

# LARMAC

## CLUBHOUSE FACILITY RESERVATION AND USE RULES

1. The reservation and use of the facilities is restricted to LARMAC members or renters for their personal use only.
2. The member reserving the facility must be present at all times during the reservation period.
3. LARMAC Members must complete a Clubhouse Facility Use Agreement to reserve the facility, including reservations made by a renter. There is a Clubhouse facility matrix of the reservable facilities, which is available at the Avendale Clubhouse and on LaderaLife.com.
4. The facilities may be reserved no more than 180 days in advance and cannot be reserved for more than one day in a consecutive seven (7) day period.
5. Members may reserve a Clubhouse for two (2) consecutive time slots to allow for a longer event.
6. Due to fire regulations, the total number of guests may not exceed the maximum occupancy as designated by the Clubhouse facility matrix.
7. Rental fees are non-refundable and will be retained by LARMAC if the event is cancelled within fourteen (14) days prior to the event, or due to the Member's failure to submit the proper proof of insurance. Any modifications to a reservation must be made at least 14 days prior to the event. **You must come to the front office in person to cancel.**
8. The completed Clubhouse Facility Use Agreement shall indicate if alcohol is to be served at the event. Alcohol may not be served unless non-alcoholic beverages and food are also served. No person under legal drinking age or any obviously intoxicated person will be served an alcoholic beverage.
9. Insurance coverage is required for use of the LARMAC facilities if alcohol is provided or served and/or if a vendor is providing goods and/or services for an event as may be determined from time to time by the LARMAC Board of Directors, based upon experience, risk management issues, input from consultants and in what that Board believes to be in the best interest of LARMAC. **Proof of insurance as required by the agreement must be submitted no later than thirty (30) days prior to use of the facility. FAILURE TO DO SO SHALL OPERATE AS A WAIVER OF THE MEMBER'S RESERVATION AND RENTAL FEE, and the Member shall lose both.**
10. The rental fee and damage/compliance deposit must be paid at the time the reservation is made as two separate transactions, payable to LARMAC in order to hold the reservation. The Clubhouse facility matrix outlines the rental fees and deposit amounts. A LARMAC attendant fee, if applicable, is also due at the time of the reservation as a separate check made payable to LARMAC. Deposit amounts will be returned by mail not more than 30 days following the event, unless there are to be deductions made by LARMAC.
11. Failure to abide by the Clubhouse Facility Reservation and Use Rules constitutes a violation. Violations of any use provisions of these rules or the Clubhouse Facility Use Agreement provisions during the reservation time may result in closing down the reserved event/party and immediate removal from the facility. Any violation(s) of these Rules may result in one or more of the following: a) the loss of some or all of your deposit; b) the imposition of additional fines/penalties; c) the Member losing the privilege of reserving any LARMAC facility in the future; and d) such other and additional actions as the LARMAC board and staff believe are appropriate.
12. All musicians, D.J.'s, equipment, stereos and speakers must be confined to the **interior** of the clubhouse building. Amplification and music is not allowed to project outside of the clubhouse building. The clubhouse doors must remain closed during the time of the reservation. All reservations involving music or amplified sound cannot exceed the clubhouse building capacity in total attendance. (See the Clubhouse Facility Reservation Matrix for the room capacities.) If the reservation includes music and/or amplified sound, no exterior portion of the clubhouse facility can be reserved.
13. All music and amplified sound must be turned off no later than 9:00 p.m.
14. Evening reservations must terminate at 11:00 p.m.
15. The LARMAC Member, guest and any vendors used must vacate the reserved area(s) at or before the end of the reservation time.
16. The member reserving the facility is responsible for the cleanup of the reserved area and removal of all trash to a dumpster before the end of the reserved time period. A dumpster is located in the clubhouse facility parking lot for use.
17. Members must arrange for all pick-ups and deliveries to be made within the reserved time period.
18. **Set up and cleanup must be accomplished within the reserved time period.**
19. Smoking, vaping, and the use of tobacco products are not allowed inside or outside any of the facilities.

