



Lake of the Pines Association Rules & Regulations

This rule is an Operating Rule as defined in the Davis-Stirling Common Interest Development Act and, to the extent it may conflict with any previous Operating Rules, supersede and prevail over such previous rules. All Operating Rules, whether characterized as rules, policies, procedures and otherwise are subject to the provisions of the Restated Declaration of Covenants, Conditions and Restrictions (“CC&Rs”) currently in effect for this Association.

Facility Use

GENERAL INFORMATION

The operation of the Lake of the Pines (LOP) facilities is an integral part of the financial plan for the Lake of the Pines Association. These facilities are to be operated in a manner that covers the cost of operation and maintenance. At no time will assessed charges be less than the cost incurred by LOP.

Facilities Capacity: Capacity for the facilities shown may be less than stated based on set-up and table arrangements.

1. Clubhouse maximum allowable capacity in the dining room is 315.
2. Sports Lounge maximum allowable capacity in dining room is 116.
3. Pavilion maximum allowable capacity is 212; 76 in the inside Upper Pavilion, 88 in the Outdoor Pavilion Balcony, and 48 in the Lower Pavilion.

Scheduling of Facility Use:

1. Use of Lake of the Pines facilities are solely for the use of Lake of the Pines members, in good standing, their guests and Lake of the Pines Clubs and committees.
2. The scheduling & use of any Lake of the Pines facility by non-members is prohibited.
3. Arrangements for use of any Lake of the Pines Association facilities for allowed activities, functions and or meetings must be made in person, through email, or over the phone. A “Facility Agreement” document and all applicable fees must be made and accepted by the Administration office or Food and Beverage Representative before an event is formally scheduled.
4. LOP Clubs and Committees must submit a yearly calendar of regular meeting dates to the Administration Office by October 31 of each year to be considered for inclusion in the following year’s calendar. After confirmation of date, time, and location, Food & Beverage needs may be arranged with the Food & Beverage Department, if needed.
5. LOP Clubs and Committees desiring use of the facilities must submit a request as far in advance as practical. Saturday usage (per year) for Club events is as follows: Firebelles (3), Pinesmen (1), SIRs (1), and Sports and Activities Club (2). Saturday events requested from other Clubs may be approved by the Food & Beverage Manager. To avoid changes in schedules that would impact premium use of Saturdays, management requests six (6) months advance notice when practical.
6. Lake of the Pines members may sponsor events on behalf of guests, but are solely responsible for arrangements, associated cost, damage to the facilities(s), and conduct of those attending. Use of Lake of the Pines facilities for commercial purposes is prohibited.



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7. Lake of the Pines members scheduling an event must be members in good standing. The following information is required for scheduling an event:
 - a. The full name of the individual.
 - b. For LOP Club events, the name of the chairperson or Club official responsible for arranging the event.
 - c. The address of the responsible party.
 - d. Association member's lot number.
 - e. Nature of the event.
 - f. Telephone number of the main contact arranging the event.
 - g. An estimated number of attendees.
 - h. Specific times regarding the times for beverage and food service.
 - i. The time(s) of the event.

Fees:

1. LOP Clubs and Committees are not required to pay room or facility use fees as outlined in the Facility Use Fee Schedule included in the current Fee Schedule.
2. For facility bookings the non-refundable fee will be the amount of the facility use fee as outlined in the Facility Use Fee Schedule included in the current Fee Schedule. A non-refundable room fee is due at time of booking and is required to secure a reservation. The client may cancel an event in writing, 60 days or more before the scheduled date of their event, in which case, any payments in excess of the room fee will be refunded to the client. Once this signed document is received, the client's event is booked and the deposit owing. The booking will not be finalized, and the date will remain on the market until both the signed facility agreement and the deposit in full are received by LOP. Final payment of the overall balance as invoiced is due the day of the event.
3. The members will be billed for any damage that may occur and for the cost of additional clean-up above what is standard.

FOOD AND BEVERAGE INFORMATION

1. The use of commercial catering is prohibited.
2. All food and beverage must be purchased from the Food & Beverage department with the following exceptions:
 - a. Potluck meals are permitted for memorial services.
 - b. Wedding/Ceremonial cakes are permitted.
 - c. Bottled wine and champagne are permitted subject to the current corkage charge.
 - d. Food and non-alcoholic beverages are permitted to be brought in for the Pavilion facility.



