

# **ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**

## **Resident Clubs - Guidance Document**

The Arlington Ridge Community Development District's ("District") guide to Resident Club application, benefits and guidelines. Please contact the District's Administration Office with any questions.

**PURPOSE:** The District facilitates Resident Clubs, as further described below, to expand the activities available to residents and paid users of the District and to support and promote resident sponsored and organized local community groups and activities.

**RESIDENT CLUB:** Restricted to District residents and paid annual users (together referred to as, "Resident(s)"), as defined in the District's Facility Use Policies. Clubs will meet in the District's facilities, when available.

### **DISTRICT ROLE:**

The District is pleased to offer the use of its resources to assist District Residents in meeting other residents and exploring their mutual interests. The District's role is to:

1. Facilitate the promotion of the Club through Arlington Ridge's media platforms.
2. Maintain a schedule and master list of all active clubs to provide limited meeting or activity space, when available, in a manner consistent with the District's Facility Use Policies.
3. Annually review active clubs and request renewal forms.

### **HOW TO FORM A NEW CLUB:**

Club Leader responsibilities:

1. Create a concept for the Club.
2. Coordinate with Activities staff to identify available location(s) and time(s) for the Club to meet.
3. Complete Club application and submit for consideration at next Board meeting.
4. Manage Club activities and content for Club meetings.
5. Abide by the rules set forth by the District.
6. Provide reasonable information on Clubs, including membership and activities, upon request by the District.

### **CLUB RULES:**

1. All records and activities of all Clubs are public record and subject to public disclosure upon request. This includes Club membership rolls.
2. ALL members of Resident Clubs must be Residents. No exceptions.
  - a. Guests, registered with the CDD, may attend up to two Club meetings per year.
3. Clubs need at least two (preferably more) events, activities, or Club meetings per year to remain an "active" club; as well as have at least two active Club members in addition to the leader.
4. Club members need to appoint a co-leader and/or someone designed to take the primary leader's place or serve as next- in- line for decisions if leader is unavailable or leaves the role.
  - a. If this does not occur, the District has the right to discontinue listing and promoting the group as an official Club.
5. No person shall be compensated, in any manner, for their involvement or leadership of a Club or for any other reason without the express written permission of the District's Community Director. This includes Clubs for fitness or sports related activities.
6. Clubs must not use the name "Arlington Ridge" in published or advertised materials or any other manner without the expressed written permission of the District.
7. No fees shall be charged except for nominal amounts to cover incidental Club expenditures without the written permission from the Community Director.

8. Clubs must provide reasonable information, including membership and activities, upon request by the District.
9. All activities of the Club must be legal and in accordance with the District's Facility Use Policies.
10. Note that the District does not endorse or express an opinion on any Club or any activities within or opinions expressed by a Club.

**CLUBS USE OF DISTRICT AMENITIES AND MEETING SPACES:**

Clubs may use the District's facilities in accordance with the District's Facility Use Policies. Already established Clubs will be given priority for selection of meeting days, locations and times.

**ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**  
**Resident Clubs - Application**

Community Clubs are strongly encouraged and supported by Arlington Ridge Community Development District (“District”). Clubs at the District are designed to help residents and paid users (“Residents”) to pursue common interests in hobby, recreational, social, service and cultural endeavors, while building community spirit and expanding horizons. Clubs should encourage their members to fully participate and enjoy the diverse programs and facilities within the Arlington Ridge Community that make life here so enjoyable and rewarding. All Clubs are required to complete the following form in order to receive the benefits offered.

Starting a Club is a simple three-step process:

1. Complete the form below and return it to the Administration Office, as noted below.
2. The District will review the form for completeness and compliance only.
3. If approved, the District will inform you of next steps within ten (10) business days of its approval.

Proposed Club Name: \_\_\_\_\_

Club Leader/Main Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Club Specifics:

Is this a Resident Club as defined above? \_\_\_\_\_

Please explain the function or purpose of your club (Please attach additional pages as necessary.)

\_\_\_\_\_

\_\_\_\_\_

When will your Club meet? (include day(s) of the week, time, and frequency): \_\_\_\_\_

\_\_\_\_\_

Where do you anticipate your Club will want to meet? \_\_\_\_\_

The targeted audience for the Club is: \_\_\_\_\_

\_\_\_\_\_

Please mark which categories are applicable to the Club or Interest Group:

- Arts & Crafts     Community     Recreation & Leisure     Education  
 Social     Culture     Sports & Athletics     Other

If a similar District Club already exists, what distinguishes your club? \_\_\_\_\_

How will you recruit members and participation in Club activities? \_\_\_\_\_

Will you be collecting dues or managing any funds associated with Club activities?

- Yes     No

Who will be responsible for the management and protection of the club's financial funds? \_\_\_\_\_

Is any person compensated, in any form, for their involvement or leadership of a Club? This includes Club for fitness related or sports related activities.

- Yes     No

How will the Club and its activities be promoted? (Please list):

- AR Media Platforms     Social Hall Bulletin Board  
 Word of Mouth     Other \_\_\_\_\_

Do you currently have any proposed advertising and/or logo? (If yes, please attach sample.)

- Yes     No

Please list the contact information of at least one other Arlington resident (Club member) who may be an alternate leader in your absence or departure

Secondary Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Did you read and understand the rules applying to your Club?

- Yes     No

Authority and Disclaimer

The District reserves the right to grant or reasonably deny a request for a Club. The Leader, as well as Club events, activities, programs, etc., should reflect the spirit and values of the Arlington Ridge Community Development District at all times. The District reserves the right to disassociate with a club at any time, for reasons including but not limited to: inactivity by leader and/or lack of participation by members, club leader not being in good standing with the District, unreasonable actions of the leader, action arising from members concerns, etc. The District reserves the right but not the obligation, in its sole discretion, to grant incentives for volunteerism or established, approved clubs- including financial support; material support; facility use privileges, either with or without charge; priority for facility use and administrative and technical support and will do so on an equitable and fair basis. All clubs and their respective members are solely responsible for the financial management of funds, maintenance, repair and safe operation of the equipment provided or otherwise obtained by the Club, as well as for the safety of members and others participating in club activities or using the club's equipment. The District reserves the right, without further approval or compensation, to include club activities, photographs, etc. for marketing, promotional and educational purposes.

The Club, its Leader and its members hereby agrees to defend, indemnify and hold harmless the Arlington Ridge Community Development District and its respective officers, agents, employees and contractors from any and all liability, claims, actions, suits or demands by any person, corporation, governmental body or other entity, including all principals, employees, agents and representatives of the Club, for any claims, injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the Club's use of the District's Facilities, services, funds or property whatsoever, including litigation or any appellate proceedings with respect thereto. Club agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, F.S., or any other statute or law.

**The Undersigned Does Hereby Agree to these Policies and Acknowledges the Disclaimer Set Forth Above:**

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Please return application to:  
Arlington Ridge Administration Office  
4463 Arlington Ridge Blvd. Leesburg, FL 34748