



# Arlington Ridge

**Community Development District  
Recreational Facilities Use Policy**

## **1.0 USE OF RECREATIONAL FACILITIES**

This Document outlines uniform policies for use of facilities owned by the Arlington Ridge Community Development District (“ARCDD” or “District”), including the Charleston Social Center, Fairfax Hall, Lexington Spa/Fitness Center, Library, O’Hara’s Billiards, Parkersburg Commons, Riverbend Pool & Cabana, St. Charles Movie Theatre, Village Tavern, Administrative Offices, surrounding common areas and related parking areas (collectively, the “Recreational Facilities”).

Upon receiving a copy of these policies, recipients are asked to read and sign the enclosed waiver form indicating his/her acceptance of these policies. Information contained in these policies is current as of the date of this publication. District staff will disseminate notification of changes to these policies by posting changes at the Administration Building and may also disseminate via a community newsletter and/or website.

Persons Listed in sections (a)-(d), shall hereinafter be referred to as “Authorized Users” and shall be entitled to recreational facility access cards as specified in section 1.1 Authorized Users shall be limited to four (4) per assessable unit with appropriate proof of residency being provided.

- a. Owner: Fee simple owner(s) of land within the boundaries of the District.
- b. Lessee: A person or persons renting property within the District under a written lease from an Owner. To qualify as a Lessee under these policies, the following must be done:
  - i. The Lessee must demonstrate proof of the executed lease and provide a form of identification to the Administration Office.
  - ii. The Owner is required to sign an Amenity Release Form transferring their rights to use the Recreational Facilities to the Lessee how to qualify as an Authorized User.
  - iii. The Lessee’s Authorized User status shall expire at the end of the lease term and can be renewed upon re-verification of tenancy to the Administration Office by showing the Administration Office a copy of the executed lease.
  - iv. Once a Lessee is qualified as an Authorized User, for the term of the lease, the Owner retains no rights to use the Recreational Facilities without payment of the Non-Resident Paid User fee as provided for non-residents.
- c. Non-Resident Paid User: Non-residents who paid an annual usage fee established from time to time by the Board of Supervisors. By paying the annual usage fee, a non-resident shall enjoy the full use of the Recreational Facilities on the same basis, under the same rules and requirements, and at the same fees and charges as Owners and Lessees.

- d. Family: Other eligible persons (“Family”) as identified below, shall additionally become Authorized Users provided they have the same permanent address as evidenced by a driver’s license or similar proof of residency:
  - i. Spouse
  - ii. Children, including step children
  - iii. Parents;
  - iv. Any other adult, whether related or unrelated
- e. Guest: The invitee(s), under the terms and conditions herein, of an Authorized User.

### **1.1 GENERAL-APPLICABLE TO ALL RECREATIONAL FACILITIES**

- a. Identification Cards for Authorized Users: Authorized Users will be issued a Recreational Facilities Access Card (“Access Card”) that must be utilized in order to gain access to the Recreational Facilities and the card shall remain with the Authorized User at all times while utilizing the Recreational Facilities. The fee for initial Access Card issuance and for replacing lost or damaged cards will be as set forth in the Fee Schedule (Exhibit A) and as approved and updated by the Board of Supervisors from time to time. The Access Card will be issued at the Administration Office by appointment. Eligible persons must meet the qualifications established herein.
- b. Guest Policies and Passes: All guests 18 years of age or older will be issued a temporary guest Recreational Facilities Access Card (“Temporary Access Card”) at the Administration Office by appointment. The Temporary Access Cards must be obtained by the Authorized User. The number of guests, per Authorized User, shall be limited to four (4) at any given time. Guests must utilize the Temporary Access Card in order to gain access to the Recreational Facilities and the card shall remain with the Guests at all times while utilizing the Recreational Facilities. Should the number of guests per Authorized User threshold be exceeded, the event process will be required. Guests under 18 years of age must be accompanied by a person at least 18 years of age or older to all Recreational Facilities. Temporary Access Cards will be valid for the period of time they are issued and in no event more than 15 days per calendar year for any individual. Management monitors the validation period for use of Temporary Access Cards. Temporary Access Cards are non-transferrable and may not be sold. Temporary Access Cards issued for the Declarants “Guest House” are exempt from this section.
- c. Smoking: No smoking is allowed in District buildings. Smoking is permitted outdoors in designated areas only.
- d. Animals: Except for service animals and animals used to assist those with a bona-fide handicap, animals of any kind are prohibited within the Town Center Buildings and District Recreational Facilities. Animals shall be on a leash at all times while on District properties.
- e. Alcoholic Beverages: Alcoholic Beverages: Any consumption of Alcoholic Beverages at the District’s Recreational Facilities shall be in accordance with Florida law and this policy.

