

CANOPY COMMUNITY DEVELOPMENT DISTRICT —

Resident Clubs - Guidance Document

Greetings! The Canopy Community Development District (“***District***”) is proud to make available Resident Clubs. This memo will explain the benefits each can offer you. Please contact your Lifestyle Director with any questions.

PURPOSE: The District will be facilitating Resident Clubs, as further described below, to expand the activities available to residents and paid users of the District, and to support and promote resident-sponsored and organized Canopy community groups and activities.

RESIDENT CLUB: Resident Clubs are restricted to District residents and paid annual users only (together, “***Resident(s)***”, which shall have the same meaning as the term “Patron(s)” as defined in the District’s Policies Regarding District Amenity Facilities (the “***District’s Policies***”). Resident Clubs may meet in the District’s facilities, when available and as described herein.

The District is pleased to offer the use of its resources to assist District Residents in getting to know each other and the Canopy Community. The District’s role is to:

1. Facilitate promotion of the Club through emails and Bulletin Boards, as time allows and as the District deems appropriate.
2. Receive Resident requests to form Clubs as provided herein.
3. Verify the person requesting to join the Club is a Resident when requested by a Resident Club Leader.
4. The District may provide limited meeting or activity space, when available, in a manner consistent with the District’s Policies and this form.
5. Provide required paperwork for formation of the Resident Club and present the request to the Canopy CDD District Manager and Lifestyle Director. District staff reserves the right to present any Resident Club request to the District’s Board of Supervisors for further review before approving the proposed Resident Club. The District reserves the right to deny Club requests in its discretion.

HOW DO I START A CLUB?:

As a Resident Club Leader, you may:

1. Create a concept for a Club.
2. Apply to the District for use of the District’s facilities, as provided for herein.
3. Find a location for the Club to meet.
4. Be responsible for Club activities and content for Club meetings.
5. Abide by the rules set forth by the District.
6. Report Club attendance to the District upon request.
7. Provide reasonable information on Clubs, including membership and activities, upon request by the District.

WHAT RULES APPLY TO CLUBS:

1. All records and activities of all Clubs may be considered public records and may be subject to public disclosure upon request. This includes Club membership rolls.
2. ALL members of Resident Clubs must be Patrons of the District, as defined in the District's Policies Regarding District Amenity Facilities. No exceptions.
3. Clubs must provide the District office a list of all members before using District resources to ensure compliance with District rules and must execute the attached waiver of liability.
4. Clubs need at least two (preferably more) events, activities, or meetings per year to remain "active"; and must have at least two active members in addition to the leader.
5. Club members need to appoint a co-leader and/or someone designed to take the primary leader's place or serve as next-in-line for decisions if the leader is unavailable or leaves the role. If this does not occur, the District has the right to discontinue listing and promoting the group as an official Club.
6. No person shall be compensated, in any manner, for their involvement or leadership of a Club or for any other reason without the express written permission of the General Manager, in writing. This includes clubs for fitness-related or sports-related activities.
7. Clubs must not use the names "Canopy" or any variation thereof in published or advertised materials or any other manner without the express written permission of the District.
8. No fees shall be charged except for nominal amounts to cover incidental Club expenditures without the written permission from the General Manager.
9. Clubs must provide reasonable information, including membership and activities, upon request by the District.
10. All activities of the Club must be legal and in accordance with the District's Policies.
11. Note that the District does not endorse or express an opinion on any Club or any activities within or opinions expressed by a Club. No Club is considered an agent or arm of the District in anyway whatsoever. The sole purposes of recognizing Clubs is to allow for the orderly, efficient and safe use of District facilities.

CAN CLUBS USE DISTRICT AMENITIES AND MEETING SPACES?

Authorized Resident Clubs may use the District's facilities in accordance with the District's Policies and these forms. Facility use will be determined on a first come, first served basis. Already established Clubs and the Clubs with the highest attendance will be given priority for selection of meeting days and times.

