

## Club Packet 2023-2024



Dear Country Roads Resident(s),

Enclosed is your 2023-2024 Country Roads Club Registration packet. If you have any difficulty in meeting these requirements or completing this document, please contact our office at 928-344-8910 ext. 1 as soon as possible so we can assist you in maintaining your organization's most current registration status.

Included in the packet:

- Introduction
- Reservation Priorities & Room Use Fees
- Kitchen Use Policy
- Room Use Policy
- Club Contact information
- Club Charter (if applicable)

Best Regards,

Carrie Matus

Activities Director

# Club Packet 2023-2024

## Introduction

At Country Roads, in-park clubs register through the Office of Activities. The mission of the Office of Activities is to provide a welcoming, safe, intellectual and social environment to Country Roads. To always keep an open mind, ears, and eyes with an unbiased opinion of events, functions, and entertainment for the residents of Country Roads to assure that all aspects of each event are scheduled properly, to achieve professional approach and insure all areas of operations covered.

- Room and Space Reservations (AO-1 lists the priority system and fee Structure)
- Ticketing Info Sheet (should you require tickets to be sold out of the Activities Office)
- Direct Access to Activities Director (By Appointments Monday-Thursday 10am-1pm)

## Official Name of Organization

The official name of the organization shall be one which will not be confused with another club already existing at Country Roads. It should be appropriate for the purpose of the organization and clearly indicate its aims and objectives.

## Minimum standards and Eligibility

In addition, each organization ***must have three (3) Officers, a President, Vice President and Treasurer, or equivalent other officer or three (3) points of contacts.*** These will be considered ***Financially Responsible Officers*** by the Activities Office. These will be the only members who are eligible to sign off on room reservations and other official business conducted by the organization.

## KITCHEN USE

**Purpose:** This process documents is to outline the expectations of Café kitchen use by Country Roads RV Village Staff, Clubs, Committees, and Residents.

**Scope:** Intended for use by Country Roads RV Village Staff, Clubs, Committees and Residents.

**General:** The Kitchen will be rented/reserved to qualified Clubs and Residents only for private parties and/or Club Functions. The Room Request must be presented to the Activities Director. The member who submits the Room Request will be responsible for any damage or breakage. One key will be assigned to the applicant. The Facility must be left clean and undamaged and the key must be returned promptly after the event. Kitchen cleanup must be complete by the end of the day of the event. Cleanup rules shall be as follows and each failure shall result in a \$25 charge.

### **Procedures to follow:**

1. Wipe off all counters and surfaces used. Clean up any spills you make on the stove, table or countertops
2. Wash and put away all dishes (pots, pans, utensils, glasses etc.) you used.
3. Empty and clean coffee pots.
4. Wipe out the microwave if you used it
5. Throw away or recycle any wrappers, containers, peelings etc. that you no longer want
6. Put used dishtowels and cloths/rags its designated area.
7. Empty garbage bins, replace liners, haul garbage away.
8. Anything that is left out unlabeled will be considered to be property of the Country Roads Café. Anyone can use anything that has been left out. To avoid having your stuff taken or used inappropriately, label and date your stuff (using the permanent marker) and put it away.
9. Do NOT leave dirty pots on the stove after you are done using them. (You may soak them in the sink if they need to be soaked, so long as they are clean before leaving).
10. Be sure the door is locked and lights off.
11. Return key to Security.

## **Safety Concerns:**

1. NEVER leave the burners unattended. If you need to get something, ask someone else to watch over your burner.
2. Clean up all grease spills. Do not cook on the stove if the burner is dirty.
3. Do not leave the oven unattended for more than 15 minutes at a time. If you are preheating the oven and leave it unattended, realize that someone may turn it off. If you see the oven unattended and empty, please turn it off. Use the time while your food is cooking as an opportunity to clean up after yourself.
4. In case of a small grease fire, douse the area with baking soda and/or cover the area with the lid of a pot. Do NOT use water, as this will only move the fire without putting it out.
5. In case of a large fire, please pull the fire alarm.
6. Wash your hands (with soap) before cooking, after touching meat, after touching the trash, and more often as desired.

## **Notes:**

1. Clubs and Residents using the kitchen must supply their own coffee, sugar, disposable cups, paper towels, garbage bags, etc.
2. Removal of any appliances, utensils, glasses, dishes, pots, pans, etc, from the kitchen service area is PROHIBITED
3. Anyone using the kitchen understands the potential dangers associated with using kitchen appliances and utensils and does so at their own risk.
4. Personal food or items may not be stored in the kitchen cabinets by individual Residents. Only authorized Committees may store food in designated areas.
5. Please report any damage or abuse to the attention of the Kitchen Chef and Activities Director.
6. Cleaning Supplies should be stored in the designated area.

## ROOM FEES

**Purpose:** This process documents the steps taken to facilitate the tracking and maintain of Room use Fees.

**Scope:** Intended for use by Country Roads RV Village Staff and Volunteers to tracking and maintain of Room use Fees.

**Guidelines:** Country Roads RV Village Common Area Rooms available for reservations are subject to fees. Room Reservations are scheduled by priority.

### RESERVATION PRIORITIES FOR ACTIVITY ROOMS

**PRIORITY I:** COMMUNITY ASSOCIATION AND COUNTRY ROADS MANAGEMENT BUSINESS FUNCTIONS, such as Board Meetings, Building Fund Meetings, Activities Committee Meetings and Ad Hoc Meetings.

**PRIORITY II:** ACTIVITY DEPARTMENT EVENTS  
Programs with wide appeal such as Cultural Activities, Bingo, Crafts Fair, Flea Market, Dances, Shows, etc.

**PRIORITY III:** COUNTRY ROADS COMMUNITY ACTIVITIES  
Specialized Interest Groups:  
Classes and activities open to all, such as Ceramics, Aerobics.

**PRIORITY IV:** COUNTRY ROADS CLUBS AND ORGANIZATIONS  
Meetings of organizations open to members only, such as computer clubs and card clubs.

**PRIORITY V:** COUNTRY ROADS PRIVATE ORGANIZATIONS AND PRIVATE PARTIES  
Meetings of groups with an exclusive membership policy, (by invitation or personal qualifications)

HOLIDAY ROOM USE: Thanksgiving, Christmas Eve/Day, and New Year's Eve/Day will have to be requested to be used and will **NOT** be considered a part of the reoccurring events/activities.

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## Organization Contact Information Form

All information requested is **REQUIRED**; However, this information is **for office use only**. Information on this form will not be made available to the public. If at any time an organization leader need assistance in completing the packet, he/she should contact the Office of Activities at 928-344-8910 ext. 110 for assistance.

### Organization Name:

- New Organization**
- Re-Registration Organization**
- Academic**
- Cultural**
- Honorary**
- Recreational/Sport Club**
- Religious/Service**
- Social**
- Political**
- Support Organization**
- Other**

Presidents Name (Main Point of Contact): \_\_\_\_\_  
Lot#: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Vice Presidents Name (2nd of Contact): \_\_\_\_\_  
Lot#: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Treasurer Name 3rd of Contact): \_\_\_\_\_  
Lot#: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Club & Committees 2023-2024

Please submit the following items with your Club Packets:

### Committees

- Committee Charter
- Committee Bylaws
- Committee Officers
- Committee Roster
- Committee minutes (on an ongoing basis to Vanessa Harris at [vharris@cityproeprty.com](mailto:vharris@cityproeprty.com))

### Clubs

- Club Charter (if applicable)
- Club Officers
- Club Rosters

Club/Committee Name: \_\_\_\_\_

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

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

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