Specifically, Alcoholic Beverages are only permitted in the District's Recreational Facilities in the following circumstances:

1. Alcoholic Beverages are sold or dispensed by the District's employees, a company managing the District's restaurant facilities (the "Restaurant Management Company"), or their authorized contractors, in accordance with Florida law and DBPR regulations; or
  2. Alcoholic Beverages are sold or dispensed by individuals or entities that have rented all or a portion of the District's Recreational Facilities in accordance with the terms set forth herein. Such individuals or entities must, prior to the event, provide the District with evidence of both the requisite amount of liquor liability and other insurance coverages deemed to be necessary by the District, and the proper licensure required by Florida law; or
  3. Alcoholic Beverages are brought to the District's Recreational Facilities by individuals for personal consumption on a "BYOB" basis, regardless of whether the Alcoholic Beverages are consumed at an event or at an informal gathering of such individuals; provided, however, that the Alcoholic Beverages may not be offered for sale to third parties. Events that charge door or other admission where Alcoholic Beverages form part of the event are considered Alcoholic Beverages offered for sale, which is prohibited. Notwithstanding the foregoing, in no event may Alcoholic Beverages be brought by individuals for personal consumption to:
    - i. Chesapeake Bay Grille and/or the Village Tavern, unless the District and the Restaurant Management Company otherwise allows for personal consumption in such facilities; or
    - ii. O'Hara's Billiards during the hours of operation of the restaurant facilities.
- f. Attire: Proper attire and footwear is required in all Recreational Facilities and Building. No wet swimsuits are allowed in any Recreational Facilities or Buildings with the exception of the Pool, Hot Tub Areas, and the Lexington Spa Building Ladies and Men's poolside restrooms, locker rooms and saunas.
- g. Business for Profit: Conducting any commercial business or profit making venture in any recreational facilities is prohibited unless approved, in writing, by the District Board or its designee.
- h. Responsibility for Loss or Damage to Person or Property; Indemnification; Limitation of Liability: **ALL PERSONS USE AND ENJOY THE RECREATIONAL FACILITIES AT THEIR OWN RISK.** No person shall remove from the room in which it is placed or from any of the Recreational Facilities or Buildings any property or furniture belonging to the District or its contractors without proper authorization. Each Authorized User shall be liable for any property damage at the Recreational Facilities or Buildings, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her Guest(s) or family

member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage. Each Authorized User and each Guest as a condition of invitation to the Recreational Facilities or Buildings assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored at the Recreational Facilities or Buildings, whether in lockers or elsewhere.

Each Authorized User, by virtue of his or her use of the Recreational Facilities and Building, agrees to defend, indemnify and hold harmless the Arlington Ridge Community Development District and its respective officers, agents, staff, supervisors, members and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the Recreational Facilities or Buildings by such Authorized User(s), his or her Guest(s) and his or her family member(s). Should any person bound by these District policies bring suit against the District or its respective officers, agents, staff, supervisors, members or employees in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility, including the Recreational Facilities or Buildings, owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgement therein against the District or its respective officers, agents, staff supervisors, members and employees, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including, but not limited to, court costs and attorney's fees through all appellate proceedings).

Nothing contained in these policies shall constitute or be construed as a waiver of the Arlington Ridge Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other law.

- i. Enforcement: The Board of Supervisors and District staff shall have full authority to enforce these policies.
- j. Emergencies: For all emergencies call 911. Emergency call devices are located in the following areas of the Lexington Spa Building: A red emergency push button (silent alarm) is located in each locker room (ladies and men's); outside of locker rooms on poolside wall; and one in the fitness room. A defibrillator is located between the Fitness and Aerobics Rooms in Lexington Spa as well as in the lobby of Fairfax Hall. For all non-life threatening emergencies, injuries, broken equipment, etc., please call the Administration Office at 352-728-2186.
- k. Reservations/Rentals: Authorized Users may reserve various portions of the Recreational Facilities or Buildings on a one-time basis. Recurring Reservations are limited to Authorized Clubs once per week for recurring events. Further, Authorized Clubs may only reserve a recreational facility up to 12 months in advance and may only renew reservations for additional recurring events during the last 15 days of the current 12 month reservation period. Additionally, non-paying recurring events must be required to reschedule their events to allow for a paying event, upon no less than 14 days notice. Non-Authorized Users may only reserve/rent Fairfax Hall. All reservations/rentals must be coordinated through, and approved by, the Administration Office.

