



LARCS CLUB AND LADERA RANCH GROUP GUIDELINES

Club/Group Name: _____

CLUB/GROUP ADMINISTRATOR INFORMATION

Name: _____ Address: _____

Phone: _____ Email: _____

ALTERNATIVE CLUB/GROUP ADMINISTRATOR INFORMATION

Name: _____ Address: _____

Phone: _____ Email: _____

1. All preapproved LARCS clubs and Ladera Ranch community groups will have two complimentary amenity reservations per month. Each reservation can be made for a maximum of two hours. Additional time may be requested and granted depending on availability. A club/group will be provided with a page on LaderaLife.com to include a logo, photos, description, and contact information.
2. The Club/Group must follow **LARMAC Community Guidelines for [clubhouse](#) and [picnic area](#) reservations**. The Club/Group is responsible for the amenities condition at the conclusion of their reservation. The amenity should be left clean, and all furniture should be returned to its original position or storage location. Staff inspection upon conclusion of your event which indicates cleaning is required, damage has been done, or the guidelines have not been followed will result in deductions from your deposit outlined in the [LARMAC Fee and Fine Schedule](#).
3. A security deposit check for \$500, payable to LARMAC, is required for all reservations and must be updated every six months. Deposit checks older than six months will be confidentially shredded.
4. Reservations can be placed no more than six months from the date on the club/group security deposit check.
5. Reservations can be made by the Club/Group Administrator or the Alternate Administrator. A certificate of insurance and endorsement page are required for Ladera Ranch Community Groups only. Changes or cancellations to existing reservations may be submitted via email to the LARCS staff office at least one business day before the scheduled reservation.
6. Access will be granted to the Club/Group Administrators. If neither will be present, contact LARCS staff at least one business day before the scheduled reservation.

7. Reservations are available for the Avendale, Flintridge or Oak Knoll Village Clubhouse Monday 8 a.m. through Friday before 4 p.m. and Sunday between the hours of 8 a.m. to 10 a.m. or 2 p.m. to 5 p.m.

*The Covenant Hills Village Clubhouse may be reserved for Monday through Thursday up to one week in advance (seven 24-hour periods before the start time of the desired reservation date/time).

Complimentary reservations can be moved or canceled due to LARCS or LARMAC events, activities, or meetings.

8. Picnic area reservations are available during the school year at Chaparral, Founders, Oso Grande, and Celestial Plunge Monday through Friday from 8:00 a.m. to dusk. Saturdays and Sundays are available upon request and availability. Please note that the picnic areas include the picnic area only and do not include any portion of the athletic fields. The picnic areas host many sports programs, and exclusive site use cannot be guaranteed.
9. Complimentary amenity usage is limited to meetings that pertain directly to the business of your club or community group. Club/Group social and/or personal occasions are not permissible and must be reserved as a resident through LARMAC. Any misuse can result in a suspension of the complimentary use privilege for your club or community group.

Examples of personal and social occasions include events promoted outside of your membership, birthday celebrations, holiday and/or anniversary parties, guest speakers, fundraisers, events where money is exchanged, or any other use other than for the club/group meeting.

10. A LARCS-based sports club not associated with an organization may make court reservations up to six months in advance for one reservation quarterly, not to exceed six hours Monday through Thursday between 7:00 a.m. and 3:00 p.m.
11. The LARCS Board of Directors may request the club/group to provide highlights and/or photos of events to share with the community on LaderaLife.com and/or in Roots & Wings. The club/group is expected to respond to such requests promptly.
12. The first “no show” will result in a warning. The second “no show” will result in a loss of amenity use for six months. The third “no show” will result in a permanent loss of amenity use.
13. Non-compliance with the LARCS CLUB AND LADERA RANCH COMMUNITY GROUP GUIDELINES and/or LARMAC GUIDELINES shall result in the removal and cancellation of all club/group amenity reservations and the cancellation of your status as a LARCS Club or Ladera Ranch Community Group. The Club/Group Administrator shall be notified of such non-compliance via the contact email on file and will be given five business days to comply with the guidelines.

A **LARCS CLUB** is defined as a club of at least seven Ladera Ranch residents led by a resident who has identified a common interest and established a club page on LaderaLife.com. Club membership must be open to any Ladera Ranch resident.

Section 1.6.2 of the LARCS Bylaws prohibits participation in political campaigns on behalf of or in opposition to any candidate for political office or in the support or opposition of any proposed political legislation, either directly or indirectly through its support or membership in any organization that engages in such activities.

A **LADERA RANCH COMMUNITY GROUP** is defined as a non-profit group exempt under Section 501(c) of the Internal Revenue Tax Code with a majority membership (50%+) consisting of Ladera Ranch residents. Proof of non-profit status is required. The group leader must be a resident of Ladera Ranch who has identified a common interest and established a community group page on LaderaLife.com. Group membership must be open to any Ladera Ranch resident, and proof of insurance is required.

I have received a copy of the Reservations and Use Rules as well as the Club/Group Guidelines. I have read and understood them, and I agree that if I do not follow any of the guidelines or if I provide inaccurate information on my application, LARMAC and LARCS reserve the right to cancel my function and keep my deposit. I understand that the Rules and Guidelines are subject to change at the discretion of the LARMAC and LARCS Board of Directors.

Club/Group Administrator

(Please Print) _____

(Signature) _____

(Date) _____

LARCS Office Staff

(Please Print) _____

(Signature) _____

(Date) _____
