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Education and Recreation

POLICIES AND PROCEDURES

JAN. 28

2020

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INTRODUCTION

The Leisure World Community Corporation (LWCC) Board of Directors (Board)—assisted by the Education and Recreation (E&R) Department professional staff and the Education and Recreation Advisory Committee—has established Policies and Procedures in order to protect the interests of residents, enhance and protect the value of Trust Properties, and create for owners and residents of the community a safe, fair and enjoyable environment. The policies and procedures have been developed over many years and are based on experience, critical evaluation of existing policies as appropriate, and feedback and input from residents and staff.

It is the Board's hope that residents will familiarize themselves with these guidelines as well as abide by them for the common good of our community. The E&R Director and staff are charged with the implementation of these policies and are the contacts for any clarification and questions regarding them.

Approved as revised by LWCC Board of Directors January 28, 2020

Definitions

Commercial Activity – Activity conducted by a non-Leisure World for-profit commercial entity which retains money raised in the activity.

Commercial Fundraising – Activity conducted by a RCGO that engages a non-Leisure World commercial entity for the purpose of raising money to be retained by the RCGO or directed to a charitable organization

E&R Advisory Committee – Education and Recreation Advisory Committee

E&R Department – Education and Recreation Department, an operative of LWMC

Fundraising – Activity conducted by a RCGO for the purpose of raising money to be retained by the RCGO

LWCC – Leisure World Community Corporation, which is responsible for Leisure World governance and operations, comprises a board of directors who represent each Leisure World mutual and act as trustee to the Leisure World Trust

LWMC – Leisure World of Maryland Corporation, LWCC's managing agent

RCGO – a Recognized Club, Group or Organization that has been formally recognized by a vote of the E&R Advisory Committee; an RCGO may reserve designated clubhouse rooms without paying a fee (some restrictions apply)

SECTION I: CLUBHOUSE OPERATIONS

A. General Clubhouse Rules

1. Food and drink (with the exception of water) are not permitted in the lobbies of Clubhouse I and Clubhouse II.
2. Smoking (including vaping and e-cigarettes) is prohibited in and within 25 feet of the clubhouses.
3. Pets are not permitted in either of the clubhouses or their facilities, including in the outdoor seating or restaurant eating areas. Leisure World of Maryland conforms to all federal, state and local laws regarding service dogs and support animals. Licensed service and emotional support animals are allowed.
4. Residents are responsible for their guests who use Trust facilities.
5. Non-resident guests of residents may attend clubhouse functions and use recreational facilities only when accompanied by the sponsoring resident.
6. A sponsoring resident must accompany guests under the age of 16.
7. Generally, all signage is prohibited in clubhouses. Requests for any exception must be approved by the E&R director.
8. Permitted displays, posters, signs, etc., may not be taped or fastened to clubhouse walls by any means.
9. Tables and chairs (room set up), video equipment, microphones, coffee urns, etc., shall not be removed from the clubhouses/rooms except by Leisure World employees.
10. A scheduled activity must be contained within the space/room assigned.
11. For-profit commercial activities are not permitted in the clubhouses. An exception may be granted by the General Manager if it is in the best interests of the community. For a permitted commercial activity, the sponsoring entity must pay the room rental fee. Standing exceptions: Sales of musical recordings immediately following a performance by the musician(s) and books or other published materials immediately following a program featuring the author of those books or published materials.
12. Local, federal and state campaign literature and lawn signs are permitted in the approaches to precinct voting sites on election days in accordance with Maryland state law. The General Manager may approve the placement of signage and distribution of literature when an elected official or candidate is a guest and/or speaker at an event in the clubhouses.
13. Political materials may be distributed in the room in which a political event takes place. These materials may not be displayed or distributed in the clubhouse outside the event room except for just outside of the event room as long as it does not impede access.
14. Exceptions to the limitations on display of lawn signs and the distribution of campaign literature may be made at the discretion of the General Manager.

