

COMMON AREAS USE GUIDELINES

West Almanor Community Club (WACC) has private recreational facilities (recreation/park, sports courts and boat ramp) and non-private facilities (golf course and restaurant). The private facilities are available for the exclusive, non-commercial use of members and their guests. There are dangers inherent in the use of such facilities; therefore, parental supervision must be exercised over children using these facilities. Individuals who use these facilities do so at their own risk.

DEFINITIONS:

- A. **Member** – Property owner, spouse, children, grandchild, and/or employee
- B. **Member Sponsor** – A Member who agrees to sponsor a non-property owner and their event
- C. **Guest** – any houseguest or person accompanied by a member or resident who is invited to use the common areas
- D. **Tenant** – a lessee or paying tenant residing within the development
- E. **Group** – More than 25 individuals gathered for a function
- F. **Community Function** - Any function or activity open to all WACC members, tenants and their guests, and sponsored by an organization within the subdivision. Such groups shall make reservations in advance but will not be charged a security deposit, use fee, or need to supply evidence of insurance.
- G. **Member Function/Activity:** A private function of more than 25 guests that is hosted by a member or WACC employee.
- H. **Member Sponsored Function/Activity:** A private function of more than 25 guests and sponsored by a member or WACC employee.
- I. **Common Area:** Common Areas are the rec area, the boat ramp, and the sports courts.

COMMON AREA PASSES

- A. WACC Common Area Use stickers will be available at the office and **MUST** be displayed in the front window of the vehicle while using the common areas. Additional stickers or temporary passes are available at the WACC office at no charge.
- B. If a member's home is rented out, it is the responsibility of the member or renting agent to obtain temporary Common Area Use passes from the WACC Office by completing the appropriate form that accompanies Policy 25 and paying the appropriate related fees.
- C. Each Tenant/Renter must display their temporary Common Area Use parking pass in the windshield of their vehicle window when using any of the common area facilities.

RESERVATION FEE SCHEDULE

- A. See contract for current rates to rent the rec area and/or Clubhouse.

RULES OF THE REC AREA

- A. Be considerate of those around you.
- B. Vehicles **MUST** display the WACC common area sticker, or the temporary pass issued by the WACC office while using all common areas.
- C. Lifeguards are not provided by WACC. Swim at your own risk.
- D. All cars and bicycles must be parked in designated areas. No overnight parking, violators will be towed away at their expense.
- E. All members, guests and tenants **MUST** stay within the park boundaries.
- F. No vehicles are to be driven/ridden on any grass area or on the basketball court.
- G. Excessive use of alcohol or use of illegal drug is not permitted.

- H. No obscene, vulgar or other objectionable behavior.
- I. **Pets are not allowed in the park.**
- J. Facilities to be open from dawn or 8:00 a.m. to dusk or 9:30 p.m., whichever comes first.
- K. Picnic tables are not to be moved from one area to the other.
- L. Violation of any of the above may result in staff ordering the persons to leave the premises or reporting their behavior to the Plumas County Sheriff.
- M. Reservations are required for parties for over 25 people
- N. Privacy Patrol is authorized to order those who behave objectionably to leave the park.
- O. Pack it in, Pack it out! Garbage service is not provided. Trash must be hauled away.

RESERVING REC AREA:

- A. Reservations will be on a “first come, first served” basis.
- B. Groups shall consist of 25 or more. Rec Area Groups (a maximum of 200) must have Association Manager approval.
- C. Vehicles must display the WACC common area use sticker, or the temporary pass issued by the WACC office while using all common areas.
- D. Wedding or Venue tents may only be used upon approval. A wedding arch must be free standing.
- E. The Rec Area contract shall be completed with all appropriate information and signatures and delivered to the WACC Office, fourteen (14) days in advance of the requested reservation date. A contract shall be submitted for each requested reservation event or date.
- F. Member/member sponsor shall be present for the entire function, from setup through cleanup.
- G. The **Renter** as listed in the contract is responsible, at the conclusion of the event, to ensure the rec area is “clean” and there has been no damage to the facility.
- H. Community functions may use WACC’s folding chairs and tables. Chairs and tables are not available for members, guests or tenants. Aluminum picnic tables are available for use by all.
- I. Use of the PG&E access road is discouraged and use thereof will be allowed only with prior approval.
- H. The event must be exactly as outlined in the contract.
- I. All permitted groups may use playground and/or beach in Area A-1 but only functions open to the entire community may reserve Area A-1 for exclusive use.