- l. Authorized Club: an association of people with a common self organized/funded interest that have applied for and received this designation from the District Board of Supervisors. The designation allows for the long term/recurring reservations of a CDD facility for their usage as provided for under section “k” above.
- m. Authorized Activities: something that a person or individual takes part in which is supported by the CDD, either financially or through the provision of facilities/equipment/supplies.
- n. Authorized Events: an occurrence of particular significance, interest or excitement that can be least partially funded/organized by the District and which may require a participation fee.

## **1.2 USE OF SWIMMING POOLS, CABANA, OUTDOOR HOT TUB AND POOL FACILITIES**

- a. Swimming pools and hot tub are open from dawn to dusk.\* The pool may be closed periodically for maintenance.
- b. Lifeguards are not provided. Swim at your own risk. No night swimming.
- c. Shower before entering pools and hot tub. Shower each time sunscreen, lotions, etc., are applied before entering pool.\*
- d. Persons with open sores, rashes or communicable diseases are prohibited from using the pools or hot tub.
- e. All children using the pools must be fully toilet trained. Persons wearing products for incontinence, diapers or swim pants are prohibited from using the pools or hot tub.
- f. Any person under the age of 18 must be accompanied by a person 18 years of age or older in the pools and on the pool deck.\* A guardian or parent must be within arm’s length of said child or children that are non-swimmers at all times when in the water regardless of the type of flotation devices used.
- g. Bicycles, tricycles, wagons, scooters or other recreational vehicles are prohibited on the pool deck. A mobility device or a disabled person may be used in these areas.
- h. Diving, jumping-in, cannon balls, running, or horseplay is prohibited in pools or on pool deck.
- i. Inflatable rafts, chairs, lounges and other floating devices are prohibited in the Lap pool except for (1) noodle per person or personal flotation devices used for personal safety of a type approved by management for pool use.
- j. No food or drink allowed in hot tub area or within five feet of pools edge.\* Plastic water bottles are allowed on the pool deck only. No outside grills are permitted. All trash must be deposited in the provided trash receptacles.
- k. Glass containers of any kind are prohibited in the pools, hot tub or entire pool area.
- l. Sound producing equipment is prohibited with the exception of District approved activities. Personal sound equipment may be used with headphones only.
- m. Hot tub use must not exceed 15 minutes.\*
- n. Pregnant women and those on medication should consult a doctor before using the hot tub.\*
- o. Maximum hot tub temperature is 104 degrees F.\*

- p. Temperature of the lap pool is maintained at 84 degrees, during the winter months, as determined by management, and which may be affected by weather conditions.
- q. Use of lounges, chairs, and tables is on a first come, first served basis. No reservations.
- r. Pool depths are measured in feet.
- s. Maximum load capacity is 79 persons total for both pools combined.\*
- t. Maximum load capacity is 9 persons for hot tub.
- u. The swimming pools and hot tub must be cleared at first indication of thunder or lightening.
- v. Authorized Users must have their Access Cards and Guests must have their Temporary Access Cards with them at all times.
- w. The handicap accessible lift shall be operated in accordance with the directions provided thereon. In no event shall the lift be used for anything other than its intended use. For questions on proper use, please see District stall and/or call 352-728-2186.

\*Chapter 64E-9 Florida Administrative Code Public Swimming Pools and Bathing Places.