B. Room Reservations/Rentals

The E&R Department approves the use of rooms for all activities in Clubhouses I and II. A listing of charges for room rentals are available in the E&R offices, on (residents.lwmc.com) and in Appendix A and B.

1. General Reservations

- a. E&R staff can answer questions on room size (how many people a room will accommodate), availability, pricing and set-up requests.
- b. The E&R director is responsible for reviewing and approving, or not approving, all applications for use of rooms based on established guidelines and rules and for signing any necessary contracts associated with these activities.
- c. Priority for the use of rooms is allocated in the following order:
 - State and national elections, Leisure World Community Corporation activities, Mutual annual meetings and Advisory Committee* meetings
 - Leisure World RCGOs, Leisure World classes
 - All others, depending on space availability

*Rooms needed for sub-committees of Advisory Committees will be scheduled no sooner than one month in advance based on room availability.
- d. Room reservations are subject to change without notice.

2. Rentals: Private Events

- a. Room reservations for private events are accepted up to 11 months in advance.
- b. Leisure World residents may rent rooms for private parties, including those for immediate family members, for a fee as stated in the official Room Rental Fees documents. Fees are due upon signing the required contract.
- c. Parties and events for young adults and children under age 21 are not permitted.
- d. Memorials for Leisure World residents may be scheduled on short notice, depending upon availability, until 24 hours prior to the requested date. The room rental fee is waived for memorials.

3. Waiver of Room Rental Fee

- a. There is no room rental fee for meetings of the LWCC Board, the Executive Committee, Advisory Committees of the LWCC Board, Mutual Board and Committee meetings, meetings of Mutual representatives, RCGOs, the Leisure World Foundation, and memorials.
- b. Residents may reserve the following rooms at no charge when the request is made within 72 hours of the room use:
 - Clubhouse I
 - Harbor Room
 - Annapolis Room
 - Potomac Room
 - Clubhouse II
 - Rossmoor Room
 - Edmonson Room

These rooms are provided “as is.” No set up is provided.

4. How to Reserve a Room

- a. Room reservations by RCGOs and individual residents can be made through the E&R office at Clubhouse I or Clubhouse II by either of the following methods:
 - In person
 - By email at (recreation@lwmc.com)
- b. Provide all necessary information regarding the event sponsor and setup requests (e.g. number and arrangement of tables, chairs, A/V equipment, special requests). See Room Reservation Contract (Appendix A and Appendix B)
- c. Once a room is reserved, it will be listed in the schedule of events on the following platforms/venues:
 - Leisure World News
 - Television channels 972 for two days (prior to and including the date of the event) and channel 974 for five days (prior to and including the date of the event)
 - Clubhouse lobby directory (Private parties will appear on the lobby directory only)
 - Daily Events recording on 301-598-1313
- d. Promoting the activity beyond the schedule of events platforms listed in (c.) is the responsibility of the club, group or organization

5. Special Events (Fundraising and Commercial)

- a. RCGOs may hold fundraising events, provided that all funds that are raised are retained by the RCGO or are designated for a charitable purpose.
- b. RCGOs may hold fundraising events using a commercial vendor, provided that all funds raised are retained by the RCGO or are designated for a charitable purpose.
- c. The E&R Department may approve the use of rooms, no more than twice monthly, for a seminar or presentation by a professional service organization's (e.g. investment, legal, or insurance firms) from outside Leisure World. The organization must advertise the event in Leisure World News only, and not in publications and/or media outside of Leisure World and/or to non-residents of Leisure World.
- d. Except for the sale of tickets, or placing orders, all event activity must be confined to the room reserved for the event.
- e. Special events will be open only to Leisure World residents and their invited guests.
- f. Signage for sales promotions is prohibited in the lobbies or approaches to the clubhouses.
- g. Displays may not be taped or fastened to walls by any means.

C. Food Service

Clubhouse I includes two commercial kitchens operated under a contract with a Leisure World Food Service Provider. To remain in compliance with food licensure requirements of Montgomery County, food consumed in Clubhouse I must be supplied by the contractor. A few exceptions to this rule are included in the policies below.

