

Green Valley Recreation, Inc.
Application for GVR Club Status



Please complete the following application and enclosures in their entirety. Incomplete applications will not be accepted.

1. Proposed name of your club: **The GVR CYCLING Club**
 - **Includes tricycles, tandems, recumbent, and electric cycles.**
2. You must have a **minimum of thirty-five (35) GVR members** to apply for “Club Status.” Does your group have thirty-five (35) or more interested GVR members? YES x NO
3. Is the mission or purpose of your group consistent with GVR’s mission: *“To provide recreational and social opportunities to enhance the quality of our members’ lives.”* Please explain below:
 - a. **To promote and enhance cycling in the local community, Green Valley Recreation, the Santa Cruz Valley and the State of Arizona.**
 - b. **To promote cycling education and information programs that emphasize health, safety, cycling maintenance and related issues and concerns.**
 - c. **To assist community development programs and projects in GVR and state and local cycling organizations and programs.**
 - d. **To promote cycling fellowship, collegiality and volunteerism.**

4. X -Why is your group seeking GVR “Club Status?” Circle all that apply:

- | | |
|------------------------|--|
| Reservation Preference | Facility space issues |
| X - Insurance | X - High interest in activity |
| X - GVR support | Storage |
| Need of dues | X - Better operation of group |
| Tax purposes | Other: Promote safe and healthy cycling |

5. How will this club benefit GVR and the membership?
The club will expand member participation in the growing and influential sport of cycling and increase and promote physical fitness and outdoor recreation.

6. In the space below, please describe, in detail, the purpose, plan and charge of your group.
To enhance the GVR outdoor recreation and fitness programs and promote cycling health and safety.

7. Does your group understand that facility reservations are not guaranteed and your meeting space may vary from year to year? **YES** x **NO**

8. What type of facility will you be requesting? (Note: Your group must be able to maintain 50% of the assigned facility space at all times)

Art Room

X - Large meeting room

Auditorium

Outdoor facilities

Dance floor

Dedicated space (such as the hobby shops)

X - Small meeting room

Swimming pool

Stage

Other _____

9. What days of the week will your group request to meet? (Note: You are only permitted two regularly scheduled activities each week)

Monday___ Tuesday___ **Wednesday_X** Thursday___ Friday___ Saturday___ Sunday___

10. What time of day will your group request to meet? Morning___ **Afternoon_X** Evening___

11. Your group must be self-supporting in movable equipment, supplies, repairs and instructors through your own dues structure. Specialized equipment to meet the desires of a club shall not be financially supported by GVR dues or income. GVR *does* supply basic services such as facilities, utilities, custodial/maintenance support, fixtures, tables, chairs and initial equipment basic to the activity. Is your group willing to be self-supporting?

YES_X NO__

12. Does your group agree to leave all meeting rooms, kitchens, outdoor facilities, etc. in the condition you found them in? **YES_X** NO__

13. Will your group need any regular set-up or staff services? **YES_X** NO__

14. GVR clubs are open to all members of GVR and members shall not be refused admission to any GVR Club. Is your group willing to include interested new members? **YES_X** NO__

15. In the space below, please describe, in detail, any special qualifications or skills needed for your activity.
Must have a cycle, have basic riding ability, respect and obey traffic laws and wear a helmet while riding.

16. Is your group willing to provide orientation, instruction and training for new members if necessary?
YES_x NO__

17. Does your group understand GVR's guest policy as stated in the GVR Bylaws? **YES_x** NO__

18. Is your group willing to maintain an effective monitoring system to verify that all members attending your meetings/activities are all GVR members and eligible guests? **YES_x** NO__ Please explain: We will register all participating members.

19. Is your group willing to maintain monthly attendance records and report such to GVR? **YES_x** NO__ Please explain: **We will report GVR attendance and activities on a monthly basis.**

20. Are the members of your group willing to abide by GVR Policies and Procedures, GVR Bylaws, and the Code of Conduct? **YES_X_** NO__
21. Is your group willing to have at least one membership meeting a year to elect new officers, review club bylaws and report this information to GVR on an annual basis? **YES_X_** NO__
22. Is your group willing to preserve club records for a minimum of 3 years? **YES_X_** NO__
23. Is your group willing to furnish necessary insurance on any equipment not owned by GVR brought onto GVR premises; e.g., musical instruments, tape players, computers, radios, etc.? **YES_X_** NO__
24. Is your group willing to submit a yearly financial statement, account balances, income, and make proper reporting to the IRS? **YES_X_** NO__
25. Is your group willing to submit an updated membership roster, equipment inventory list, and other requested items to GVR annually? **YES_X_** NO__

Name, address and telephone number of your group's contact person:

Name: Henry "Hank" Deutsch

Address:

Phone:

2019 GVR CLUB OFFICERS' INFORMATION

This form must be completed in its entirety.

