schedule. Priority of use of Amenities will be controlled by the Resident Service Manager and staff, by priority of earliest application. This does not pertain to continuously scheduled exercise classes at the Clubhouse or Pool, or other continuously funded events requested and contracted with the Resident Service Manager and their staff.
11. Vendors/Services.
 - FLCA Members may host events using vendors or contracted services with approval of the Fawn Lake Resident Services Manager or his/her designated representative.
 - An administration fee will be required to be included with any approved use Applications with payment of such to the Resident Service Manager or designee.
 - Applicant is responsible to ensure vendors or contracted services obtain all necessary permits or licenses that may be required by any federal, state, county or local government laws to support an approved activity at a FLCA Amenity.
 - Vendors must be located in a staff designated area and have an approved turf protection plan if located on a grass area.
 - Vendors are required to provide additional trash receptacles as needed and to remove their unused food, trash and grease from any Amenities site.