CANOPY COMMUNITY DEVELOPMENT DISTRICT
Resident Clubs – Application

Resident Clubs are an enhancement to the residents of the Canopy Community Development District (“***District***”). Clubs at the District are designed to help residents and paid users (together, “***Resident(s)***”), which shall have the same meaning as the term “Patron(s)” as defined in the District’s Policies Regarding District Amenity Facilities (the “***District’s Policies***”)) to pursue common interests in hobby, recreational, social, service and cultural endeavors, while building community spirit and expanding horizons. Clubs should encourage their members to fully participate and enjoy the diverse programs and facilities within the District that make life here so enjoyable and rewarding. All Clubs are required to complete the following form in order to receive the benefits offered.

Starting a Club is a three-step process:

- A. Complete the form below and return it to your Lifestyle Director, as noted below.
- B. The District will review the form for completeness and compliance and for availability of District facilities, if applicable.
- C. The District will communicate either approval or the reason for denial and next steps.

1. Proposed Club name (see rule #7): _____

2. Name of Club leader/main contact: _____

3. Address of Club leader/main contact: _____

Phone Number (1): _____ Phone Number (2): _____

Email address: _____

4. Is this a Resident Club as described above? ☐ Yes ☐ No

5. Please tell us about your club. For example, what kind of activities/functions does your club plan to host? (Please attach additional pages as necessary.)

6. When, including how often, will your Club meet? (Date/Time/Frequency) _____

PRIVACY NOTICE: Under Florida’s Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you believe that your records may qualify for an exemption under Chapter 119, *Florida Statutes*, please notify the District Manager.

NOTE TO STAFF: THIS FORM MAY CONTAIN CONFIDENTIAL INFORMATION. DO NOT DISCLOSE ITS CONTENTS WITHOUT FIRST CONSULTING THE DISTRICT MANAGER.

7. Where do you anticipate your Club will want to meet? _____
8. The targeted audience for the Club is: _____
9. Please mark which categories are applicable to the Club or Interest Group:
- | | | | |
|--|---|---|------------------------------------|
| ☐ Arts & Crafts | ☐ Community | ☐ Culture | ☐ Education |
| ☐ Social | ☐ Recreation & Leisure | ☐ Sports & Athletics | ☐ Other |
10. If a similar club already exists within the District, what distinguishes your Club? _____

11. How will you recruit members and encourage participation in Club activities? _____

12. Will you be collecting dues or managing any funds associated with Club activities?
- ☐ Yes ☐ No
13. Who will be responsible for the management and protection of the Club's financial funds?
- _____
14. Is any person compensated, in any form, for their involvement or leadership of the Club? This includes clubs for fitness-related or sports-related activities.
- ☐ Yes ☐ No
15. How will the Club and its activities be promoted? (Please list): _____

16. Do you currently have any proposed advertising and/or logo? (If yes, please attach sample.)
- ☐ Yes ☐ No

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17. Please list the contact information of at least one other District resident (Club member) who may be an alternate leader in your absence or departure.

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

18. Do you plan to serve or allow consumption of alcohol at Club meetings and/or events? Note that the Club must notify the District before serving or allowing consumption of alcohol, and that the District may require special events insurance, other insurance, or other special conditions before allowing alcohol at Club functions. Please check all that apply:

Serving alcohol: ☐ No ☐ Yes (on a regular basis) ☐ Yes (at special events)

BYOB: ☐ No ☐ Yes (on a regular basis) ☐ Yes (at special events)

19. Did you read and understand the rules applying to your Club, including the District's adopted Amenity Policies, and hereby certify on behalf of yourself and the members of the Club that the Club will follow and abide by such rules and Amenity Policies?

☐ Yes ☐ No

For District Use Only:

Board Approval Granted: ☐ YES, date: _____ ☐ NO

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Authority and Disclaimer

The Canopy Development District (“***District***”) reserves the right to grant or reasonably deny a request for a Club. The Club Leader, as well as Club events, activities, programs, etc., should reflect the spirit and values of the District at all times and adhere to adopted District policies and rules. The District reserves the right to cancel a Club at any time, for reasons including but not limited to: inactivity by the leader and/or lack of participation by members, Club Leader(s) lack of standing with the District, unreasonable actions of the club leader, violation of policies or rules, action arising from member(s) concerns, etc. The District reserves the right, but not the obligation, in its sole and absolute discretion, to grant incentives for volunteerism or to Clubs - including financial support, material support, facility use privileges, either with or without charge, priority for facility use and administrative and technical support and will do so on an equitable and fair basis. All Clubs and their respective members are solely responsible for the financial management of funds, maintenance, repair and safe operation of the Club, the members and the equipment provided or otherwise obtained by the Club, as well as for the safety of members and others participating in Club activities or using the facilities. The District reserves the right, without further approval or compensation, to include Club activities, photographs of activities and members, etc., for marketing, promotional and educational purposes.