RULES OF THE CLUBHOUSE:

- A. Any property of the **Renter** or the Function Attendees brought into the Clubhouse and left thereon, either prior to or following the event, shall be at the sole risk of the **Renter**. The **ASSOCIATION** or its employees shall not be liable for any loss or damage to any such property for any reason.
- B. If candles are used, they must be completely enclosed in a glass or non-flammable holder.
- C. **Cleanup / Janitorial and Removal of Food, Decorations, and other Renter or Function Attendee Items:**
 1. The **Renter** is responsible for and shall complete the cleanup. Renter may have the cleanup performed for them at their own cost.
 2. The **Renter** is responsible, at the conclusion of the event, to ensure the facility is “clean” and there has been no damage to the facility. Cleaning includes:
 - a. Removal of all decorations, tape etc.
 - b. All tables must be cleared of all items and wiped clean
 - c. All chairs must be wiped clean
 - d. Carpet must be freshly vacuumed
 - e. Restrooms shall be cleaned and sanitized at the end of your event

- f. All trash must be REMOVED FROM THE PREMESIS (Garbage service is not provided in the winter.) Garbage bag liners must be used, and garbage cans may not be left dirty.
 - g. Properly dispose of all excess or non-consumed food. Food or beverages are not to be left on the premises.
 - h. If the kitchen is used, it shall be cleaned and sanitized including but not limited to all appliances, the stainless backing the appliances and on the walls, stainless tables, refrigerator, freezers, sinks, dishwashing area etc. The kitchen floor must be swept and mopped with degreaser. Mop bucket shall be emptied and put away.
3. **If Cleanup is not completed**, as specified above, a fee of \$75.00 per person per hour, to complete cleanup, shall be deducted from the Cleaning Deposit. If a licensed business charges more than \$75 per hour, the Renter/Member Sponsor shall be responsible for the total amount incurred.

RESERVING THE CLUBHOUSE:

- A. Reservations will be scheduled on a “first come, first served” basis
- B. The Clubhouse, located at 111 Slim Drive, is a multiple-use facility whose functions include food service, golf course support and social events. When food service is provided under contract, the grill manager has certain rights to control portions of the Clubhouse, which may exclude member usage. Those contractual rights and obligations are acknowledged and will be respected.
- C. The Pro Shop on the lower level is not part of the Clubhouse facility for purposes of this policy statement.
- D. The Clubhouse may be used for community or member social functions. The maximum Clubhouse (interior) occupancy for any event is 64 people. Availability of the Clubhouse is subject to an agreement with the food service manager during the Grill season.
- E. No obscene, vulgar or other objectionable behavior is allowed in the clubhouse facility as determined by the WACC Board.
- F. Excessive use of alcohol or use of illegal drug is not permitted.
- G. The Clubhouse contract shall be completed with all appropriate information and signatures and delivered to the WACC Office, fourteen (14) days in advance of the requested reservation date. A contract shall be submitted for each requested reservation event or date.
- H. The clubhouse key may be picked up at the WACC Office not earlier than the business day before the event and shall be returned to the same location not later than the next business day after the event.
- I. WACC will maintain the clubhouse and parking area during regular business hours, Monday through Friday from November 1st to April 1st. A reasonable effort shall be made by the WACC to provide snow removal. Snow removal is dependent upon the availability of personnel, equipment, cannot be guaranteed; and will be limited to an area to be determined by the Golf Course Superintendent. Any outside contracts for removal of snow from the Clubhouse facility must be coordinated through the Golf Course Superintendent and/or WACC office.

SPORTS COURT USE:

- A. Upon request, one sports court key will be issued by the WACC office at no fee. Any replacement tennis/pickleball court keys will be issued at the cost of \$7.50. The \$7.50 is a fee and is non-refundable.
- B. Members should exercise strict control of his/her keys to the sports courts.
- C. Tenants will not be issued sports court keys. A member may make available his/her key to the Tenant or guest; however, it is the responsibility of the member to keep control of the key.
- D. Keys are NOT to be reproduced.
- E. All posted rules are to be adhered to, which include, but are not limited to the following:
 - 1. Courts are for the use of members, tenants, employees and guests only

2. Five-minute warm-up: one set limit when others are waiting.
 3. No activity on courts except tennis/pickleball.
 4. Tennis type shoes only; no black soles.
- F. Vehicles must display the WACC common area use sticker, or the temporary pass issued by the WACC office while using all common areas.
 - G. Any scheduled activity by member groups will take priority over individual play. The WACC office must be notified three (3) days in advance and the office staff will post the activity on the tennis/pickleball court gates.
 - H. The Golf Course Superintendent will schedule regular maintenance of the sports courts. Scheduled play will take into consideration maintenance if they are present. If a scheduled activity requires maintenance over and above regularly scheduled maintenance the member group will be charged at the rate of \$25.00 per hour as follows: blowing the courts – approximately 1 hour; washing the courts – approximately 3 and ½ hours. Any fees required shall be paid at the time the courts are reserved.
 - I. Park in designated area only. No overnight parking, violators will be towed at their expense.

BOAT RAMP USE:

All posted rules are to be adhered to which include, but are not limited to, the following:

- A. Swimming is expressly prohibited at the boat ramp (Plumas County Ordinance #10-.14). The Sheriff will be notified.
- B. Parking must be in designated areas only.
- C. Boats may not be left unattended on boat ramp except for the time (maximum 10 minutes) required to park vehicles in designated area.
- D. WACC common area use sticker must be displayed in the vehicle's window while using any of the common areas.
- E. The boat dock will be put in and out of the water in the spring and fall of each year. The exact date is weather dependent and on equipment availability.

Amended & Adopted: January 18, 2001, December 14, 2001, March 19, 2002, October 22, 2002, August 26, 2003, September 24, 2008, November 18, 2011, March 26, 2014, October 24, 2017
Amended 3/24/25