### **1.3 USE OF LEXINGTON SPA**

- a. Lexington Spa is open daily from 4:30 a.m. to 12:00 a.m.
- b. The fitness center is unattended. Patrons exercise at their own risk. Each individual is responsible for his/her own safety.
- c. All Authorized Users and Guests may utilize scheduled exercise classes; however in the event a class reaches its capacity, preference shall be given to Authorized Users prior to Guests.
- d. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
- e. Appropriate clothing is required at all times in the fitness center. Appropriate clothing means t-shirts, shorts, and/or sweat suits. No denim is permitted.
- f. All users are required to wear athletic footwear, which covers the entire foot, in the fitness center.
- g. No food is permitted in the fitness center. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
- h. Any person under the age of 18 must be accompanied by a parent or legal guardian in the spa.
- i. Fitness equipment may not be altered, moved or adjusted in a manner not intended or approved by management or the equipment manufacturer.
- j. Benches and vinyl must be wiped down after each use.
- k. Equipment use is limited to 30 minutes if others are waiting.
- l. Permission from a medical doctor should be obtained prior to participating in fitness programs or using the fitness equipment.

### **1.4 USE OF ST. CHARLES THEATER (Charleston Center Social Club)**

- a. The St. Charles Theater is open daily from 7:00 a.m. to 11:00 p.m.
- b. Any person under the age of 18 must be accompanied by a person 18 years of age or older when using the St. Charles Theater.

- c. Those using the St. Charles Theater shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.
- d. No one may operate the theater equipment, including the popcorn machine, except a property trained member of the Authorized Movie Club unless authorized by Management.
- e. Those using the St. Charles Theater shall be responsible for any damages that may result from use of the Theater and for clean-up back to its pre-use condition.

### **1.5 USE OF MULTI PURPOSE ROOM (Charleston Center Social Club)**

- a. The Multi Purpose Room is open daily from 7:00 a.m. to 11:00 p.m.
- b. Any person under the age of 18 must be accompanied by a person 18 years of age or older when using the Multi Purpose Room
- c. Those using the Multi Purpose Room shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.
- d. Gambling is prohibited. However, card games and bingo games are acceptable as specifically provided herein and in accordance with Florida law.

### **1.6 BINGO AND CARD GAME RULES**

- a. Bingo games may only be played in the Recreational Facility that has been leased for a period of not less than one year by an organization that qualifies under sections (i) through (iv) below and may only be conducted pursuant to Florida Law. This includes the following rules:
  - i. The organization conducting the bingo game(s) must be a charitable, nonprofit or veterans' organization engaged in charitable, civic, community, benevolent, religious or scholastic works, or other similar endeavors.
  - ii. The organization must have been in existence and active for a period of 3 years or more.
  - iii. The organization itself must be directly involved and not just sponsoring the games.
  - iv. The organization itself must be located within Lake County or within a 15-mile radius of the Recreational Facility at which the games are played.
  - v. The lease or rental agreement cannot provide for the payment of a percentage of the proceeds generated to the District or any other party and the rental rate charged cannot exceed the rental rates charged for similar facilities in the same locale.
  - vi. The individual persons that conduct the bingo games must be a resident of the community where the organization is located (in and around Lake County) and a bona fide member of the organization sponsoring such game and may not be compensated in any way for operation of such game.
  - vii. The organization conducting the games must designate up to three members of that organization to be in charge of the games, one of whom must be present during the entire session of game play.
  - viii. The entire proceeds derived from the games, less business/operational expenses for articles designed for and essential to the operation, conduct and playing of bingo, must be donated by such organizations to any of the endeavors before mentioned.

- ix. The actual conduct of the bingo games must additionally comply with the requirements set forth in section 849.0931, Florida Statutes.
- x. Bingo cannot be played more than twice a week at any one of the District's facilities.

b. Card games may be played at the Recreational Facilities in accordance with Florida Law. When gambling is involved (penny ante) the following rules apply:

- i. The card game must be a game or series of games of poker, pinochle, bridge, rummy, canasta, hearts, dominoes, or mah-jongg. All other form of cards games is strictly prohibited.
- ii. The winnings of any player in a single round, hand or game cannot exceed \$10.00 in value.
- iii. Commission/consideration cannot be paid to any individual for assistance in hosting the games.
- iv. No admission or fee of any kind may be charged for participating in the card games above and beyond the fees required to obtain Authorized User status.
- v. All participants must be 18 years of age or older.
- vi. Advertisements regarding card games, in any form, are prohibited.
- vii. Debits created or owed from playing cards are unenforceable.

