



Interested in forming a Club?

The Cambridge English Dictionary defines a club as a group of persons with a common purpose or interest, who meet regularly and take part in a shared activity.

Resident(s) wishing to form a club must complete an application and submit to the Lifestyle Director for approval.

Club Rules

RESERVATIONS:

- A club may not make a reservation for a social function to be used for political, religious, secret society, commercial, solicitation or illegal activities or with the sole purpose of celebrating an individual's birthday, wedding, anniversary, etc.
- Reservations are not transferable to another club.
- Telaro HOA reserves the right to postpone or cancel any contracted event at any time in the event of an emergency situation where it is absolutely necessary for the well-being of the community.
- Telaro Card Clubs will have priority use of Card Rooms during their published event dates
- Telaro Poker Clubs will have priority use of the Poker Room during their published event dates
- Clubs may not utilize the main floor lounge including bar, upstairs patio, downstairs patio or pool deck for events.
- All Club events must remain inside their reservation area and may not extend out into other areas of the Amenity Center.
- Reservations (aside from approved standing reservations) must be submitted by the Club President via the Club Reservation Form on our website www.telaroattradition.com
- Events may not exceed 4 hours
- Reservations shall not be effective until approved by the Lifestyle Director. Telaro HOA reserves the right to approve or deny all reservations on an individual basis using their discretion.
- If the Club wishes to use an outside vendor they must note such on the reservation form and provide the Lifestyle Director with a COI from the vendor listing Telaro at Tradition Homeowners Association as the Certificate Holder in order to be approved.
- All areas are reserved as is and Amenity Center furniture may not be moved in any way.
- Events may only take place within the operational hours of the Amenity Center.
- The following areas are available for Club Reservation once per month up to 6 months in advance by submitting a Room Reservation form that may be on our website at www.telaroattradition.com to the Lifestyle Director for approval:
 - Grand Lounge (80 Person Maximum Occupancy)
 - All Clubs may reserve this space
 - Includes use of Catering Kitchen during approved reservation
 - Association folding chairs and tables may be used upon request and must be returned to the storage rack after use

- Demonstration Kitchen (20 Person Maximum Occupancy)
 - Only Cooking related clubs may reserve this space
 - Includes use of demo kitchen and all items. All items must be cleaned and returned to their proper storage after use.
- Art Studio (15 Person Maximum Occupancy)
 - Only Art related clubs may reserve this space

EVENTS:

- Fundraising events for a valid 501© non-profit must be approved in advance by the Lifestyle Director and a receipt of donation must be provided within 10 days of the event's conclusion. If a receipt cannot be provided the Club will no longer be able to generate funds.
- Gambling of any kind including 50/50 Raffles, Chinese Auctions, etc. are not permitted.
- Silent Auctions are permitted.
- A guest speaker may not encourage the sale of a product or service during any club meeting or event.
- The club point of contact, or designated representative, must remain for all events until all vendors and guests have exited and space is turned back over with the exception of card clubs who meet on a more frequent non-event basis.
- All items brought into the club are to be removed by the end of the event, including decorations, food, coolers, dishes, trash etc. No storing of Club supplies in the Amenity Areas. This includes the catering and demonstration kitchen refrigerators.
- It is the responsibility of the club to completely clean up after their event. Wipe down tables and take all decorations down. No nails, tacks may be used to decorate.
- No Glitter or confetti may be used.
- Catering Kitchen and Demonstration Kitchens must be left as clean as the way it was received or a fee of \$50.00 will be assessed to the Club for outside cleaning to be done.
- All clubs must supply their own event supplies and not use any of Telaro HOA's supplies.
- It is the responsibility of the Club to bag up all trash and take out whatever additional trash cannot fit inside of the trash receptacle located in the room to a dumpster onsite.
- If a club chooses to hold a ticketed event, they are responsible for collection of payment and providing tickets. The HOA does not collect or hold money for any club.
- All expenses associated with an event will be charged to the club, and not bourn by the Association (for example: If a performance extends past the contracted hours requiring Campbell staff to stay late or damage to property, and/or club does not cleanup after their event)
- No prize money, gifts, awards, will be expensed to the Association.
- Telaro reserves the right to have a Board Member or a member of the management company immediately conclude and shut down an event if ANY of the following occurrences are found:
 - The event is being used for any other purpose other than personal use such as political, religious, secret society, commercial, solicitation or illegal activities.
 - The event causes a nuisance or hazard to the community. The following is strictly prohibited: no Illegal substances, no smoking, no sale of liquor or alcohol, no music at a level that is disturbing to others and no pets.
 - The event has run past the contracted time.

MARKETING:

- Clubs may submit new events, updates and announcements to the Lifestyle Director to be noted on the Club E-blast that goes out once per week. Submissions must be received no later than 48 hours prior to e-blast. New Club events will be posted to the Facebook Page for announcement only.
- The Lifestyle Director will create one 600 x 600 px marketing flyer for each club and will update with the new date and time of each monthly meeting. Additional marketing, changes or additions to information and design are the responsibility of the club. All marketing submitted must match the 600 x 600 px format.
- Lifestyle Director will add Club Events to the Telaro HOA Website www.telarattradition.com with the option for residents to RSVP. The Lifestyle Director will provide the club with a list of attendees one business day (or at a single date earlier per their request) before the event.

MEMBERSHIP DUES:

- Clubs may generate funds for their organization through club dues and proceeds collected from club organized events. If a club 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 Lifestyle Director.
- Any club that charges membership dues must submit a completed financial form for the year to the Lifestyle Director no later than February 1st of the new year. Upon request from any club member a completed financial form must provide members with financial details within 14 business days, from receipt of initial request date (forms may be submitted via USPS, scanned and emailed or delivered in person). The standard "Financial Report" form must be used to submit official records.

MISC:

- Clubs are not permitted to store any items within any community property.
- All clubs must be open to all residents. A Resident cannot be denied membership or participation in club events, though a club may limit participation to a specific meeting or event based on room capacity, but only on a first-come first-serve basis.
- Political, Religious or Secret Society Clubs are prohibited.
- The Lifestyle Director must be notified of any changes that occur in the Club in writing including changes in contact information (email address, phone numbers), structure or leader.
- All Club Correspondence must be made by a single designated Club officer.

Club Terms

Approved Clubs agree to the following conditions and terms set forth by Telaro Homeowner's Association, Inc.

1. CLUB has read and agrees to the Telaro Amenity Rules and Guidelines.
2. CLUB must ensure that they follow all rules set forth by the Association and adhere to with emphasis on Telaro's Code of Conduct: All residents and guests must conduct themselves so as not to jeopardize or interfere with the rights, privileges and enjoyment of others. Everyone must refrain from loud, profane, or indecent language, must not harass or accost any other individual, and not compromise the safety of others. Abusive behavior towards staff or impeding the staff's ability to properly conduct business is inexcusable (e.g. being verbally

degrading or hostile, refusing to scan amenity access card or identify themselves upon request).

3. CLUB must address any occurrences where members or guests are not following the rules at their event immediately and is responsible to conclude the event if improper conduct cannot be resolved.
4. Failure to comply with any of these club Rules or Terms may result in a written warning, violation, or loss of CLUB status.

*Club Rules and Terms may be modified at any time at the discretion of the Lifestyle Director and or Board of Directors.