



LARCS CLUB AND LADERA RANCH GROUP GUIDELINES

1. Two complimentary amenity reservations per month will be available to all preapproved LARCS Clubs and Ladera Ranch Community Groups. Each reservation can be reserved for a maximum of two hours. Additional time may be requested and granted depending on availability. A club/group will be provided a page on LaderaLife.com to include a logo, photos, description, and contact information.
2. Club/Group must follow **LARMAC GUIDELINES**.
3. A security deposit check in the amount of \$500, made 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 or returned to the administrator.
4. Reservations can be placed no more than six months from the date on which the club/group security the deposit check is received. It is to your advantage to reserve the amenity in advance to ensure availability.
5. Reservations can be made by the Club/Group Administrator or Alternate Administrator. A reservation application, LARMAC Clubhouse Reservation Packet, Ladera Ranch membership access card, Certificate of Insurance, and Additional Endorsement (for Ladera Ranch Community Groups only) are required. Changes or cancellations to existing reservations may be submitted via email to the LARCS staff office a minimum of one business day before the scheduled reservation.
6. After-hours access will be granted to the Club/Group Administers before Assistant Administrator. If neither will be present, contact LARCS staff a minimum of one business day prior to the scheduled reservation.
7. Reservations are available for the Avendale, Flintridge, or Oak Knoll Village Clubhouse Monday 8:00 a.m. through Friday before 4:00 p.m. and Sunday between the hours of 8:00 a.m. to 10:00 a.m. or 2:00 p.m. to 11:00 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).

*Please note that 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. Saturday and Sunday 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 and are 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 to the LARCS CLUB AND LADERA RANCH COMMUNITY GROUP GUIDELINES and/or LARMAC GUIDELINES shall result in the removal and the cancelation of all club/group amenity reservations and the cancelation 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 of Ladera Ranch who has identified a common interest and has 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 Ladera Ranch 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 has 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 understand them, and I agree that in the event that 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) _____