

## Chapter 12 – Section 12.11

### Activities Committee

#### Policy:

The Rotonda West Association (RWA) is authorized by Florida Statutes 720 and 617, to organize according to the needs of the Association. The RWA By-Laws, in Section 10, Article II allows the Board of Directors to establish committees in order to facilitate the over-all operations of the Association.

The Activities Committee is hereby authorized as a Non-Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter below. The Committee is also authorized to make recommendations to the Board of Directors and carry out responsibilities as officially delegated to the Committee by the Board of Directors as may reasonably be necessary to advance the interests of the RWA. The Board has the option of modifying the Activities Committee Charter at any time.

#### Charter:

The Activities Committee is a logistics and planning committee whose main mission is to assist the Board of Directors and the RWA Manager in overseeing the use of the RWA Community Center, other RWA common areas, and designated RWA activities. The Activities Committee will establish criteria and application procedures needed for groups and clubs to become officially approved by the RWA. Approved groups and clubs may then apply to use the Community Center and common areas, either at no cost or by paying a rental fee. The Activities Committee shall then review such applications submitted for consideration and has the authority to grant or deny approval as authorized by the Board of Directors.

The Activities Committee is also authorized from time-to-time to sponsor Board approved events and activities at the Community Center and the Park utilizing funds approved by the Board for the Committee in the Annual RWA Budget. The Activities Committee shall work closely and cooperatively with the Community Relations Committee on planning events or other activities for which there is mutual interest and participation. The Activities Committee shall carry out its mission and responsibilities acknowledging and following the procedures, guidelines and requirements presented in the following section.

## **Procedures, Rules, and Guidelines:**

12.11.01. Use of Broadmoor Park and the Community Center: Use of the Broadmoor Park property, including the Community Center, is for the exclusive use of RWA Members and their guests, subject to the restrictions as outlined in the Warranty Deed, dated the 8<sup>th</sup> of May, 2013, a copy of which appears in Chapter 1, Section 1.8 of this Manual.

12.11.02. Broadmoor Park is open daily from dawn until dusk. The hours during which the Community Center is normally open are Monday through Friday from 8:00 a.m. until 3:55 p.m. The Community Center & Broadmoor Park may be open for extended hours during the week and on weekends and holidays with advanced approval and scheduling at the RWA Administrative Office following the procedures identified below.

12.11.03. Grandfathered Group and Clubs: The Activities Committee shall approve for use of the Community Center without cost those groups which regularly utilized the previous community building on Cape Haze Drive. The list of those approved groups and clubs which may use the Community Center without paying a fee is to be maintained by the RWA Manager and/or his(her) designee at the RWA Office. It is the sole responsibility of the lead representative of each group or club to notify the RWA Office of any changes to the group's Membership or status. No further groups will be grandfathered after January 1, 2018.

#### 12.11.04. Authorizing Community Center Users & Scheduling Activities:

Except for those groups who have been grandfathered as approved by the Activities Committee per Section 12.11.03 herein, all individuals, groups, organizations and clubs who desire to use the Community Center must first complete and submit the Community Center Rental Agreement (12.11.1) regardless of whether or not they will have to pay a fee.

12.11.04(a). Any RWA voting member, as identified on the official list of property owners maintained by the RWA Office Staff (and further defined in the Election Committee Section 12.06.08 of this Manual) and his or her immediate family members living at that residence are eligible to sponsor and use the Community Center for family, social or other special activities upon completing the designated application process and receiving approval. The date and time for such approved uses must be scheduled with the RWA Manager or his (her) designee at the RWA Office no later than three (3) business days prior to the activity or event.

12.11.04(b). The qualified sponsor of an approved and scheduled event must attend that event or activity. In general, except as noted below, guests of the sponsor may attend as long as the majority of attendees are Rotonda West residents and the activity or event is intended for the benefit and/or enjoyment of Rotonda West residents. This “resident majority” rule does not apply to gatherings or affairs, such as weddings, birthday parties and testimonials, where a family and its extended members and special guests or an individual and his or her friends and relatives are the attendees. At any time, at its discretion, the Activities Committee may disqualify any individual, group, or organization from using the Community Center or other facilities and common areas at Broadmoor Park.

12.11.04(c). Residents who are long-term renters, renting for a period of at least twelve months at a Rotonda West residence address, are entitled to the same benefits of sponsoring and attending activities at the Community Center as the property owner.

12.11.04(d). As authorized by the Board of Directors, the Activities Committee is responsible for the review of applications requesting to use the Community Center and the other facilities at Broadmoor Park. The Activities Committee may

delegate the decision to approve or deny application requests to the RWA Manager and two (2) RWA Directors. In some instances, the Activities Committee may request an applicant to make a presentation at a meeting of the Committee to explain the details of the event or activity in order to make a decision whether or not to grant approval.

12.11.04(e). With the application and review process cited above notwithstanding, at its discretion, the Board of Directors has the final decision on any request to use the Community Center or any part of Broadmoor Park.