CLUB NAME GVR CYCLING CLUB

	GVR #	NAME	ADDRESS (Include Zip code)	PHONE NUMBER & E-MAIL ADDRESS
President	186854	Henry H. Deutsch		
Vice President	167550	Thomas Wilsted		
Secretary	168108	Joanie Rogucki		
Treasurer	240161	Erin McGinnis		
Other				

1. Who is the GVR Facility Reservation Contact?
(This person is responsible for reserving the facility and signing the GVR contract)

Name: **Henry H. Deutsch**

Telephone:

2. Is there an Alternate Facility Reservation Contact?

Name

Telephone number

3. What are your Annual Dues?

\$ 10.00

Note: After you hold an Annual Club Meeting, or if a change of Directors takes place anytime during the year, notify the GVR Club Liaison Kathy Edwards immediately of the new officers' names. Email kathye@gvrec.org / Phone (520) 495-5843.

(View the other side for additional information)

GVR's website has hosted an Informational Page for each of the clubs for several years. In an effort to provide the most accurate information on the web and to respect the privacy of our members, please complete the following by signing and dating it. Thank you for your assistance.

Please list the names of the contacts for the Club on GVR's Information Page as follows:

Main Contact Name: Henry H. Deutsch

Secondary Contact Name: _____

Is there additional information that you would like to have posted on the Club Informational page? If so, please write your information in the space provided.

Do you want the telephone number of the Main Contact to be listed on the web?

Yes, you can list the telephone number of the Main Contact as:

No, I would prefer that you do not list the telephone number of the Main Contact. _____

Do you want the telephone number of the Secondary Contact to be listed on the web?

Yes, you can list the telephone number of the Secondary Contact as: _____

No, I would prefer that you do not list the telephone number of the Secondary Contact. _____

By signing this document I am giving my permission to GVR to post the information on their website as indicated above.

Main Contact Signature: Henry H. Deutsch Date: 12/3/19

Secondary Contact Signature: _____ Date: _____



Annual GVR Club Agreement to retain GVR “Club Status”

GVR Mission Statement

“To provide recreational, social and leisure education opportunities that enhance the quality of our members’ lives.”

We, the Green Valley Recreation, Inc. (GVR) Cycling Club understand that our group is subject to GVR rules and regulations in order to retain our GVR “Club Status” that includes the following benefits:

- Use of GVR logo and trademarks;
- Priority facility reservations and meeting space at no charge;
- Liability insurance coverage at no cost to Club;
- Use of basic utilities at no charge (e.g., electric; gas; water);
- Custodial and maintenance services;
- Essential equipment and/or material storage on a space available basis.

In exchange for aforementioned benefits of having GVR Club Status, the GVR Cycling Club agrees to the following Terms and Conditions:

1. Club agrees to indemnify and hold harmless GVR.
2. Club is required to include either “Green Valley Recreation, Inc.” or “GVR” in their Club name, effective January 1, 2016. [Note: GVR understands that Club Bylaws may need to be amended to accommodate this requirement with notification to the IRS].
3. Club is required to use the official “GVR Clubs & Activities” logo and official color palate provided by GVR in all Club promotional items, printed materials, banners, flyers and advertisements.
4. Verify that all GVR Club members are GVR ‘Members in Good Standing’ as defined by GVR Bylaws.
5. Offer Club membership to all GVR ‘Members in Good Standing’ who shall be entitled to participate in any meeting or activity.
6. Maintain at least twenty-five (25) active GVR members in the Club to retain “Club Status”; if Club membership falls below the twenty-five (25) active member minimum, the Club will need to increase its membership or jeopardize losing GVR “Club Status.”
7. Utilize at least fifty percent (50%) of assigned Club space at all times. GVR has the option of reassigning the Club to another facility, combining the Club with another of similar interest, or releasing the Club from “Club Status”, if deemed appropriate.
8. At GVR’s sole discretion, GVR may consolidate the Club into another group if it is determined that there is a fifty-percent (50%) or more cross-over in membership between two or more GVR clubs.
9. Facility meeting space may limit participation in club activities.

