



Dear Prospective or New Club/group Coordinator,

Lifestyles would like to welcome you to the family of registered Victoria Gardens clubs/groups. By registering your club or group, it will be eligible for many great benefits, such as complimentary Clubhouse room usage, marketing exposure (website/weekly newsletter/calendar) and special event opportunities.

To get you started on your new adventure, the first step is to sign below accepting that you have received the Club Formation and Guideline Packet. This provides you with the guidelines for forming your club/group.

If you would like to organize a club or group, please fill out the Club Information and the Club Member Form and return them to the Lifestyles Office. Once your forms are submitted, your request will be reviewed and you will be notified within one (1) week.

Review process for new clubs and groups will be by Lifestyles and a committee made up of fellow residents. Clubs/groups will be required to follow all guidelines outlined in the Registered Clubs/Groups Guidelines, along with adherence to Victoria Gardens Clubhouse and Victoria Gardens HOA regulations.

If you should have any questions, please contact Lifestyles at 386-785-0000 Opt 3.

_____	_____
Victoria Gardens Club/Group Name or Idea of Name	Date
_____	_____
Club Founder, Leader or Coordinator Name	Date
_____	_____
Lifestyles Representative Name	Date

Thank you,

Victoria Gardens Lifestyles



**CLUB/GROUP INFORMATION**

Date: \_\_\_\_\_

Name of Club/group: \_\_\_\_\_

Description of Club/group: \_\_\_\_\_  
\_\_\_\_\_

Number of Members: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_

Would like to meet: Weekly \_\_\_\_\_ Bi-Monthly \_\_\_\_\_ Monthly \_\_\_\_\_

(Please check one)

1) Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

2) Alternate Contact: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

*\*Only those listed as contacts will be authorized to submit marketing materials to Lifestyles*

**FOR VICTORIA GARDENS USE ONLY**

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Lifestyles Representative: \_\_\_\_\_



## GUIDELINES FOR REGISTERED CLUB/GROUPS

- Any group requesting use of the Victoria Gardens Clubhouse amenities (Multipurpose Room, Magnolia Ballroom, Card Room, or Small Conference Room) for meetings or other purposes must apply to become a registered club/group.
- Prospective clubs/groups are permitted to hold one meeting to gain interest and participation from prospective club/group members. A prospective club/group must submit required room reservation request form & appropriate marketing requests to Lifestyles as outlined in these guidelines.
- All members of a club/group must be residents of Victoria Gardens. Minimum of **TEN ACTIVE** members are required to organize a club/group.
- Membership in all club/groups is open to all Victoria Gardens residents. Club/groups are allowed to limit the number of residents due to amenity space, but must be approved by Lifestyles in advance.
- **All Club/groups must submit Club Information and Active Members paperwork to Lifestyles.** Lifestyles will review the application. Provided there is no conflict with any of the Victoria Gardens HOA/ Clubhouse policies or regulations, the club/group will become registered.
- Once the club/group is established and should the club/group determine to have by-laws, the club/group will need to have the by-laws approved by majority vote of the club/group members and then submitted to Lifestyles for final approval. Any club/group collecting money for club/group dues or events **MUST** have by-laws in place. By-laws must be submitted to Lifestyles when there are changes or amendments.
- Notify Lifestyles of any club/group leadership changes in writing within fifteen days of the change. This includes changes in contact information (email address, phone numbers).
- Club/groups are entitled to one special event reservation in the Victoria Gardens Clubhouse per month. There is no fee for room reservation.
- A social function sponsored by a club **cannot** be for the sole purpose of celebrating an individual's birthday, wedding, anniversary, etc. This would qualify as a private party and there are specific guidelines and rental rates for these events.
- Reservations are not transferable to another club and are not cumulative from year to year. Reservations are on a first come, first scheduled basis. Special events can be scheduled up to a year in advance.
- Guest speakers are permitted to educate and inform club/group members but not advocate sales of a product or service. A guest speaker may not benefit from the sale of a product or service while using the Victoria Gardens facilities during a club meeting. Speakers must be approved by the majority of that club/group's members and approved by Lifestyles.
- **No member can profit from the use of Victoria Gardens' facilities.**