1. Food and Alcohol Policies – Clubhouse I

- a. No alcoholic beverages may be brought onto the Clubhouse I premises. In accordance with Montgomery County liquor laws, all alcohol must be provided by Leisure World's contracted Food Service Provider.
- b. Residents, RCGOs, and committees are not required to use the Food Service Provider when serving "light fare" in reserved rooms. Light fare is defined as: baked goods, desserts, cheese/crackers, fruit/vegetable trays, non-alcoholic beverages.
- c. Light fare may be served only in the space reserved.
- d. Those bringing in light fare are responsible for restoring rooms to their original condition.
- e. The Leisure World Food Service Provider will cater all events serving complete meals (e.g., brunch, lunch, dinner). No other caterer may be used.
- f. All catering arrangements must be made directly with the Food Service Provider in advance of the event, after room reservations and arrangements have been secured with the E&R Department.
- g. Professional service organizations (as defined in Section I, Item B.5.c) may contract only the Leisure World Food Service Provider to provide refreshments or meals at their functions.

2. Food and Alcohol Policies – Clubhouse II

- a. RCGOs and mutuals using the Activities Room may bring food to their event or use catering service provided by Leisure World's contracted Food Service Provider (provisions and fees arranged separately with the provider). No outside caterers (i.e. providers of food and service) are permitted; however, food may be delivered by an outside vendor, as long as it is served by the sponsoring group.
- b. A representative of the group/Mutual reserving the Activities Room must complete and sign the Clubhouse II Room Reservation Agreement (Appendix B), available in the Clubhouse II E&R office.
- c. LWMC and LWCC are not responsible for damages (personal and/or property) resulting from the consumption of alcohol prior to, during, and/or after any event in Clubhouse II. Attendees may bring in their own alcoholic beverages, or follow plans established by the sponsor of the event. Obtaining an appropriate alcohol license when required by Montgomery County for an event is the responsibility of the group sponsoring the event.
- d. Light fare is permitted in the meeting rooms.
- e. No food or drink, other than water, is allowed in the Auditorium.

D. Tennis/Pickleball Courts

1. Tennis and pickleball court rules are posted at the courts:
 - a. Guests must be accompanied by a playing resident at all times.
 - b. The courts are reserved for residents and guests 12 years or older until noon.
 - c. After noon an age limit does not apply and any resident and/or guest may play if they are accompanied by a sponsoring resident.
 - d. When other players are waiting:
 - Singles play is limited to one hour
 - Doubles play is limited to one hour and a half.
 - e. One person holding a court must give way when two or more persons are ready to play.
2. Tennis round robin and advanced group playing times are determined and posted at the courts each spring.
3. Pickleball playing times are determined and posted at the courts each spring.
4. Pickleball is also played in the Clubhouse II Activities Room. Scheduled play is determined by E&R staff and the Pickleball Club on a weekly basis. E&R staff notifies the Club president of scheduled playing times and cancellations.

E. Fitness Center

1. Residents who wish to use the exercise equipment in the Fitness Center must complete a Fitness Center User Agreement form available in the Clubhouse II E&R office (Appendix C).
2. The Fitness Center contractor can provide instruction for all residents, by appointment, for the design of personal fitness programs for general and/or specific needs. Each resident is entitled to two free, 30-minute sessions.
3. Hours of Operation: See residents.lwmc.com for current times; hours are subject to change

F. Swimming Pools

1. All applicable Montgomery County Department of Recreation swimming pool rules and regulations are in effect.
2. Only residents and their guests may use the pool facilities. Residents and guests must purchase daily tickets or a season pass (residents only) in the Education and Recreation offices during regular business hours and present proof of their Leisure World ID. Prices are listed at the end of these rules. Guests must be accompanied by a resident at all times.
3. Children ages 4-15 may use pools during the following times:
 - a. Indoor Pool
 - Social pool only, weekdays from 10 a.m. – 1 p.m. and weekends from 10 a.m. – 3 p.m.
 - b. Outdoor Pool
 - Daily from 10 a.m. – 1 p.m.
 - On the first Sunday of the month, children may swim from 10 a.m. – 3 p.m.