10. Orientation, training, and instruction will be offered to new Club members when advanced skills or special qualifications might limit membership.
11. Grant GVR the right to communicate information to Club members via U.S. Postal Service, email, or other means. [Note: GVR does not sell or otherwise share its mailing lists with third-parties].
12. Not affiliate with any national, state, or regional organization that requires GVR members to join.
13. Permitted to bring our alcoholic beverages for Club functions on to GVR property, provided that Club obtains prior written approval from GVR;
14. Club may not sell alcohol on GVR premises without a state-issued liquor permit.
15. GVR guest privileges may be granted at the Club's, as long as the guests are eligible in accordance with GVR Bylaws and policies; GVR guests may not regularly participate in Club activities.
16. Honorary Club membership, or the equivalent, may not be granted to a non-GVR member.
17. Execute an effective monitoring system to ensure that only GVR members and eligible GVR guests are in attendance at Club meetings and activities.
18. Furnish necessary insurance on any equipment not owned by GVR and brought onto GVR premises (e.g., musical instruments, sound systems, computers, radios, etc.).
19. Operate under an IRC 501(c) 4 nonprofit tax status registered with the Internal Revenue Service (IRS).
20. Have an IRS Employer Identification Number (EIN) and provide the number to GVR.
21. Be responsible for any local, state, or federal taxes incurred because of Club activities.
22. Maintain a bookkeeping system recording all income and expenses, and retain receipts for expenditures for at least seven (7) years.
23. Preserve all Club correspondence and meeting minutes for a period of no less than four (4) years.
24. Be self-supporting in providing movable equipment and operating supplies unique to the Club, as well as repair and replacement of such equipment at the Club's expense.
25. The Club accepts that all equipment purchased by the Club or provided by GVR is the property of GVR, whether original equipment, replacement of original equipment, or new and additional equipment.
 - a. Equipment includes, but is not limited to, machines, computers, furniture, machine tools, building fixtures, building improvements, carpeting, and kilns.
 - b. The Club may not lend or borrow any equipment or supplies that are GVR property.
 - c. The Club accepts that all specialized equipment required to meet needs or desires of Club members will not be underwritten or otherwise financially supported by GVR.
26. Club will obtain GVR approval before installation of any equipment or any rearrangement of equipment that may affect floors, walls, air conditioning, electrical equipment, or additional consumption of gas and electricity. Outside costs incurred for installation or relocation of equipment will be charged to the Club.

27. The Club understands GVR will provide essential storage for GVR Clubs at no cost, on a space-available basis only.
 - a. Club may store only those items that are critical to ongoing Club needs.
 - b. Storage of perishable foods, liquor, and highly flammable material is prohibited.
 - c. GVR is not responsible for any loss or damage to Club items stored on GVR property.

28. The Club understands and agrees that GVR facility space is based on space availability and is not guaranteed each year.
 - a. The Club will designate only one (1) Club contact person to schedule Club facility space reservations. Facility space reservations by unauthorized Club members will be denied.
 - b. A draft copy of the Club's regularly scheduled reservations will be provided to the Club President or his/her designee the day of the Annual GVR Club Workshop for review.
 - c. A signed copy of the Club's regularly scheduled reservations must be returned to the GVR Facility Reservations Coordinator within two (2) weeks of receipt by the Club President.

29. No later than January 31st, the Club agrees to submit the following documents to GVR:
 - a. A comprehensive Club Membership Roster. The Club Membership Roster shall include: name, street/ mailing address, email address, and GVR membership number for each Club member;
 - b. An annual fiscal year operating budget with a financial statement indicating cash on hand;
 - c. A copy of IRS E-postcard/990 EZ form for the previous calendar year;
 - d. A list of Club officers for the current calendar year;
 - e. An equipment/storage inventory list.

The Club President, Officers, and Board of Directors have read and understand this Agreement to retain its "Club Status" and acknowledge that failure to comply with the aforementioned GVR Terms and Conditions risks revocation of its "Club Status".

Signatures:


Club President

12/3/19

Date



GVR Club Liaison

12/3/19

Date



GVR Club Compliance Form Smoke Free Arizona

GVR facilities are compliant with the Smoke-Free Arizona Act (ARS§36-601.01) that became Arizona State law on May 1, 2007, as detailed in Section VIII – GVR PROGRAMS & CLUBS.

GVR clubs are responsible for reading, understanding and enforcing the Smoke-Free Arizona Act, when meeting in GVR facilities.

Please inform Club members and guests if they are smoking in a non-smoking area by politely requesting that they put it out and go at least 20 feet away from the entrance and smoke in designated areas only.