The Club, its leader and its members hereby agree to defend, indemnify and hold harmless the District and its respective officers, agents, employees and contractors, and all related and affiliated companies, and the officers, directors, supervisors, employees, agents, representatives, successors and assigns of each of the foregoing entities from any and all liability, claims, actions, suits or demands by any person, corporation, governmental body or other entity, including all principals, employees, agents and representatives of the club, for any claims, injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the Club’s use of the District’s facilities, services, funds or property whatsoever, including all of its members, guests and invitees, and including litigation or any appellate proceedings with respect thereto. The Club, its leader and its members, its guests and invitees agree that nothing herein shall constitute or be construed as a waiver of the District’s limitations on liability contained in section 768.28, *Florida Statutes*, or any other statute or law.

The undersigned hereby agrees to these policies and acknowledges the disclaimer set forth above:

Name: _____ Address: _____

Print Name: _____ Phone #: _____

Please return application to:

Canopy CDD

LifestyleAtCanopy@gmail.com

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FACILITY USE APPLICATION: AUTHORIZED CLUBS

Canopy CDD: ☐ Clubhouse ☐ Kids Pavilion ☐ Lawn ☐ Pool Pavilion
☐ Group Fitness Room ☐ Tennis & Pickleball Courts

Name of Applicant: _____

Name of Authorized Club: _____

Resident's Street Address: _____

Phone: _____ Email: _____

Intended Use: _____ Estimated Attendance: _____

Is alcohol to be served/consumed? ☐ No ☐ Yes (Served/Sold) ☐ Yes (BYOB)

Requested Days/Dates/Times (4-hour max, inclusive of set-up and clean-up times)

Facility	Date	Start Time	End Time	CDD Approval (initials)

I agree to indemnify and hold harmless the Canopy Community Development District (together, the "Districts") and each of their Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity, for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Facilities or surrounding areas and, if alcohol is to be permitted, arising out of or in connection with the consumption or provision of alcohol. Nothing herein shall constitute or be construed as a waiver of the Districts' sovereign immunity granted pursuant to Section 768.28, Fla. Stat. or other law.

As stated in the Districts' policies governing the Amenity Facilities, **Disregard for any district rules or policies will result in expulsion from the facility and/or loss of amenity privileges in accordance with the applicable termination policy.**

I have read, understand, and agree to abide by all policies and rules of each District governing the Amenity Facilities. Failure to adhere to the applicable policies and rules may result in the suspension or termination of any privileges to use the Facilities. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests. If requested, I will obtain an event insurance policy naming the Canopy Community Development District, as applicable, and its agents, supervisors, officers, directors, employees, and staff as additional insured. Only Canopy Patrons (as that term is defined in the District's Policies) may reserve a rental area at Canopy, and payment for the reserved rental area, if any, must be made by the Patron who is making the reservation. That Patron reserving the rental area shall be considered the Responsible Party for the event, and must be present for the duration of the event for which the rental is made.

Signature of Applicant _____

Date _____

(Please continue to pages 2 and 3)

I have read and understand the following. Please initial by each line.

___ The stated time for the event includes set-up and clean-up time. Please schedule accordingly.

___ Reservations can be made with the Lifestyle Director. Reservations will be on a first-come, first-served basis. Authorized Resident Clubs (“Clubs”) may make reservations on a once-weekly basis for up to twelve (12) months. Reservations must be made by at least one person who will act as the Responsible Party. The Responsible Party must be present at the function during the entire period of the rental.

___ Reservations are available between the hours of 9:00 a.m. and 11:00 p.m., with the exception of New Years’ Eve, New Years’ Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day and Easter or if special arrangements have been approved by management.

___ Unless otherwise approved by the District, **Club events at District Facilities are open to Patrons only**, as that term is defined in the Districts’ amenity policies, and are subject to all District rules and policies applicable to the Amenity Facilities. If non-Patrons are present at any Club event, additional insurance and/or waiver requirements may apply.