4. Children ages 10 and under entering the pool complex must be accompanied and cared for at poolside by an adult 16 years old or older in swimming attire. Children ages 6 and under must have an adult 16 years old and older in the water with them and within arm's reach. Children ages 3 and under are not permitted on pool decks or in pool areas.
5. Children ages 6 and older must change in the locker room assigned to their gender.
6. Patrons who require assistance preparing to use the pool areas must arrange to have a competent, water-safe person accompany and help them in the locker rooms and in the pool areas.
7. All patrons in the pool areas must be in proper swimming attire. Street shoes are not permitted on the pool deck. Soft-soled footwear is acceptable if not worn as street shoes. Swimming attire must be appropriately covered in the clubhouses.
8. Showering before entering pools is required by Montgomery County regulations.
9. Patrons with excessive sunburn, open sores or bandages of any kind will not be allowed entry in the pools.
10. All diving is prohibited.
11. Lap lanes are for continuous lap swimming. Patrons not swimming laps should remain in lanes not reserved for lap swimming. Noodles are prohibited in the lap pool.
12. Flippers, noodles, and boards are permitted at the discretion of the lifeguards. All equipment must be stored in the proper receptacles in the pool area.
13. Lifeguards and E&R staff have authority to enforce all pool rules. Horseplay is prohibited. Hanging on the ropes is prohibited. Patrons who repeatedly violate pool rules may be asked to leave.
14. Food, drinks (other than water), glass containers, and pets (other than a registered service animal) are prohibited in pool areas and locker rooms. Food and drinks may only be consumed in designated areas of the building.
15. Deck chairs and lounges may not be reserved nor brought from outside the pool area and must not block periphery of the pools.
16. E&R staff will schedule any structured activities.
17. Patrons are not permitted to leave locks on lockers overnight unless a locker has been rented. See the E&R office in Clubhouse II for more information.
18. Lifeguards and E&R staff are not responsible for personal property.
19. In the event of inclement weather, pools are cleared for 30 minutes from the last thunder heard or lightning seen.
20. Hot Tub/Spa – Patrons who use the Hot Tub/Spa must have a pool ticket, have a signed Hot Tub/Spa User Agreement form (Appendix D) (available at both E&R offices) on file, and sign in.

21. Pool Operating Hours and Fees

- a. Pool hours are posted on residents.lwmc.com and may be subject to change. Watch channel 972 or phone 301-598-1313 for more information.
- b. The indoor pool is closed on Thanksgiving Day, Christmas Day, and New Year's Day.
- c. All fees (annual, monthly, daily, adult guest and child guest) are non-refundable. Rates are posted on residents.lwmc.com.

22. Lockers

- a. Lockers may be rented each calendar year at the E&R office in Clubhouse II. Fees are posted on residents.lwmc.com
- b. Private locks are permitted. Lockers used daily must have locks removed at closing time.

SECTION II: LEISURE WORLD CLUBS, GROUPS AND ORGANIZATIONS

A. Definition and Governance

1. An RCGO is a body of Leisure World residents that has come together to pursue a common interest, promote a social or service activity and/or promote the well-being of Leisure World residents. It must not be in conflict with local or national laws. Such a body is “recognized” once it has followed procedures for establishing a club and been approved by the E&R Advisory Committee.
2. Leisure World organizations must adhere to community policies, but are self-governed per Resolution #27 (10/28/08), which states that “the LWCC Board of Directors and Leisure World of Maryland Corporation, a subsidiary acting as the appointed agent of the LWCC, do not formulate or administer policies of the boards of directors of groups and organizations recognized by Leisure World.”