Club Members and their guests should not move or relocate ashtrays. Clubs should educate all club members about the requirements of the Law (club meetings, posters, pamphlets, etc.) and what is expected of them.

If a violation is discovered and corrective action is not taken, which results in GVR being assessed a fine, the Club may be responsible for payment of the fine, and cancellation of the Clubs room reservations.

It is the Club's responsibility to read, understand and enforce the procedures listed above.

I have read and will comply with the above.

Signature of club representative:

Henry H. Deutsch Date: *12/3/19*

Printed name: **Henry H. Deutsch**

Club name: **GVR Cycling Club**

The GVR Cycling Club BYLAWS

ARTICLE I - Name

The official name of the organization shall be the GVR Cycling Club, hereinafter known as the Club.

ARTICLE II - Purpose

The purpose of the Club shall be:

- (1) to provide an opportunity for GVR members
 - a. To promote and enhance cycling in the local community, Green Valley Recreation, the Santa Cruz Valley and the State of Arizona.
 - b. To promote cycling education and information programs that emphasize health, safety, cycling maintenance and related issues and concerns.
 - c. To assist community development programs and projects in GVR and state and local cycling organizations and programs.
 - d. To promote cycling fellowship, collegiality and volunteerism.
- (2) All activities conducted by the Club and its members shall be in accordance with the GVR Bylaws, Corporate Policy Manual and GVR Code of Conduct.

ARTICLE III - Membership

- A. All members holding GVR membership or tenant cards in good standing with GVR are entitled to join and participate in any meeting or activity, until the maximum capacity of the facility being used is reached. Membership shall not be denied to GVR members in good standing.
- B. Any member who has not paid dues, fees or assessments to GVR or the Club as of the time such payment becomes delinquent shall be removed from the Club's roster.
- C. For the safety of users and the protection of GVR property, proficiency training or demonstration of proficiency may be required by the Club membership.
- D. The Club shall not grant honorary membership or the equivalent to anyone NOT a GVR member.
- E. Guest policies and guest cards are privileges extended to GVR members to use all GVR facilities subject to the current rules and regulations put forth through Board policy and as defined in the GVR Bylaws. Up to two eligible guests may accompany a Club member only one time during a calendar year.
- F. A GVR member may attend a Club activity one time prior to joining the Club.

G. All members and guests shall abide by the published GVR Rules and Regulations and the member Code of Conduct. Violations will jeopardize the privileges of the offending individual through removal from the Club's membership roster and/or possible GVR suspension procedures.

ARTICLE IV - Board of Directors

A. The governing body shall consist of four (4) Directors who are elected by the current members. The Officers shall perform duties as prescribed by these Bylaws and by the parliamentary authority adopted by this Club. The Board shall handle the general supervision of the affairs of the Club between Annual meetings, fix the hour and place of the Annual meeting, make recommendations to the membership and perform other duties as desired by the Club.

B. The Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer and shall be elected by a majority vote of the members in attendance at the Annual Meeting. The Board shall enforce the Club's Rules and Regulations, the Club's Bylaws, GVR Bylaws, the Corporate Policy Manual and GVR Club Rules and Regulations.

C. The initial Directors of the Club shall be determined in any manner necessary to establish the Club and shall serve until the first Annual Meeting. Thereafter, the term of each Director shall be for no more than three years starting at the close of the Annual meeting at which they were elected. The first Board of Directors to be elected shall be composed of the President serving a one-year term, the Vice President serving a two-year term, the Secretary serving a three-year term and the Treasurer serving a two-year term. Each term will be in addition to the partial term from the date of organization to the first Annual meeting. No Director shall serve more than two consecutive terms. All elections shall take place at the Annual Meeting and shall be by closed ballot. Nominations for election to the Board of Directors may be made by any member in attendance at the Annual meeting.

D. Responsibilities of Officers:

President- The President shall preside at all meetings of the Club and shall carry out all orders and resolutions of the Club. The President shall be the executor of all Club funds and may approve all individual expenditures up to \$100.00. Expenditures over and above this amount must be approved by a quorum of the Board of Directors. (See last paragraph in this section for Board quorum).

Vice President- In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all powers of the President.

Secretary- Prepares minutes of the Annual Meeting. Must retain routine correspondence and other administrative records for three years prior to the current year. Certain permanent records such as membership lists, year-end financial statement, Employer Identification Number, tax exemption, etc. shall be retained for the life of the Club. The Secretary shall sign all formal written communications.

