

Appendix H
Rules For Mason Creek Community Center
As Amended April 11, 2018

General Provisions

1. *Reservations, Etc.* Any person 25 years of age or older may request to use part of the Facilities, on a first-come, first-reserved basis, after completing a permit form as provided by MCUD. A fully-signed permit for each use is required. The District's President, Vice-President and a District employee designated by the President are each authorized to sign permits and to prescribe permit provisions (including type of use, time of use, enforcement, additional charges, etc., but no pool-area permits are allowed outside of the pool season or times when lifeguards are available). Deposits and rental amounts must be paid by certified or cashiers check, unless a variance is approved by the President or Vice President. Permits are not effective until signed by MCUD and returned to the user. Use fees and the deposit must be paid at the time of signing. *Exceptions:* Permits are not required for ordinary swimming pool and tennis court users who are issued keys, tags or other forms of permission.

2. *Keys.* The key will be available approximately 30 minutes before the beginning of the scheduled use period. Arrangements for obtaining the key must be made with the MCUD office. The key must be returned within 24 hours after the end of the scheduled rental. *Exceptions:* This paragraph does not apply to ordinary swimming pool and tennis court users without permits.

3. *Unauthorized Uses.* No user shall allow any group or individual to use the Facilities during the user's occupancy, other than those mentioned in the permit and approved for use of the Facilities. Occupancy will be limited to maximum capacity posted or prescribed by the District, whichever is lower. The Facilities are not to be used for any purpose which violates any State statute, local or county ordinance or regulation, or administrative rule to which the District is subject. Use permits (and other documents) may include requirements that users pay additional fees for any unauthorized or prohibited use or any violation of District rules, regulations, permits or terms of use. Any such additional fees may be deducted from the deposit and shall also be personal obligations of the user.

4. *Fees and Deposits.* Fees for use of the Facilities shall be determined by the day and length of use. See "Fee Rates," below. No refunds of fees will be made unless: (i) the District terminates the use, for no fault of the user, or (ii) the user gives the District advance notice of cancellation, in writing and before the beginning of the use period, in which case fees may only be refunded as follows:

<i>Number of days advance notice of cancellation given (in writing)</i>	<i>Percentage of fees refunded</i>
60 days or more	100%
30 to 59 days	50%
Fewer than 30 days	0% (no refund)

Fees and deposits must be paid by certified or cashier's check or money order payable to the District; cash will not be accepted. *Exceptions:* (1) Ordinary pool and tennis fees (without permits) may be paid by regular check payable to the District. (2) Residents of MCUD may pay fees and deposits by regular check payable to the District.

Each permittee agrees to accept the Facilities--with all equipment and decorations---as the permittee finds them at the beginning of the term of the permit, unless the permittee contacts the District office and arranges a joint inspection with a District representative at or before the beginning of the term of the permit. No refund is allowed for any condition or circumstance, unless permittee arranges such a joint inspection and brings the condition or circumstance to the attention of the District's representative at that time. Any refund is limited to the portion of the fee that corresponds to

the portion of the agreed-upon Facility that the permittee cannot use, as a practical matter. If the sound system is found not to be working at the time of the joint inspection, and if it cannot be substantially restored, any refund is limited to the 10% of the fees for the use of the Facility (but there is no refund unless the sound system is integral to the function or event as planned).

5. *Deposit.* Users must pay deposits as provided below. See "Fee Rates." The District may apply the deposit to cover damage, lost or stolen items, re-keying, cleanup, higher applicable rates, additional fees and any other additional charges. If such additional charges exceed the deposit, the user will be responsible for the total amount, less the deposit. The District may provide a list of common additional charges, but the list does not limit the additional charges that may apply in a given case. *Exceptions:* Deposit requirements do not apply to ordinary swimming pool and tennis court users without permits.

6. *Delinquencies.* No user may use the Facilities if user is found to be delinquent in either utility payments, taxes, fees, damages or other payments to the District.

7. *Areas Approved; Signs.* All users are limited to the specific area approved for their use and may not use any other area, including the exterior of the Facilities. Exterior banners or signs are forbidden, except for temporary poster-sized signs placed on an area approved by the District announcing the meeting, with the placement of each sign being at the sole discretion of the District

8. *Evening Curfew.* In respect of the neighbors, all use must end by 10:30 p.m. (or 12:00 midnight in the case of the Main Ballroom), unless a later occupancy is specially approved by the District's Board or its designee.

9. *Termination by MCUD.* MCUD reserves the right to terminate any user's occupancy at any time, with no liability in excess of fees and deposits paid.

10. *Damage, Disturbance.* Users shall not use the buildings in such a manner as to damage the buildings or to disturb other users or people in the vicinity of the building.