___ Additional fees may be assessed if the clean-up is incomplete or if the event is not kept within the identified times. Upon completion of the event, the Club must complete the clean-up checklist to the satisfaction of the District. Failure to do so may result in additional fees, disciplinary action under the applicable amenity policies, or revocation of the Club’s reservation privileges.

___ Exclusive pool use does not come with a reservation. Use of the pool is non-exclusive, and the pool shall remain open to all Patrons and their guests during normal operating hours.

___ A private party attendant may be required for Club meetings, in the District’s discretion. The primary responsibility of the attendant is to protect the facility and ensure all District guidelines are followed. An additional attendant may be required for events with over 50 guests, or for events at which alcohol is to be consumed, in the District’s discretion. The Patron is to pay the additional fee at the time of reserving the area and is to include the time for setup and clean up. The staffing fee is \$50 per hour, per attendant.

___ Prior approval may be granted as an exception to the “No-Alcohol” policy. In order to receive an exception, the Patron must indicate that alcohol is to be served or consumed at the event on this form, complete the “Alcohol Requirements” section of this form, and provide proof of any required insurance.

___ No admission fees whatsoever shall be collected for an event at the District’s Facilities unless it is first approved by the District.

___ Patron hereby agrees and recognizes that all documents and information of any kind submitted to the District may be public records and subject to public records requests under Chapter 119, *Florida Statutes*.

ALCOHOL REQUIREMENTS (Complete if alcohol is to be served or consumed)

I have read and understood the following (initial by each):

___ I understand that I am solely responsible for ensuring that alcohol is consumed in a safe and lawful manner, in accordance with all applicable laws, regulations, and policies, and I agree to assume all liability for damages resulting from or arising in connection with the consumption or provision of alcohol on the District’s property and thereafter. The District reserves the right to require anyone appearing excessively intoxicated or displaying loud, unruly, or belligerent behavior to leave District property immediately and the District also reserves the right to call law enforcement to enforce the same.

___ If event liability insurance is required, Canopy CDD, as applicable, is to be named on the policy as an additional insured party as follows:

Canopy CDD and its Supervisors, officers, directors, consultants and staff
475 West Town Place, Suite 114
St. Augustine, FL 32092

_____ I have reviewed the Alcohol Requirements chart below, and agree to comply with the requirements therein.

	BYOB (Club Events)	Served (Club Events)	Sold (Club Events)
Permitted (Canopy CDD Facilities)	Yes, with District Approval	Yes, but only if a licensed bartender/caterer is hired	Yes, but only if a licensed bartender/caterer is hired
Insurance	<u>Events with fewer than 10 guests:</u> None <u>Events with more than 10 guests:</u> Homeowner's Insurance Rider/Endorsement providing special event coverage	Event liability insurance: • \$250,000 property damage; • \$1,000,000 personal injury, • Alcohol rider • District named as additional insured	Event liability insurance: • \$250,000 property damage; • \$1,000,000 personal injury, • Alcohol rider • District named as additional insured
Admission Fee Permitted	Admission fee permitted with District approval	Admission fee permitted with District approval	Admission fee permitted with District approval

District Use Only

Receivables (Check when Complete)

	<i>Amount</i>	<i>Check No.</i>	<i>Receipt No.</i>
☐ Private Party Room Attendant Fee	\$ _____	_____	_____
☐ Event Liability Insurance (if applicable)	\$1,000,000 Personal Injury (certificate required) \$250,000 Property Damage Alcohol rider		
☐ Homeowner's Insurance Rider (if applicable)			
☐ Completed and approved Club Application Form			
☐ Proof of licensed bartender/caterer (if applicable)			

Approvals

Admission or other fee approved by CDD: ☐ YES: \$ _____ ☐ NO

Alcohol permitted: ☐ YES (Served/Sold) ☐ YES (BYOB) ☐ NO

District Approval: _____ Date: _____
(Sign when all receivables are complete)

*Note to staff: If non-Patrons will be present at a Club event, please consult with the District Manager for additional insurance requirements. The insurance requirements herein may only be altered after receiving approval by the District Manager.