#### **1.7 USE OF ARTS AND CRAFTS ROOM (Charleston Center Social Club)**

- a. The Arts and Crafts Room is open daily from 7:00am to 11:00pm.
- b. Any person under the age of 18 must be accompanied by a person 18 years of age or older.
- c. Authorized Users and Guests may utilize the Arts and Crafts Room during its hours of operation; however, seating priority during scheduled activities is given to Authorized Users prior to Guests.
- d. Authorized Users may reserve the room in accordance with section 1.1(k).
- e. Only District approved instructor(s) may operate the kiln. The kiln is not for individual use.
  - i. The instructor(s) must sign a waiver indicating they have read, understand, and will abide by all applicable rules and safety guidelines in effect as provided by the District's insurance provider. (Exhibit B).
  - ii. All instructors and students must comply with the aforementioned guidelines.
- f. Those using the Arts and Crafts Room shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.

#### **1.8 USE OF LIBRARY (Charleston Center Social Club)**

- a. The Library is open daily from 7:00am to 11:00pm.
- b. Guidelines for the donation of books are posted in the Library.
- c. Any person under the age of 18 must be accompanied by a person 18 years old or older.



- d. Those using the Library shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition. Searching and/or downloading of pornographic material through the internet is prohibited and blocked. Gambling through the internet is prohibited.
- e. Authorized Users and Guests must wait to use the computer when the Library is reserved.
- f. Use of the computer is limited to 30 minutes when others are waiting.
- g. Data of any kind may not be stored on the computer hard drive. Any non-ARCDD items will be deleted without notice.
- h. The computer will remain powered on all day. Do not shut down the computer.
- i. Computer problems should be reported to the Administration Office.
- j. Gambling is prohibited. However, card games and bingo games are acceptable as specifically provided herein (section 1.6) and in accordance with Florida law.

### **1.9 USE OF O'HARA'S BILLIARD ROOM**

- a. O'Hara's Billiard Room is open daily from 7:00am to 11:00pm (see current calendar for opening and closing times).
- b. No gambling is allowed.
- c. No one under the age of 18 is permitted in the Billiards Room.
- d. Sitting on the tables is prohibited. All shots must be performed with at least one foot on the floor at all times. No jump shots are allowed.
- e. Play is limited to 3 games when Authorized Users are waiting to use the tables. Players should sign in for proper rotation of play.
- f. Return balls, cue sticks, and chalk to their proper place at the conclusion of play and brush the tables.
- g. Use is first come, first served, unless an ARCDD sponsored event is scheduled and as limited by section (e) above.

### **1.10 USE OF THE TENNIS COURTS; PICKLE BALL COURTS (Parkersburg Commons)**

- a. The Parkersburg Commons recreational area is open daily from 7:00am to 10:00pm.
- b. Limited equipment for play may be checked out at the Administration Office.
- c. Use is first come first served unless reservations for groups, leagues, tournaments and clinics, as approved by the District through the Administration Office, are posted.
- d. An Authorized User may make a court reservation by contacting the Administration Office. Reservations are allowed for one court, up to 72 hours in advance.
- e. The length of time for a tennis court reservation is 1-1/2 hours for singles or 2 hours for doubles. All other court reservations shall be in two hour blocks. If the Authorized User arrives more than 15 minutes late for a reservation, that court will be forfeited if others are waiting.
- f. Appropriate attire and tennis shoes are required of all players on all courts.
- g. Authorized Users must be at least 18 years of age to play on all courts.
- h. Common courtesy and sports etiquette required for all games.

### **1.11 USE OF FAIRFAX HALL**

- a. ARCDD and Authorized User events must be reserved through the Administration Office and by District staff or Authorized Users only. Conditions of use will be determined at time of contract and approved by management. Fees shall be as more specifically outlined in the District's Fee Schedule and modified from time to time by the District's Board of Supervisors.
- b. Check with the Administration Office in advance regarding the anticipated date for the party/event to determine availability.
- c. The event sponsors shall be responsible for any damages that may result from use of Fairfax Hall.