B. Establishing a New Club

1. A resident who wishes to form a RCGO must first review the request with the E&R Director. The proposed RCGO may not duplicate an existing one. The E&R Director may refer to the General Manager a request not consistent with the definition of an RCGO.
2. Sponsoring resident must place an article in Leisure World News describing the purpose of the group, giving residents an opportunity to express their interest by contacting the sponsor.
3. Sponsoring resident must submit to the E&R director proof of at least 35 residents’ interest in membership in the proposed group.
4. Following review to determine that all requirements have been met, the E&R director forwards the request to the E&R Advisory Committee for its approval.

C. Procedures for Newly Approved Clubs

1. Once a RCGO is approved by the E&R Advisory Committee, it places a second article in Leisure World News inviting interested residents to an organizational meeting at which:
 - a. The RCGO develops a charter and/or bylaws, which are submitted to the E&R department for reference purposes.
 - b. Temporary officers are elected.
2. The RCGO’s newly elected officers confer with the E&R director to select a location and time for regular meetings (a week of the month, day and time). Officers are encouraged to select one individual to be responsible for making room arrangements.

D. Membership

1. At least 90 percent of an RCGO’s membership must be Leisure World residents.
2. Non-resident members must be sponsored by a resident member.
3. Only resident members may hold office of any type in the club.
4. Resident members may invite guests to RCGO meetings, events or athletic activities. Non-resident members may not invite guests to any RCGO activities.
5. The board of each RCGO is responsible for the non-resident rules being enforced.

E. Room Reservations

1. RCGOs are entitled to reserve and use Trust facilities free of charge and within guidelines outlined in E&R policies and procedures. (See Section I,A. General Clubhouse Rules, and Section I,B. Room Reservations/Rentals)
2. An RCGO meeting open to all its members must also be open to all Leisure World residents in order for the room rental fee to be waived.

F. Records

1. The E&R Department will permanently maintain, and keep available (for reference purposes only) a RCGOs following records:
 - a. Current charter and/or bylaws (When using Trust facilities at no charge, an RCGO's activities must be consistent with its charter.)
 - b. Current officers and chairpersons
 - c. Current contact person and telephone number and/or email address
2. Each July, all RCGOs must submit membership lists, which clearly identify resident and non-resident RCGO members, to the E&R Department.
3. The RCGO contact person is responsible for providing a name and telephone number for the updated Club Contacts List on residents.lwmc.com.

G. Active/Inactive (Recognized/Non-Recognized) Status

1. A RCGO must maintain a minimum of 15 residents who are active members, and it must hold at least six meetings or events each calendar year. The 15-member requirement may be waived if the RCGO has community-wide educational events, exhibits, and/or entertainment functions at least twice a year.
2. Recognition of a RCGO may be withdrawn by the E&R Director and by a majority vote of the E&R Advisory Committee if it is determined that any one or combination of the following has occurred:
 - a. The RCGO fails to adhere to E&R policies.
 - b. The RCGO's information on file in the E&R Department, including membership information, is not current.
 - c. The RCGO ceases to conduct activities consistent with its charter.

H. Property/Equipment Owned by a RCGO

1. With approval from the E&R director, clubs may use designated storage areas in the Clubhouses.
2. All clubs are responsible for items stored in the Clubhouses and must remove all property and equipment if the organization is dissolved.

I. Theatrical RCGOs

1. A theatrical production is defined as any event for which tickets are required, and which requires the reservation of the Clubhouse II auditorium for published rehearsals and performances on single or multiple dates.
2. Contracting outside adult professionals to assist in the direction or production of a theatrical performance is permitted.

SECTION III: COMMUNITY CLASSES

A. Proposals, Registration and Fees

1. Information about current community class offerings, including registration fees, is published in Leisure World News.
2. The E&R Department will determine suitability of a class offering based on information provided in the Class Proposal Form (Appendix E). The completed form must be submitted to the E&R Department at least four weeks prior to the desired start date of the class.
3. A minimum of 10 students must be registered five business days before the first class or the class will automatically be cancelled. The instructor can require a greater minimum number of students for a class and can set a maximum (subject to room availability).
4. If insufficient interest is shown in a class after two consecutive attempts to register students, the sponsor/instructor must wait 90 days before resubmitting a proposal for the same class.
5. Registration payments are given only to the E&R Department, which retains 25 percent of the registration fees and pays the balance to the class instructor.
6. For water classes using an indoor pool, residents pay only the class fee (without an additional pool use fee).