- Club/groups may generate funds for their organization through club dues and proceeds collected from club-organized events. If a club/group chooses to generate funds, a check and balance system needs to be incorporated along with a club checking account. Fund raising events must be approved in advance by the Lifestyles Director. It is suggested that an EIN (Employer Identification Number) is assigned to the club/group, rather than an individual's social security number. More information on how to acquire an EIN and the paperwork required, can be obtained from a bank of your choice.
- Events scheduled in the Victoria Gardens Clubhouse are not allowed to be "open to the public" unless approved by Lifestyles. Advertising outside of the Victoria Gardens communications media (such as TV channel, newsletter and bulletin boards) is prohibited. Exception to this rule is the individual club/group websites, however, it is under the stipulation that this form of communication is for the use of club/group members only. All communication must be approved by Lifestyles prior to posting or submittal.
- All club/groups must abide by Florida laws when hosting an event with any game of chance (raffles, 50/50, poker, etc) *Please refer to Florida Statue Title XLVI, Chapter 849.*
- Use of amenities is for Victoria Gardens' residents. Please limit the number of non-resident guests who are invited to events and remember that your club/group is responsible for the conduct of all guests in attendance. Clubhouse guidelines regarding guest passes must be followed.
- Any club/group inviting a paid guest speaker, instructor/teacher, entertainer/entertainment or an outside caterer (with approval from Lifestyles) MUST provide a copy of the contract and the vendor's Certificate of Liability Insurance (aka general liability) to Lifestyles. A non-paid guest speaker, instructor/teacher, entertainer/entertainment, etc. does not require liability insurance.
- Club/groups that use the Clubhouse parking lot for carpools, day trips and overnight trips must provide the following information to Lifestyles:
  - Club/group name
  - Date(s) of trip
  - Name of car owner along with the make, model and tag of each vehicle

*Carpools are strongly encouraged to the Clubhouse, as parking lot spaces are limited. Cars must park in spaces furthest from the Clubhouse & Pickleball/Tennis Courts.*

- Rules applying to the formation of club/groups may be modified at the discretion of the Lifestyles, notification will be provided within 15 days to club/group leader or Coordinator.
- In the event that any of the Guidelines for Clubs/Groups are violated, corrective action will be taken with the individual club/group. Depending on the nature of the violation, corrective action includes verbal and written warnings up to disbandment of club/group. All violations will be reviewed by Lifestyles and a registered groups committee consisting of residents.

## CLUBHOUSE ROOM REQUEST GUIDELINES

- A room request form to schedule events/activities utilizing the Clubhouse rooms, is required for all club/groups.
- If your club/group has a reoccurring room reservation (i.e. weekly activity), indicate the reoccurrence on the room request form. **Reoccurring weekly reservations must be resubmitted for approval every 6 months.** Reoccurring weekly activities may not exceed four (4) hours per reservation.
- Room request forms should be submitted to Lifestyles at least two weeks in advance. You can pick up the form in the Lifestyles Office. Please make an appointment with Lifestyles if you are scheduling several dates at one time or have several questions that need to be addressed.
- Room reservations for registered club/groups are on a first-come-first serve basis.
- Only one special event a month can be scheduled for all club/groups. Special events can include dances, potlucks, shows, catered events, etc. Special events may be scheduled for up to six (6) hours.
- Clubhouse facilities may be reserved no earlier than one year of request date.
- The Coordinator/Leader of the club/group and/or alternate (listed on registration form) are the only eligible members to request room reservations.
- Once the room request form has been reviewed, the person who filled out the form will be notified. **All changes of an event can only be done by the individual who filled out the room reservation form.**
- Once you have received approval from Lifestyles for your special event and would like to contract with the Food & Beverage team, it is the club/group's responsibility to set up an appointment to discuss your food and beverage needs and room setup. All alcohol use **MUST** be contracted through Food and Beverage when using ANY of the Clubhouse facilities. No outside alcohol is permitted to be brought into any Victoria Gardens facilities.
- If your club/group wishes to bring food for your special event, please indicate on your room request form. Outside food may not be brought to the Clubhouse during Café operational times.
- Please be sure to cancel a room reservation with Lifestyles, if your event has been cancelled. The deadline to cancel room reservations is 1 week prior to the event date.
- **Failure to show up for scheduled room reservations without notice to Lifestyles, will result in forfeiting any standing room reservations. For weekly activities, failure to show up for two weeks without noticed, will result in forfeiting the standing room reservation.**
- All room set up requests must be submitted one week prior to the special event. Victoria Gardens staff will accommodate set up and tear down of tables/chairs/etc. Chairs and

tables are limited, please be sure to check that your required set up is available prior to planning the event.

