

# TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

## ITEM 5.12 RECREATION AND SOCIAL ACTIVITIES

Within Tri-Par there are multiple types of recreational and social activities as follows. The office staff and recreation trustee assigned to Recreation is responsible to facilitate and oversee these activities. The office will maintain a calendar of all scheduled activities and events.

A. Provided by Tri-Par for all residents without charge, such as Saturday Coffees, Movie Night, exercise classes, etc.

1. Recreation trustee and office staff will schedule, and record dates in Reservation Books . May recruit volunteers and assistants to help as needed and desired.
2. Costs of these activities are provided by the general fund budget. All charges must be authorized and signed by the recreation trustee and given to the ~~treasurer~~ bookkeeper for payment
3. Tri-Par maintenance staff will set up tables and chairs for these events.

B. Planned Tri-Par events are offered to all residents by ticket purchases, such as holiday picnics, Thanksgiving and Christmas dinners, etc.

1. Recreation trustee will schedule and plan. Shall recruit volunteers and assistants to help as needed and desired.
2. All income from ticket sales shall be given to the bookkeeper for deposit. No expenses are to be paid directly from the cash received.
3. Expenses for food, drinks, entertainment, etc. shall be authorized and signed by the recreation trustee with identification of the event, and given to bookkeeper.
4. Kitchen supplies and paper products purchased under Category A may be utilized for these activities.
5. The office will print and number tickets and sell during office hours. Cash received must be reconciled to the number of tickets sold. The trustee shall prepare a Social Fund Report Form of all receipts and expenditures for each activity and provide to office for verification and filing.
6. Each event should set ticket prices to cover estimated expenses
7. Tri-Par maintenance staff will set up tables and chairs for these events.
- 8. Tri-Par Estates Park and Recreation District and its Clubs will not purchase, supply or serve alcoholic beverages at any of its social and/or club sponsored events.**

# TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

## ITEM 5.12 RECREATION AND SOCIAL ACTIVITIES, Page 2

### C. Club dinners and activities

1. Officially organized and recognized Clubs may use the Clubhouse or Recreation Hall for their activities without charge or deposit. Scheduling shall be coordinated with the Recreation trustee and Office Staff.
2. These activities are not funded by Tri-Par general fund. Clubs conducting dinners or events must have their own bank accounts and their treasurer must process the income and expenses. An annual report for official Tri-Par sanctioned functions/events and the Flea Market Committee must be prepared and submitted to the Tri-Par office by the end of the fiscal year.
3. If club requests, the office will print tickets and sell tickets during office hours.
4. Clubs should provide volunteers to set-up and clean-up.

### D. Private organized groups, such as birthday parties, the Christian Fellowship Group, etc.

1. Park residents desiring a group activity may reserve a room in the Recreation Hall, or the Club House. A deposit will be required according to the building use policy. Scheduling shall be coordinated with the Recreation trustee.
2. These groups must do their own set-up and clean-up.

### E. Informal unscheduled groups.

1. Informal small groups of residents may use the Recreation Hall rooms for card games, pool, etc. Reservations will not be provided for such groups, as they must use space only as available and on a first-come, first-served basis. They will not be entitled to exclusive use of the room and shall share available space with others. Rooms must be vacated for scheduled and reserved activities.
2. Groups must clean up after use and leave room ready for the next users.
3. Rooms are monitored by camera/surveillance equipment. Any person causing damage or using furnishings/equipment inappropriately will be liable for all damage/repair/replacement cost. Any person may be banned from further use of the facilities.

### F. Outside Groups. See Item 5.14, Building Use Restrictions, and Section 14 of the Enabling Act.

Adopted by Trustees – 10/20/2015

Amended 04/02/2019; Amended 6/18/2024; 8-20-2024; Adopted 9-17-24

## SECTION 5: POLICY AND PROCEDURE