B. Non-Resident Class Participants

1. Non-residents must be sponsored by a resident who also is registered for the same class.
2. Sponsored non-residents may not register for a class until 10 residents have registered for it.
3. A non-resident surcharge - \$10 for classes lasting up to six weeks, and \$20 for classes lasting seven to 12 weeks – will be retained by the E&R Department and deposited in the operating budget.
4. No more than 10 percent of a class may be sponsored non-residents.

APPENDICES

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Resident (check one): Yes No

Name

Address

Phone Number

Email Address

Event

Event Time

Type of Event

Date Submitted

2020 RENTAL FEES

FACILITY	CAPACITY	SECURITY DEPOSIT	RENTAL FEE (4-HOUR RESERVATION)	ADDITIONAL HOURLY RATE
CRYSTAL BALLROOM	Chairs only: 210 Chairs & tables: 210	\$250	\$400	\$175
MARYLAND ROOM	Chairs only: 100 Chairs & tables: 80	\$250	\$225	\$100
LANAI	Chairs only: 250 Chairs & tables: 200	\$250	\$200	\$100
CHESAPEAKE ROOM	Chairs only: 80 Chairs & tables: 65	\$250	\$175	\$75
POTOMAC ROOM	Chairs only: 50 Chairs & tables: 40	\$100	\$150	\$75
BALTIMORE ROOM	Chairs only: 90 Chairs & tables: 60	\$100	\$150	\$75
ANNAPOLIS ROOM	Chairs only: 30 Chairs & tables: 25	—	\$50	\$50

Room Requested

PLEASE READ BEFORE SIGNING

Room Reservation

Room arrangements, including final number of people attending and table/chair arrangement, must be made through the Clubhouse I Education & Recreation (E&R) office at least five (5) days prior to an event to assure availability of items requested. Pricing listed above includes a four-hour reservation. The renter may arrive two (2) hours prior to the event to check on last-minute arrangements. Call (301) 598-1300 for more information.

Payment & Security Deposit

Rental payment, including the security deposit, is due at the signing of this contract. E&R accepts checks payable to "Leisure World of Maryland Corporation" or credit card payments by MasterCard, Discover or Visa over the telephone or at the E&R office.

A full refund is available when E&R is notified 30 days or more prior to the event. Payment is non-refundable less than 30 days prior to the scheduled event.

The room must be left in broom-swept condition after the event. E&R reserves the right to hold partial or full security deposit if:

- There is damage to property, furnishings or equipment
- Patrons fail to comply with clubhouse rules
- Resident displays a misrepresentation of facts (the event hosted is different than the event requested)

Clubhouse Rules

All activities must be contained within the rented room. Children must remain in the room under adult supervision at all times. Note that while children are permitted to attend events, parties in which the guest of honor is a child or young adult is not permitted. The resident reserving the room is personally responsible for the behavior of the group and for the loss of/or damage to any property, furnishings or equipment. All clubhouse rules must be followed and will be enforced by Leisure World.

Food Service & Catering

For catering, contact Ed Richardson of Perrie LLC, Leisure World's food service contractor, at (301) 598-1330 or (301) 598-1331. Outside catering is not permitted. Food and drink, including alcohol (with the exception of water), are not permitted in the clubhouse lobby.

Decorations/Miscellaneous

Items and/or decorations cannot be taped, glued, tacked or affixed to walls by any means. Smoking is prohibited in the clubhouse. Pets are not permitted in the clubhouse, except for licensed service dogs. Clubhouse items (microphones, chairs, audio/video equipment, coffee urns, etc.) may not be removed from the reserved room. Damage to property or failure to comply with clubhouse rules will result in forfeiture of the security deposit.