11. *Tennis Court Regulations.*

a) **Availability; Reservations.** Tennis courts are available on a first-come, first-served basis to keyholders only, except that courts may be reserved in advance for league play as follows: (i) league-reserved courts must be posted at the start of each season, and (ii) at least two courts must be left available for general use at all times. A keyholder is the person who pays the prescribed fees and deposits, but only during the time period for which the fee is paid.

b) **Guests.** Only keyholders may bring guests. A maximum of three guests per keyholder is allowed at any one time, and all guests must use the same court as the keyholder. The keyholder must be present.

c) **League Rosters & Fees.** At least one member on each team's roster must be a District resident, and at least 25% of all the members on each team's roster must be District residents or keyholders. Teams must submit complete rosters and schedules to the tennis committee and to the District office before the start of each season, together with all required fees. Fees must be paid by a single cashier's or certified check or money order. Rosters must include each name, address and keyholder status upon a form provided by the tennis committee. Any team submitting no roster (or an incomplete roster, or insufficient fees) before the start of the season may lose the right to use the Facilities for the remainder of the season. Any team submitting a false roster may lose the right to use the Facilities forever.

d) **Tennis Committee.** The District Board may designate the tennis committee from time to time. The committee is responsible for collecting team rosters and fees, transmitting the fees to the District and making recommendations to the Board. It has no other authority.

- e) **Restrictions on Use of Keys.** Keys authorize only the individual keyholder (and guests, as restricted above) to use the Facilities. Keys may not be lent or transferred.
- f) **Professional Instruction.** Professional instruction or coaching may only be provided to the extent authorized by a special permit authorized by the Board.
- g) **Revocation Of Right To Use Tennis Courts; Return of Key.** The District may suspend or revoke rights to use the tennis courts, and any affected keyholder shall return the key upon request from the District. If a keyholder violates this order or any polices, rules or regulations of the District, either the President or Vice-President of the District is authorized to: (i) warn the keyholder and request full compliance; (ii) suspend the keyholder's right to use the key for a stated time period; (iii) revoke the right to use the key and require the key to be returned to the District; or (iv) impose more than one of these remedies.

12. *Additional Requirements; Waivers; Amendments.*

- a) MCUD reserves the right to impose additional requirements and restrictions and the right to refuse to allow particular uses.
- b) MCUD may provide constables, lifeguards, etc., at its discretion, and add the cost to the fee.
- c) Any request to amend or waive these regulations should be filed, in writing, at least 15 days before the next regular Board meeting of MCUD.
- d) MCUD reserves the right to amend these regulations at its discretion at any time with or without actual notice to those reserving or requesting use of the Facilities.

13. *Policy on District's Use of Video Cameras and Recordings.* Video cameras and video recordings used by the District must comply with state and federal law. In addition, the following policies of the District shall apply:

- a) Video cameras will only be used openly (with the cameras in full view) to observe places and activities that are public, where no one who has a reasonable expectation of privacy. Under no circumstances will District video cameras be used to observe changing rooms or restrooms.
- b) No zoom or magnification features will be used to observe people or their belongings to a degree that might be invasive.
- c) Video cameras will be used routinely only to observe specific locations or for specific events, not for screening or searching people on an indiscriminate basis.
- d) Only visual images will be captured, without sound.
- e) Permittees will be routinely advised that the video cameras and recordings are in use at MCCC. The Board, in its discretion, may order special notices, posters, signs, etc.
- f) Recordings of video images will be routinely kept no longer than required by District's record retention schedule.
- g) This policy does not limit the authority of law enforcement agencies to make or view recordings as allowed by law, either separately or with the cooperation of the District.

14. *Other Provisions:*

- a) Political organizations may reserve the Facilities for meetings.
- b) Persons using the Facilities may not throw rice (indoors or outdoors) but-- outdoors only--may use birdseed or liquid bubbles in lieu of rice.
- c) No firearms will be permitted in the Facilities.
- d) No smoke machines or pyrotechnical devices will be permitted in the Facilities.

- e) No animals will be allowed at the Facilities unless authorized by the District in advance, except seeing-eye dogs.
- f) No smoking permitted at the Facilities.
- g) No commercial or sales activity is allowed. *Exceptions:* This does not prohibit: (i) events that are strictly educational or social (such as for examples: a party for employees, or a seminar); (ii) events that are sponsored by a non-profit organization that may include commercial activities to raise funds for the organization (such as, for example: a silent auction to raise funds for a charity), provided that the permit contains provisions to restrict the activities appropriately; (iii) events that are purely commercial, but which do not include sale or delivery of tangible, moveable property (such as, for example: an investment seminar that includes sale of securities), or (iv) commercial or sales activity during a District-sponsored public festival or "open house," if the activity is arranged and approved in advance and restricted to the specific area designated by the District (which area will be limited so as not to interfere with the main purpose of the event.)
- h) Alcohol may not be served or consumed at the Facilities, unless both of the following conditions are satisfied: (i) it is expressly authorized by a permit, and (ii) two or more Constable deputies are present at the Facilities. A permit may not authorize alcohol at any part of the Facilities that has access to the pools or pool area. This section does not apply to District-sponsored and supervised events.