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Food Operation:

1. Prior to the scheduled event a banquet event order (BEO) shall be prepared with the designated Food and Beverage Representative which will specify the estimated number of guests, times, menu, table and seating arrangements and other related requirements. LOP Clubs may appoint no more than one representative to coordinate banquet events with the designated Food and Beverage Representative. Additional liaisons are acceptable only through coordination with the original representative.
2. The Food and Beverage department will bill 100% of the guaranteed number, which must be submitted at least seven (7) calendar days prior to the event. If the amount served is in excess of the amount guaranteed that amount will be billed.
3. The Food & Beverage department reserves the right to substitute food items if the amount served exceeds the guaranteed amount.
4. Menu selections and pricing will be provided to the client by the Food and Beverage Representative. Prices are not negotiable, and no discounts will be given.
5. When booking LOP food service along with facility rental, all LOP equipment or labor that is pertinent to the service of food will be provided at no additional charge. When the client requests equipment or labor beyond that which is normally provided, additional costs will be incurred.
6. For events other than LOP Club events, payment must be paid in full three (3) business days before the event date. For LOP Club events, Clubs are billed at the completion of the event.

Bar Operation:

Pursuant to law, bartenders have the responsibility to refuse service to anyone, who in their opinion appears to be intoxicated.

1. Types of Bar Service:
 - a. **Hosted:** A pre-arranged beverage service where the client is paying for alcoholic or non-alcoholic beverages served. The client is required to pre-pay prior to the event based on an established and/or estimated amount. Guests at the function will be served beverages at their request within the predefined selections made by the client.
 - b. **No Host:** A pay as you go bar with a cash register/POS system located at the bar; each drink is paid for when ordered by the customer.

Sports Lounge Usage:

1. The Sports Lounge is designed to meet the needs of the Association during established hours of operation. The Sports Lounge is primarily a 7-day per week restaurant. It may be scheduled, in part, for LOP Clubs. The lounge (bar area and patio) will not be closed to the membership during established hours of operation.
2. Use of the Sports Lounge for groups of 12 or more must be scheduled in advance with a Food & Beverage representative.
3. Use of the Sports Lounge meeting room may be for LOP Clubs, Lake of the Pines Board of Directors and Association committees.



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4. The use and rental of the Sports Lounge meeting room will be available to the membership outside of normal business hours and is subject to the Facility Use Fee Schedule included in the current Fee Schedule.

Clubhouse Usage:

1. The Clubhouse is a multi-use facility and can be scheduled for LOP Club and membership functions, meetings, classes, social gatherings, and other special events.
2. Scheduling of the Clubhouse on Thursday and Friday nights is prohibited.
3. The use and rent of the Clubhouse will be available to the membership and is subject to the Facility Use Fee Schedule included in the current Fee Schedule.

Pavilion Usage:

1. The Pavilion is a dual level facility. The Upper Level has two indoor rooms, the Main Pavilion and the Secondary Pavilion, as well as an outdoor Pavilion Balcony. The Lower Level has an Activity Center.
2. The Pavilion is a multi-use facility and can be scheduled for Association, Committee, Club, and Board functions, as well as member rental events. The Upper-Level rooms may be booked concurrently for separate functions or used as one open space. For member rentals, both Upper Level rooms are included in the rental.
3. The Lower-Level Activity Center usage is prioritized in the following order: Recreation Department needs, designated youth usage, member rental, and usage open to the general membership.
4. The Upper-Level Pavilion usage is prioritized as follows:
 - a. Thursday evening through Sunday evening: member rentals, Club events that include Food & Beverage services, then general Club usage.
 - b. Monday through Thursday normal business hours: Association, Board, Committees, Clubs, then member rentals.
5. Use and rent of the Pavilion will be available to the membership and is subject to the Facility Use Fee Schedule included in the current Fee Schedule. Member rentals of the Upper Pavilion include the Main Pavilion and the Secondary Pavilion rooms, the covered patio, two indoor restrooms, one patio restroom, and the kitchen to include fridge and sink access. The Lower-Level Activity Center can be rented with the Upper Level or as a stand-alone rental. The Upper and Lower Pavilion can be rented concurrently, with two different member events occurring at the same time.
6. The Upper Pavilion rooms have a standard set-up. If a different set-up is needed this must be determined in advance and is subject to a room set-up fee. All set-up needs are to be written into the banquet event order (BEO) and/or the Facility Use Agreement/Contract.
7. Members and Clubs hosting an event in the Upper Pavilion are permitted to bring in their own food and non-alcoholic beverage. LOP Food & Beverage Department add-on services are available. If LOP food and/or beverage services are added on, members are not permitted to bring in their own food and/or beverage, per Nevada County Department of Health. It is permitted for members to bring their own food and add-on LOP alcoholic beverage services, to include an LOP bartender.