Signature

Date

Approved By (E&R Department representative)

Date



CLUBHOUSE II ROOM RESERVATION AGREEMENT

EDUCATION AND RECREATION DEPARTMENT

Person in Charge	Phone	Email	
Alternate	Phone	Email	
RCGO/Mutual	Requested Room		
Day/Date of Event	Event Start Time	Event End Time (includes cleanup time)	Number of Persons
Entertainment			

Will use of the following be required:

Pantry Access Refrigerator Microwave

RULES AND REGULATIONS:

1. ALL EVENTS MUST BE CONTAINED WITHIN THE RESERVED ROOM.
2. Use is limited to residents and adult guests. Reservations are on behalf of only RCGOs and mutuals.
3. Room arrangements, including final count of number of people attending and table arrangements, must be made by the User(s) with the E&R Office at least seven (7) days prior to an event to assure availability of items.
4. Any entertainment planned for the event must be cleared by the E&R Department prior to the event.
5. Rooms are available at no more than four-hour intervals, plus a two-hour set up period.
6. First-time Activity Room user(s) are required to schedule an appointment to walk through the pantry prior to the event to become familiar with the appliances and equipment. Call (301) 598-1320 to schedule an appointment.
7. The User(s) is responsible for any repairs to damaged appliances due to improper use.
8. All food, beverages, dishes, flatware, etc. are the responsibility of the User(s).
9. _____ (initial) Groups using the reserved room may bring food to their event or use catering service provided by Perrie LLC (provisions and fees arranged separately with Perrie LLC). No outside caterers (i.e. providers of food and service) are permitted. Food may be delivered by an outside vendor, as long as it is served by the sponsoring group.

10. _____ (*initial*) Alcohol is permitted in accordance with local laws, statutes and regulations. LWMC and LWCC are not responsible for damages (personal and/or property) resulting from the consumption of alcohol prior to, during and/or after the event. Obtaining an appropriate alcohol license when required by Montgomery County for an event is the responsibility of the group sponsoring the event.
11. _____ (*initial*) Items and/or decorations will not be taped, glued, tacked or affixed to walls by any means. Confetti and balloons are not permitted.
12. _____ (*initial*) Total clean-up after room use is required by the User(s):
- a. All trash must be placed in plastic bags, sealed and placed in the pantry.
 - b. All materials (dishes, paper products, etc.) must be removed from the room upon completion.
 - c. Refrigerator and microwave must be cleaned.
 - d. Floor must be left in original condition. Broom, dustpan, and limited number of trash bags will be provided to users for clean-up.
13. A security deposit of \$200 is required, payable by credit card or check to LWMC.
- a. Payment is due upon signature of this agreement.
 - b. If the event is cancelled in advance for any reason, the full deposit will be refunded.
 - c. Refundable security deposits will be processed the next business day after the event.
- 14. FAILURE TO COMPLY WITH THE ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND FUTURE USE OF THE ROOM.**

Signature

Date

Approved by (E&R Department representative)

Date



Fitness Center Rules

- The “Fitness Center Use Agreement” must be read, completed and signed prior to initial use of the Center.
- Upon entering Fitness Center facilities, residents and guests must sign in, specifying first and last name and time of entry.
- Guests must be 18 years or older and accompanied by a sponsoring resident who remains in the Fitness Center while the guest is using the Center.
- Time using cardio equipment is limited to 30 minutes when others are waiting.
- Equipment should be wiped down after each use with the provided antiseptic wipes.
- Cell phone use is prohibited except in case of an emergency.
- Closed-toe athletic shoes must be worn at all times.

Fitness Center Agreement

Name

Phone

Mutual

In consideration of the right to use the Fitness Center made available to its residents by Leisure World of Maryland, I agree as follows:

- I agree to hold Leisure World harmless from any liability or injury resulting from my use of the Fitness Center. I do hereby assume the risk of any injury I may sustain in using the Fitness Center.
- I recognize that Leisure World has recommended that I consult my personal physician prior to use of the Center, and I agree to follow any restrictions imposed by my physician.
- I will abide by Fitness Center rules for use of the Center.
- I acknowledge that my failure to heed the Center’s rules will result in my relinquishing the right to further use the Fitness Center.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign the same as my own free act.