- A/V key can be picked up and signed out from the Lifestyles office. The coordinator/group leader of the club/group is responsible for the equipment/keys signed out by the club/group. This must be indicated on the room request form.
- See Clubhouse Rules and Regulations for room scheduling priorities.

## VICTORIA GARDENS CLUBHOUSE ROOM GUIDELINES

- All events must be scheduled in advance through Lifestyles. Bring your copy of the approved room request form with you when you have your event.
- A club/group member **CANNOT** use Victoria Gardens' club/group privileges to have a private function. ALL functions must be scheduled through Lifestyles.
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- Food cannot be left in any of the reserved rooms. Please pick up and remove any trash, dishes, etc brought in to the room for use of the club/group.
- Anything brought in by the club/group is to be removed by the end of the event, including decorations and tape. It is the responsibility of the club/group to completely clean up after their event. No nails or tacks can be used to decorate
- Recurring events can be scheduled in the Victoria Gardens Clubhouse for games, but if another club/group needs the room for a special event, Lifestyles will contact the recurring event to cancel their activity for the day. No less than one week notice will be given.
- Outside catering is permitted, but the Club/group will need to provide evidence of the catering company's liability insurance with \$1,000,000 coverage. The certificate of liability must be submitted one week prior to the event date or the outside vendor will not be permitted at the event.
- All amenities are non-smoking including the pool deck. Electronic cigarettes and cigars are also not allowed.

### ROOMS

- Multipurpose Room (can be split in two for smaller functions)
- Ballroom (can be divided for smaller functions)
- Small Conference Room
- Card Room
- Craft Room

### ROOM AUDIO/VISUAL EQUIPMENT

- Cable Television
- Wireless internet

- Piped in music
- Portable sound system
- Projector in ballroom and portable projector for rooms
- Microphones

\*\*\* Use of furniture or equipment must be identified on the room reservation form and approved by Lifestyles in advance of event.

## MARKETING FOR REGISTERED CLUB/GROUPS

**FLIERS:** All club/groups are required to create and print their own fliers pertaining to club/group meetings or news. When creating the flier, please be sure to provide all significant information; club/group name, event, time, date, cost, location and **contact name**. Fliers are preferred to be created in portrait format, but landscape is acceptable. If a club/group would like to have their fliers posted in the Victoria Gardens Clubhouse, they must email fliers no later than 10 days prior to the event to the Lifestyles Department for approval. Due to the amount of bulletin board space, only one flyer per club/group is permitted at a time. Fliers may be posted up to a month prior to the event or meeting.

**NEWSLETTER PUBLICATION:** All club/groups may post an article in the weekly Victoria Gardens newsletter in the Clubs/Groups section. The newsletter is released weekly on Wednesdays. All articles/pictures/flier/information must be submitted by Saturday of the week prior to the newsletter publication. Please submit all newsletter articles to Lifestyles ([kslockett@evergreen-lm.com](mailto:kslockett@evergreen-lm.com)) electronically. The Newsletter Submission Form should be utilized for each article or any information submitted. All images/fliers must be submitted in .jpeg format. The newsletter submission form can be found at the Lifestyle Office and on the website. Submissions must be submitted by club/group leader or an appointed contact person (with approval of leader).

**CALENDAR PUBLICATION:** All clubs/groups may post on the Victoria Gardens monthly calendar. Calendar submissions must be turned into Lifestyles by the 5<sup>th</sup> of the month prior to the event date. (i.e. January 5<sup>th</sup> is the deadline for February calendar requests).

**WEBSITE:** All club/groups are authorized to utilize the group page on the Victoria Gardens website. The group leader may authorize a designated website contact to update the page. A waiver form must be filled out by the authorized user and turned in to Lifestyles.

**If a club/group activity or meeting is cancelled or moved, it is the club/group's responsibility to post a neatly written or typed announcement notifying the cancellation. It is also their responsibility to take down the notice after the event date. Please put a date and time on the cancellation notice. Lifestyles should be notified prior to anything being removed/cancelled at least one week prior to the event dates.**

**COPIES:** Color copies can be made for 15 cents per copy. Up to 10 black and white copies can be printed at the Lifestyles Office at no cost for registered Clubs and Groups. More than 10 copies will be charged 10 cents per copy. This cost is still the same, if you bring your own paper, due to time, toner and wear and tear on the copy machine.