### **1.12 RECREATIONAL FACILITY RENTAL POLICIES (applies to all facilities listed in Exhibit A)**

- a. All rentals and reservations of the Recreational Facilities shall be scheduled through the Administration Office.
- b. Check with the Administration Office in advance regarding the anticipated date for the party/event to determine availability.
- c. At the time the reservation is made, the renter must provide to the Administration Office:
  - i. A check or money order (no cash) made out to Arlington Ridge Community Development District for the entire rental fee;
  - ii. Completed paperwork and insurance(s), if necessary; and
  - iii. Completed, signed rental agreement.
- d. The remaining refundable security deposit and non-refundable cleaning fee, is due no later than 60 days prior to the date of the rental.
- e. The rental rates and deposits for use of the Recreational Facilities are contained in Exhibit A.
- f. The rental time period is inclusive of set up and tear down time.
- g. The deposit is fully refundable if the party/event is canceled by District staff due to inclement weather or if the rented facility is otherwise uninhabitable or unfit for its intended use. If the renter wishes to cancel their party/event, the cancellation must be communicated to the Administration Office no later than 60 days prior to the scheduled event to receive 100% of the rental fee and deposit returned. If the event is cancelled less than 60 days prior to the event 100% off the security deposit and 0% of the rental fee will be returned.
- h. The Supervisor of Elections office shall be excluded from the requirement to pay a fee to utilize the Recreational Facilities for a polling location.
- i. The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- j. No pets are allowed, except service animals.
- k. Tacks or nails may not be used for decorations.
- l. Events should be scheduled to end at 11:00pm or earlier, with the exception if New Years' Eve or if special arrangements have been approved by management.

- m. Prep kitchen utilities/supplies such as dishwasher, china plates, silverware, etc., may not be used without prior management approval.
- n. The District retains the right to reserve and use any of the Recreational Facilities for District related or District sponsored meetings, events or activities at any time.
- o. In the event that catering services are desired for the function the Chesapeake Bay Grill shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grill may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services, and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grill requires a separate agreement with the restaurant.

### **1.13 ADDITIONAL DISTRICT POLICIES**

- a. There will be no skateboarding on any District owned property. This includes, but not limited to, parking lots, Recreational Facility sidewalks etc.
- b. No Soliciting is permitted.
- c. Vehicles and golf carts must be parked in designated areas. Vehicles and golf carts must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
- d. Overflow parking is available through the Administration office and will be administered based upon availability with a required parking permit being issued. User assumes all risks.
- e. Authorized Users are responsible for the actions of their Guests and such actions, if in violation of these policies, may result in the loss of Recreational Facility privileges by the Authorized User(s) and his/her Guest(s).

### **1.14 PROHIBITION ON POLITICAL CAMPAIGN ACTIVITIES AT DISTRICT FACILITIES**

- a. No person(s) may campaign on behalf of political candidates, whether partisan or nonpartisan, or on political issues at the District's Recreational Facilities, except in predetermined areas designated for such activities, as more specifically provided for herein. The District's intent is to ensure patrons are able to use the Recreational Facilities without interruption by activities normally associated with political campaigns/activities and to ensure safety and order within the facilities. The following guidelines apply:
  - 1. Political campaigns are afforded the same opportunity as other persons or groups to rent District meeting room space at published rates.
  - 2. Residents may not reserve space to hold political events except as provided for herein.
  - 3. No political campaign signs, flyers or related documents are to be posted in or on District owned property, including District bulletin boards, and if discovered, such postings will be removed immediately.

4. No political campaign signs, flyers or related documents are to be disseminated while in the District's Recreational Facilities.
  5. To allow for the efficient and timely conduct of District business during public Board meetings, no political messages, paraphernalia (including but not limited to shirts, buttons, signs or the like), political public comments or otherwise are allowed in or during a public meeting of the Board of Supervisors in furtherance of the candidacy of any candidate for public office.
- b. District employees and contractors may not campaign for candidates or political issues while on duty or use the District's resources in furtherance thereof.
  - c. Neither Board members nor District employees or contractors may use their official authority or influence for the purpose of coercing or influencing another's vote or coercing or influencing another into paying, lending or contributing any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes.
  - d. Candidates for a District Board seat may not, in furtherance of his or her candidacy, use the services of District employees or contractors during working hours.
  - e. NO person shall make and no person shall solicit or knowingly accept any political contribution on or in any District owned recreational property. For purposes of this subsection, "accept" means to receive a contribution by personal hand delivery from a contributor or the contributor's agent. "Contribution" includes any contribution in kind having any attributable monetary value in any form. This subsection shall not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.

#### **1.15 AMENDEMENT OF DISTRICT POLICIES**

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Arlington Ridge Community Development District. Immediately following the approval of the Board, the modified policies shall be posted at the Administration Office and District staff may also disseminate via the community website.