Fee Rates

Houghton Meeting Room (capacity: 35 persons, max.) *or* West Room (capacity: 50 persons, max.)

A. RESIDENTS:

9:00 A.M. THROUGH 4:00 P.M.	\$200*
5:00 P.M. THROUGH 10:30 P.M.	\$200*
9:00 A.M. THROUGH MIDNIGHT	\$400*

ADDITIONAL PROVISIONS

- *Extra hours, if authorized by the District or its designee, are \$35 each
- *Plus additional charges for violations, etc. authorized by the permit or this order
- *A 10% discount will be given for all regular use groups who use and reserve the room in advance for twelve (12) or more times per year.
- *Plus actual cost of deputy constables, if required by MCUD for the event in question.
- *The deposit for residents is \$500.
- *A 50% discount from the rates shown in (1) and (2), above, is available for any District resident who signs a permit and arranges for the use of a room by a non-profit organization recognized under Section 501c(3) or 501c(4) of the Internal Revenue Code.

B. NON-RESIDENTS:

9:00 A.M. THROUGH 4:00 P.M.	\$350*
5:00 P.M. THROUGH MIDNIGHT	\$350*
9:00 A.M. THROUGH MIDNIGHT	\$700*

ADDITIONAL PROVISIONS

- *Extra hours, if authorized by the permit are \$35 each *Plus additional charges for violations, etc. authorized by the permit or this order
- *A 10% discount will be given for all regular use groups who use and reserve the room in advance for twelve (12) or more times per year.
- *Plus actual cost of deputy constables, if required by MCUD for the event in question.
- *The deposit for non-residents is \$500.

Main Ballroom (capacity: 242 persons, max)

A. RESIDENTS:

- (1) MONDAY THROUGH SUNDAY: 9:00 A.M. THROUGH 12:00 P.M.
BASE RENTAL (4 HOURS OR LESS) \$700†

* EACH ADDITIONAL HOUR. \$120†* FULL-DAY OPTION (MAX. 15 HOURS): \$1,200†*
(*full-day options apply only if selected in advance, in lieu of base plus additional hours rate*)

(2) ADDITIONAL PROVISIONS

† Rate shown is for groups authorized by permit; add \$500 for unauthorized or oversized groups.* Plus additional charges for violations, etc. authorized by the permit or this order.

* Plus actual cost of deputy constables, if required by MCUD for the event in question.

* The deposit for residents is \$1,000.

B. NON-RESIDENTS

(1) MONDAY THROUGH SUNDAY: 9:00 A.M. THROUGH 12:00 P.M.

BASE RENTAL (4 HOUR MINIMUM)

\$900 †*

EACH ADDITIONAL HOUR

\$150†* FULL-DAY OPTION (MAX. 15 HOURS):

\$1,800†* (*full day options apply only if selected in advance, in lieu of base plus additional hours rate*)

(2) ADDITIONAL PROVISIONS

† Rate shown is for groups authorized by permit; add \$500 for unauthorized or oversized groups..

* Plus additional charges for violations, etc. authorized by the permit or this order

* Plus actual cost of constables, if required by MCUD for the event in question.

* The deposit for non-residents is \$1,200 (\$500 for mid-range use).

Swimming Pool Areas (non-public events)

BASIC RATE: \$100 for the first two hours or any part thereof, plus \$50 per hour thereafter

ADDITIONAL PROVISIONS

* The deposit is \$200.

* Plus \$500 if the user allows alcohol on the premises when not authorized by the permit.

* Additional provisions apply, as stated in the permit form.

* Lifeguards may be required (at additional cost)

Swimming Memberships (for use during regular public hours)

RESIDENTS: \$100 per swimming season per family (or individual).

For new residents of the District, the membership fee for the first season (current or upcoming) is waived.

For new residents arriving during a season, but after June 30, the fees for that season and the following season are waived.

NON-RESIDENTS: \$250 per swimming season per family (or individual).

GUESTS: Only a member may bring guests, and all guests must be accompanied by the member. A maximum of two guests per family is allowed at any one time, except that, during off-peak hours, the pool manager may allow additional guests, not to exceed a reasonable number.

Tennis Courts (ordinary use; no special permit)

RESIDENTS: \$25 key deposit only.

NON-RESIDENTS: \$500 per year, plus \$25 key deposit (rates apply to new keys and renewals on or after April 14, 2011; prior rate remains in effect for each existing key until it is renewed) . *Exception:* A non-resident duly listed on a team roster may pay \$35 per league per season, which will allow play for that particular league and that particular season only (no key is issued in this case, and the listed person is not considered a keyholder for bringing guests, or any other purpose).

GUESTS: See "Tennis Court Regulations."