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8. No food or drink is permitted in the Activity Center. Rental of the Activity Center does not permit any Food & Beverage Department add-on services. The only exception to food in the Activity Center is during Kids Camp or other Recreation Department supervised activities.
9. The Activity Center set-up is to remain as-is. Furniture, equipment, etc. are not to be moved by members.
10. The Outdoor Pavilion Balcony is open to member usage except during Association events, Club events, or member rentals, which will be listed on the Association Calendar. Member usage of the Pavilion Balcony is between one hour before sunrise and one hour after sunset.
 - a. There are no pets allowed on the Outdoor Pavilion Balcony during Association or Club events. Outside of scheduled events, pets are permitted.
11. Outdoor bathrooms are open to the general membership. Bathrooms inside the Upper Pavilion are only to be used by those who have reserved the Upper Pavilion rooms. When the Activity Center is scheduled for a specific use, or rented, the bathroom inside the Activity Center is limited to those patrons.
12. Lake of the Pines Management oversees usage of The Pavilion for the best interest of all members/tenants and has final approval of usage.

Memorial Services:

1. The Clubhouse is available to members of the Association for memorial services.
2. Memorial services must be booked through the Food and Beverage Representative.
3. Refer to the Facility Use Fee Schedule included in the current Fee Schedule for cost.
4. The fee includes room set-up, microphone, podium, screen, display and food tables.
5. Potluck type meals are acceptable. Potluck clients must supply their own service wares, serving utensils, etc. or purchase/rent them from the food and beverage department. Food may not be purchased from the Food & Beverage Department when potluck items are brought in due to Nevada County Department of Health regulations.
6. Additional goods, staff, and services are available through the Food & Beverage Department at an additional cost.

Facility Use Criteria for LOP Clubs & Committees:

1. A signed Facility Use document is required to secure bookings.
2. Association buildings are available for use for meetings, classes, social activities, etc.
3. All food and beverage requirements must be made with the Food and Beverage Representative at least 7 days in advance of the scheduled date and is subject to the policies specified in the Food & Beverage requirement section of this document.
4. All alcoholic beverages must be purchased through the Food & Beverage department. Exception: Bottled wines are permitted by paying the current wine corkage fee.

Dress Code:

1. Lake of the Pines Association reserves the right to refuse service to anyone.



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2. Casual dress is acceptable.
3. Swimwear, cut-offs, shorts, and tank tops are only acceptable at the Pavilion.
4. Swimwear is permitted in the Sports Lounge or Clubhouse with pool-side cover-ups.
5. Shirts and shoes must be worn at all times.

Guest List:

1. Access to Lake of the Pines is restricted to members and their guests. All members using Association facilities must submit an alphabetical list of non-member guests to the Department of Public Safety at least 24 hours prior to the scheduled meeting or event. Members may also enter their guests into GateAccess.net.
2. It is the responsibility of the sponsoring organization or member for the conduct of those attending any function.
3. Guest lists are not required for memorial services; however, the Department of Public Safety must be notified of the event at least 24-hours in advance.

Decorations and Restrictions:

1. Smoking is prohibited at all Lake of the Pines facilities and wherever food is served in accordance with California State Law, including but not limited to covered porch or entry areas of those facilities, except in designated smoking areas.
2. Without exception movement of all tables, chairs, furniture and equipment, etc. will be only done by LOP Maintenance or Food and Beverage personnel.
3. No tacks, staples, nails or other types of fasteners nor tape of any kind shall be used on the walls or woodwork. No materials of any type can be hung from any wall, window, post, etc., for any purpose. No confetti or similar item will be used in any Lake of the Pines facility and use of such items will result in a clean-up fee. No open flame candles or other device will be used in or outside any facility (votive or hurricane candles may be used). Use of any of the above will cause further loss of use.
4. Decorating is the responsibility of the client. All decorations must be removed by the client. All decorations to be removed immediately after the event, however, if previously arranged with the Food & Beverage Department items may be picked up the next day. The Lake of the Pines Association is **not responsible** for any loss or damage to items left behind after an event. Failure to remove decorations or other materials will result in an additional clean-up fee.
5. Decorations requiring need for staging, ladder, chair, table or other items will be performed by LOP Maintenance personnel only. Labor by Maintenance personnel will result in labor charges.