#### **1.16 SUSPENSION AND TERMINATION OF USE OF RECREATIONAL FACILITIES**

- a. Violations Leading to Suspension or Revocation of Privileges. Privileges at the District Recreational Facilities are subject to suspension or revocation if an Authorized User:
  - i. Fails to abide by these policies established for the use of the Recreational Facilities.
  - ii. Submits false information on the application for an Access Card or Temporary Access Card.
  - iii. Permits unauthorized use of an Access Card or Temporary Access Card.

- iv. Exhibits unsatisfactory or inappropriate behavior, deportment or appearance.
  - v. Treats the personnel or employees of the District or its management company, Authorized Users, or the Recreational Facilities in an unreasonable or abusive manner.
  - vi. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the District.
  - vii. Intentionally damages or destroys any part of the Recreational Facilities.
  - viii. Is otherwise necessary to protect the health, safety, and welfare of other facility users or staff, or to protect the Recreational Facilities from damage.
- b. Initial Suspension. District management may at any time restrict or suspend any privileges to use any or all of the Recreational Facilities when such action is, in the opinion of District management, in violation of sections (a), above.

**EXHIBIT A**  
**ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT RATES/FEES**

<u>Rate Description</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non Refundable</u>	<u>Notes</u>
<b>Fairfax Hall-NON AUTHORIZED USERS</b>				
Rental Rate	\$500	\$0	\$500	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350		Due at least 60 days prior to event
Clean up Fee	<u>\$150</u>	<u>\$0</u>	<u>\$150</u>	Due at least 60 days prior to event
Total	\$1,000	\$350	\$650	
<b>Fairfax Hall-AUTHORIZED USERS</b>				
Rental Rate	\$0	\$0	\$0	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350		Due at least 60 days prior to event
Clean up Fee	<u>\$150</u>	<u>\$0</u>	<u>\$150</u>	Due at least 60 days prior to event
Total	\$500	\$350	\$150	
<b>Fairfax Hall-GOLF EVENT</b>				
Rental Rate	\$500	\$0	\$500	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350		Due at least 60 days prior to event
Clean up Fee	<u>\$150</u>	<u>\$0</u>	<u>\$150</u>	Due at least 60 days prior to event
Total	\$1,000	\$350	\$650	
<b>Fairfax Hall -MISC FEES</b>				
Additional Day Rental	\$150	\$0	\$150	Due at Reservation, for set up/tear
Holiday Rental Fee				150% of Regular Rental Rate See CDD Policies for List of Designated Holidays
<b>Village Green-NON AUTHORIZED USERS- INCLUDED WITH RENTAL OF FAIRFAX HALL</b>				
Rental Rate	\$250	\$0	\$250	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350	\$0	Due at least 60 days prior to event
Clean up Fee	<u>\$150</u>	<u>\$0</u>	<u>\$150</u>	Due at least 60 days prior to event
Total	\$750	\$350	\$400	
<b>Village Green-AUTHORIZED USERS</b>				
Rental Rate	\$0	\$0	\$0	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350	\$0	Due at least 60 days prior to event
Clean up Fee	<u>\$150</u>	<u>\$0</u>	<u>\$150</u>	Due at least 60 days prior to event
Total	\$500	\$350	\$150	

**ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT RATES/FEEES**

<u>Rate Description</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non Refundable</u>	<u>Notes</u>
<b>Village Green-GOLF EVENT-<u>INCLUDED WITH RENTAL OF FAIRFAX HALL</u></b>				
Rental Rate	\$250	\$0	\$250	DUE AT TIME OF RESERVATION
Security Deposit	\$350	\$350	\$0	Due at least 60 days prior to event
\$0				
Clean up Fee	\$150	\$0	\$150	Due at least 60 days prior to event
Total	\$750	\$350	\$400	
 UNAUTHORIZED USER FULL AMENITY ANNUAL ACCESS	\$3,800	\$0	\$3,800	Annual Fee to Provide Non Authorized User; Authorized User Status as Defined in COD Policies
 Access Card Replacement Fee	\$5	\$0	\$5	
Temporary Access Card Deposit	\$5	\$5	\$0	Upon card return

**Notes**

- 1) Security deposit is refundable assuming no damage occurred during the event
- 2) Clean up fees are not refundable and are intended to offset the District's cost of clean up following the event.
- 3) Deposit and clean up fee are refundable if the event is not held.
- 4) Rental and additional day fees are only refundable if the reservation is cancelled not less than 60 days from the scheduled event. Rental and additional day fees will be withheld by the District if the event is cancelled less than 60 days from the scheduled event.