Signature

Date



Name

Mutual

Phone Number

In consideration of the right to use the Hot Tub/Spa in Clubhouse II made available to its residents by Leisure World of Maryland, I agree:

1. To notify the lifeguard on duty as to when I will use the Hot Tub/Spa.
2. To abide by Leisure World policy for the use of the Hot Tub/Spa as well as the instructions and warnings posted in the pool area and locker room.
3. To recognize that Leisure World has recommended that I consult my personal physician prior to use of the Hot Tub/Spa, and I agree to follow any restrictions imposed by my physician.
4. That my use of the Hot Tub/Spa is strictly voluntary and I will hold Leisure World and its employees harmless from any liability or injury resulting from my use of the Hot Tub/Spa. I do hereby assume the risk of any injury I may sustain.
5. That my failure to heed these policies, instructions or restrictions will result in my relinquishing the right to use the Hot Tub/Spa.

I further state that I carefully read the foregoing release and know the content thereof, and I sign as my own free act.

Signature

Date



CLASS PROPOSAL FORM

EDUCATION AND RECREATION DEPARTMENT

Thank you for your interest in offering a class through the Education and Recreation (E&R) Department of Leisure World. Please complete the information below and submit it electronically to recreation@lwmc.com or rdesir@lwmc.com, or by hand to the E&R office in either Clubhouse I or Clubhouse II. The information will be used to determine suitability of your proposed class and, if selected, room scheduling and promotion in the Leisure World News. This completed form must be received at least four weeks prior to your desired date for the start of your class.

If the class proposal is accepted, a minimum of 10 students must be registered five (5) days before the first class or the class will automatically be cancelled. If a class cannot be held on any scheduled meeting date, call 301-598-1300 or 301-598-1320 any time between 8:30 a.m. and 8:00 p.m. and leave a message. When scheduling your sessions, be certain to check your calendar for holidays and schedule your make-up class, if any, accordingly.

Please note that payment for all classes will be accepted by the E&R offices only. Instructors are not to accept payment. When the instructor gives permission for a late entry to a class, that check will be deposited with the next session.

Class Title

Instructor

Date Submitted

Phone

Email

CLASS BEGINS:

Day of the Week

Date

Time

CLASS ENDS:

Day of the Week

Date

Time

Holiday/days class will not be held

Price Per Student
(including 25% to be retained by E&R)

Maximum Number of Students



CLASS PROPOSAL FORM

EDUCATION AND RECREATION DEPARTMENT

POLICY/PROCEDURE FOR INCLEMENT WEATHER:

If Montgomery County Schools are closed, your class on that day will automatically be cancelled. When schools are scheduled to open late, do you want to (check one):

Hold class on time

Cancel class

Please make your class members aware of this policy and remind them to watch closed circuit TV channels 972 or 974 or call 301-598-1313 for updates. Check with E&R for make-up sessions.

IF A CLASS DOES NOT RECEIVE A MINIMUM NUMBER OF REGISTRANTS AFTER TWO CONSECUTIVE ATTEMPTS, THE SPONSOR/INSTRUCTOR MUST WAIT 90 DAYS BEFORE RESUBMITTING A PROPOSAL FOR THE SAME CLASS.

PROVIDE A BRIEF DESCRIPTION OF YOUR CLASS in the box below. If available, attach a copy of a previous listing from the Leisure World News (include edition date); indicate changes as necessary.

PROVIDE A BRIEF DESCRIPTION OF YOUR QUALIFICATIONS AND AT LEAST ONE REFERENCE in the box below.

You will be contacted within seven (7) days of submitting this proposal to advise you of the status of your submission. If you have questions, please contact recreation@lwmc.com or rdesir@lwmc.com. Thank you!