

Facility Usage Task Force Recommendations

Discovery Bay Resort Rules

CURRENT RULE:

13.9 Scheduling. Those scheduling functions or events in the Common Areas will be responsible for the normal clean-up afterwards and replacing the furniture to the configuration in which it was found. A breakage and clean-up deposit may be required. Scheduling of functions or events in the common buildings requires the member to obtain the approval of the Park Managers at least one day prior to the event. A. Resort facilities are for rental by, or use of, leaseholders and their personal guests only. A Use Form must be filed at the Resort Office. Resort facilities are not to be rented or used by outside organizations, whether sponsored by an individual leaseholder or not.

PROPOSED RULE CHANGE 08/20/19

13.9 Scheduling Functions or Events: Entertaining and/or holding events in the Common Areas are intended primarily for Leaseholders. Leaseholders wishing to schedule an event in common areas where outside guests/visitors who are not leaseholder or renters will be attending, including inviting an outside vendor, person providing a service or a fundraiser, must contact the office manager, if possible, one week prior to the event, to check availability, and schedule date/time/place and fill out a Facility Usage Form,.

All visitors/guests must sign a "Visitor/Guest Release of Liability & Indemnity Form" prior to, or upon arrival at the scheduled event. The office will provide the proper forms for the number of people attending. Current rules that deal with parking, invitations, clean-up, gate code, and use fees are listed on the Facility Usage Form available on the Website or in the office.

Small informal gathering of leaseholders: If only leaseholders and renters are attending, no Facility Usage Form or Usage fee is necessary. Contact the office to check availability and schedule.

Informal social group of personal guests that include non-leaseholders: Game groups, Art Classes, Guest Lecturer, Concert, Fundraiser, Leaseholder family events...where all people attending are known by a Leaseholder may be scheduled by contacting the office to check for availability, fill out Facility Usage Form (if possible, one week prior to the event) and pick up enough Visitor/Guest Release of Liability and Indemnity Agreements for all non-leaseholders attending. No usage fee.

Formal Organizations, Outside Organizations: (an organization with a fixed set of rules of intra-organization procedures and structures), Outside Group. Make application directly to the BOD or through a Leaseholder. The Board of Directors will evaluate each application based upon the event's appropriateness and suitability to the park. After approval by the BOD, fill out a Facility Usage Form and return to the Office. Events where Leaseholders pay to get into or are charged for a service or item will be charged according to the set fee schedule.

Other/Outside Vendors for Profit: Massage therapist, Dog Groomer, Hair stylist, Food Vendor, Concert... Events where Leaseholders pay to get into or are charged for a service or

item will be charged according to the set Usage fee schedule. (Events for DBR Fundraising will not be charged a Usage fee)

PROPOSED SET FEE SCHEDULE: \$10.00 per half day \$20.00 whole day

Additionally:

The Facilities Usage Form has been updated and modified to accommodate the proposed changes and make it more 'user friendly'.

Since the Form references 'reading and accepting Rule 13 Common Area of the DBR rules', it is suggested to add Rule 13.1 to the back of the form.

Also, we suggested adding Rule 12.8 Pets and Animals in Common Facilities to be added to the back of the form.

The signature section was changed from 'Leaseholder' to 'Leaseholder/BOD' since a member of the BOD would also be required to sign regarding the type of event being planned.

The update includes adding a Form number and Revision date. Referencing the Rule, it is suggested that the Form be numbered 'Form R13.9. (The 'R' indicating that this is from DBR Rules). The revision date would be as the BOD deems appropriate after implementing these changes.

It is also recommended that the new form be added to the DBR website and copies be placed in the mail box area for ease of access. (I believe there is one slot on the lower right-hand side that could easily be labeled).

Respectfully Submitted,
Task Force Chair,
JoIda Reed