## EXHIBIT B



### POTTERY CLASS RULES AND SAFETY GUIDELINES

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined.



#### HEALTH AND SAFETY RULES

1. When chemical purchases are made, approved products (AP) must be considered as a priority.
2. Only premixed glazes may be used.
3. Read the material safety data sheet (MSDS) for hazardous materials that you use.
4. All chemicals must be labeled with the name of the substance, required hazard warnings and the name of the manufacturer.
5. Shoes must be worn in and around the classroom, (no open toe shoes).
6. Cover all open cuts, especially on your hands and wear gloves when working with hazardous materials.
7. When working or storing work, do not block doors and passageways.
8. Children are not allowed access the classroom.
9. No eating, drinking or smoking in the classroom.
10. All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.
11. Hair must be tied back and loose clothing must not be worn that might be caught in revolving parts/machinery.
12. Wash your hands with soap and water before leaving the classroom.



## EXHIBIT B

### CONDITION OF ROOM

1. Tables are to be wet wiped clean, wheels cleaned after use and walls next to the wheels cleaned of splatter.
2. Throwing slip must not be poured down sink drain, put slip in appropriate pail.
3. Shelves are to be marked for
  - a. works in progress
  - b. drying
  - c. hand-building, etc.
4. Sinks should be wiped out and counters wiped off and dried. Do not leave tools or equipment in sink area.



### WHEELS

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Masonite batts are to be cleaned for the next use and returned to proper use.
5. Large plaster batts are to be stored on the bottom shelf of the rolling carts.
6. Do not wash off plaster batts, let dry and scrap off.
7. Batts pins are to be stored in a plastic container on the window sill.
8. Rectangular plaster batts are to remain on top of the rolling cart for throwing scraps.

## EXHIBIT B

### GLAZING

1. Glazes must be applied by brushing or dipping. Spraying, air brushing and dusting is not permitted.
2. Proper instruction of students in using glazes to prevent contamination of glazes.
3. Check pieces to make sure glazes are wiped on bottom before loading in kiln and that they are not over glazed.
4. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and etc. in the large bucket at the end of the glaze table.
5. Check to ensure that glaze names on lids match their buckets.
6. Encourage students to have their own set of brushes to avoid glaze contamination.
7. Inform the instructor or studio manager if the glaze bucket is empty or low.
8. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
9. Wet wash table tops.



KILN

1. Pottery Instructors are responsible for firing participants work,
2. Instructors are to schedule firings; a firing schedule should be posted.
3. The kilns ventilation must be switched on during the firing process to release gases and fumes to the outdoors.
4. Looking into the glowing kilns is not permitted.
5. Shelves and furniture will be stacked neatly in the appropriate places after firings.
6. When kilns are not in use, leave the lids open.
7. Participants are not allowed to load, unload or operate kilns.

## EXHIBIT B



### CLAY

1. Only premixed clay may be used in the classroom.
2. Hand grinders and Dremel tools must be used to remove dripped glaze from pottery. Bench grinding is not permitted. Use a wet grinding wheel if one is available.
3. All grinding (except wet grinding) must occur outdoors and eye protection must be worn.
4. Finished ceramic ware must be appropriately labeled if it cannot be used for food use (leaching).
5. Boxed clay is stored in the locked cupboards and storage room.
6. No one is allowed to bring in clay of any kind.
7. There is no outside work fired. Only work from enrolled participants is to be fired.

EXHIBIT B

INSTRUCTORS

1. Instructors must educate the students for the chemical and physical hazards relevant to the classroom and the relevant controls.
2. Instructors must ensure the participants understand the classroom rules and safety guidelines and sign them to abide by them.
3. Instructors coordinate schedules with the administrator.
4. Instructors are responsible for the condition of the classroom.
5. Be prompt for classes; let the administrator know ASAP if there are any problems.
6. Instructors may not use the classroom for their own uses.
7. Instructors are to reclaim the clay in the pug mill.
8. Instructors are to teach participants to be responsible for returning tools and respecting the all of the Equipment.
9. Check supplies and process re-order.

**I have read these rules and safety guidelines; I understand them, and I agree to abide by them.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**