20. Furniture shall not be removed from the interior of the clubhouse buildings. Furniture may be carefully moved around inside the rooms except as noted per room on the Clubhouse facility matrix.
21. The reservation of the clubhouse facilities does not include exclusive use of the pools or the water play area by attendees of the event. Use of these amenities is first-come first-serve. Members can bring up to five (5) guests per access card and must always accompany their guests while using any amenity, including pools and water play areas.
22. Food and catering vendors are permitted with proof of proper insurance.
23. Open flames, candles, tike torches, and other similar items are not permitted at any time in any LARMAC venue or facility.
24. All signs, balloons or decorations of any kind, including but not limited to names, directions or otherwise on the clubhouse facility or on the surrounding streets must be removed immediately following the reserved time period.
25. The use of bounce houses, or the like, are not permitted at the clubhouse facilities.
26. The facilities cannot be used for personal financial gain or commercial activity.
27. Members and guests using any LARMAC location must be immediately responsive to the requests of LARMAC and LARCS and their authorized agents, and/or any emergency agency personnel.
28. Members are required to make sure that any vendors providing a service under the reservation have been provided a copy of these guidelines and ensure that the vendors adhere to the guidelines and insurance requirements.
29. All kitchen equipment, additional banquet tables, podiums, electrical equipment and sound equipment are to be provided by the member, but are subject to LARMAC approval.
30. The LARMAC facilities may not be reserved on Easter, Christmas Eve, Christmas Day, Thanksgiving Day, Day after Thanksgiving, New Year's Eve, New Year's Day, or Fourth of July, or as otherwise determined by LARMAC.
31. Reservation dates may be blacked out or bumped due to LARCS meetings, events or programs or LARMAC meetings, maintenance or improvements which are given priority. Timely cancelled reservations will receive a full refund no more than thirty (30) days after the cancellation and a reasonable effort by LARMAC to find an alternate facility.
32. LARCS Clubs (as defined by LARCS) are exempt from the reservation fee; however, the security deposit will still be required by the club making the reservation. LARCS Clubs must follow all other LARMAC Clubhouse Facility reservation guidelines. Additional restrictions may be adopted by the LARCS Board for LARCS Club reservations.
33. LARMAC is not responsible for personal items that may be lost, stolen or left behind.
34. LARMAC reserves the right to require a roster of club participants for club-based reservations to verify residency in Ladera Ranch.
35. Residents that become 90 days or more delinquent in the payment of their LARMAC account will not be permitted to reserve and/or maintain a previous reservation until the complete account obligation is paid in full and kept current. Members with reservations who allow their LARMAC account to become delinquent will be given written notice that their reservations have been cancelled due to their account status. (Reference Section II. General Guidelines)
36. Neighborhood corporations or apartment communities within LARMAC may make a reservation for Board of Directors meetings. Reservations are to be made by the Manager of that neighborhood corporation or apartment community. No security deposit or applicable reservation fee is required.
37. The LARMAC Member is required to ensure that all activities and use of reserved area during the reservation time period are in compliance with all local, state and federal regulations and ordinances.
38. LARMAC provides no guarantee that the condition of the facility being reserved will be in the same or like condition as it was when the reservation was placed.
39. The above stated rules do not apply to LARMAC or LARCS sponsored events, functions or activities.
40. LARMAC Member or organization (e.g. LARCS or Neighborhood Corporation) shall be responsible for damage to the Clubhouse facility and surrounding areas caused by their use of the facilities. The cost to repair damage may be deducted from any deposit, and user shall be responsible for any cost in excess of the deposit.

# LARMAC

## CLEAN-UP REQUIREMENTS

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These conditions shall be met in conjunction with the reservation of all LARMAC facilities.

1. Inspect facility prior to leaving to make sure it is in order.
2. Clubhouse building carpeting to be vacuumed after use. A vacuum is provided.
3. Stone floor to be swept and mopped as necessary.
4. Kitchen shall be cleaned and all counters wiped down and floors mopped. All food and grease is to be removed from all surfaces including but not limited to walls, floors, windows, appliances, equipment, etc. and cleansed with soap and hot water. Basic cleaning supplies (paper towels, spray cleaner, mop, broom) will be provided.
5. No debris or trash shall be left in the bathrooms or in the trash container within the reserved area of the building or grounds.
6. All trash shall be removed from the reserved facility and either placed in the dumpster located in the parking lot or removed from the LARMAC facility entirely. Member must bring his/her own trash bags.
7. Furniture shall be carefully replaced in original setting.

# LARMAC

## INDEMNITY REQUIREMENTS

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### INDEMNIFICATION

User agrees, to the fullest extent permitted by law, to indemnify and defend LARMAC and its directors, officers, agents and managers, and each of them, from and against any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever, for, but not limited to, injury to or death of any person, and damages to or destruction of any property, arising out of or in any manner directly or indirectly connected with the Use of LARMAC's clubhouse facility, however caused, regardless of any negligence of LARMAC or its directors, officers, agents, employees or volunteers. User shall defend, at User's own cost, expense and risk, any and all suits, actions or other legal proceedings of every kind and shall pay and satisfy any judgment, award, decree or settlement, and shall reimburse LARMAC and its directors, officers, agents employees and volunteers for any and all legal expenses and costs incurred in connection therewith or in enforcing the indemnity herein provided.

In addition, User agrees to be financially responsible for all injury and/or damage to LARMAC property, which occurs during the Use described herein.

**I have read the Community Guidelines, the Clubhouse Facility Reservation and Use Rules and this LARMAC Clubhouse Facility Use Agreement Application. I accept the terms required under this Agreement I understand that in the event that I, my family and/or guests violate any of the regulations, or if I provide inaccurate information on my application, LARMAC reserves the right to cancel my reservation at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit.**

## Clubhouse Event Cleaning and Violation Charges

### Kitchen

Cleaning Required	Charge to Resident
Remove trash to dumpster in parking lot	\$20.00
Cleaning food prep area (countertops, stove, sinks)	\$30.00
Refrigerator (remove food, drinks, clean)	\$30.00
Sweep / Mop Floor	\$20.00
Damages to facility	\$TBD

### Great Room

Cleaning Required	Charge to Resident
Remove trash to dumpster in parking lot	\$20.00
Remove decorations from room	\$25.00
Tables/ Chairs returned to storage	\$20.00
Carpet vacuumed	\$20.00
Carpets – minor spot cleaning	\$50.00
Carpets – major cleaning	\$150.00
Damage to Furniture or facility	\$TBD

### Outdoor Areas

Cleaning Required	Charge to Resident
Remove trash to dumpster in parking lot	\$20.00
Remove Decorations	\$25.00
Tables/ Chairs placed	\$20.00
Patio Cleaning (swept, washed)	\$25.00
Debris removed from grass/planters	\$50.00
Cleaning of BBQ – remove ashes	\$25.00
Damage to plants, trees or grass or concrete	\$TBD

### Non-Compliance

Guidelines and Regulations	Charge to Resident
Failure to comply as directed by staff or security	\$300.00
Failure to comply with all guidelines	\$300.00
Failure to stay within reserved time frames	\$TBD

Residents are responsible for the condition of the facility at the conclusion of their event. The facility should be left clean and all furniture 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.