Treasurer- Makes all authorized disbursements, records and deposits in the bank accounts all monies of the Club, prepares a current financial report for the Annual Meeting, prepares a year-end financial report on an annual basis and has books, records and papers available upon request of any member.

E. A quorum for transaction of business at a Board meeting shall be three (3) directors.

ARTICLE V - Committees

A. The President, with the approval of the Club's Board of Directors shall appoint any Committee deemed necessary.

ARTICLE VI - Membership Meetings

A. The Club's Annual Meeting shall be during the month of November of each fiscal year.

B. Notice of the Annual Meeting shall be made by mail at least fourteen days in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.

C. A quorum for transaction of business at the Annual Meeting shall be one-tenth or 10% of the entire membership in good standing.

D. Robert's Rules of Order shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Club's Bylaws or any special rules of order the Club may adopt.

ARTICLE VII - Dues and Fiscal Period

A. The fiscal year shall be January 1 through December 31. The Club shall prepare a yearend financial statement within 30 days following close of the fiscal year. Such statement shall be available to all members at any reasonable time.

B. The Board of Directors shall recommend an annual budget with final approval from the general membership at the Annual Meeting.

C. Dues shall be due by January 1st. Non-payment of dues shall result in removal of the member's name from the Club's membership roster.

ARTICLE VIII - Vacancies

The Vice President shall perform the duties and exercise the powers of the President during absence or disability. If any other office should become vacant, the remainder of the term shall be filled by appointment by the President with approval from the Board of Directors.

ARTICLE IX - Amendments

The Board of Directors of the Club may make amendments to these Bylaws with a majority affirmative vote of the membership. The Club must submit any amendments proposed to GVR staff for approval, prior to adoption.

ARTICLE X - Monitoring

An effective monitoring system shall be maintained by Club Officers to ensure that only members and eligible guests are in attendance at meetings and activities of the Club. All participants shall register on a log sheet provided by GVR each time they attend any meeting, program or activity. Monitors at GVR serve as host/hostess to members, guests and visitors. Monitors are empowered to enforce all Club and all GVR rules and regulations.

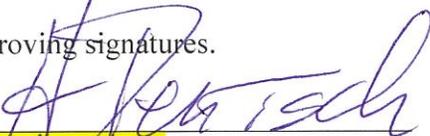
ARTICLE XI - Dissolution

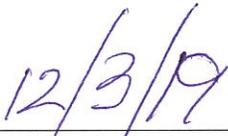
Upon dissolution of the Club all assets, after all bills are paid, shall be transferred to GVR.

ARTICLE XII - Bylaws

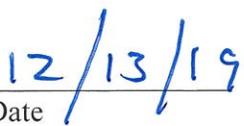
A copy of these approved Bylaws shall be available to the general membership at the Annual Meeting. All elected Officers and Committee Chairpersons shall be furnished with a copy of the GVR Bylaws and the current approved Club Bylaws after each election.

Approving signatures.


Henry H. Deutsch
GVR Cycling Club President


Date


GVR CEO


Date

Green Valley Recreation, Inc.

Steps in Filing for GVR "Club Status"



*GVR discourages duplication of already existing club activity. If your group's activity duplicates an already existing GVR Club, "Club Status" will not be granted. **Please Note:** The approval process for gaining "Club Status" may take anywhere from 60 to 120 days depending on when GVR's Board Affairs Committee and Board of Directors have scheduled meetings. Your patience is appreciated!*

1. Complete an Application for "Club Status" in its entirety.
2. Complete a preliminary Membership Roster. Include names, GVR numbers, telephone numbers and addresses. You must have a minimum of thirty-five (35) interested GVR members to apply for "Club Status."
3. Complete a preliminary Officer List including the names, addresses, telephone numbers, and GVR numbers for all officers of your group.
4. Complete and prepare a set of Club Bylaws. You will be given a template approved by GVR, which includes the minimum items that must be in your Bylaws. Your Bylaws may be expanded beyond the template if you have specific information or rules pertaining to your group.
5. Completed applications should be submitted to GVR Member Services Center, 1070 S. Calle de las Casitas, or mail to PO Box 586, Green Valley, Arizona, 85622.
6. Applications are initially reviewed by GVR Administration. Please allow two to three weeks for review. You will be contacted by a staff member regarding the status of your application.
7. If the application is complete, you meet the mission of GVR, and your group does not duplicate an already existing club activity, your application will be submitted to the GVR Board Affairs Committee, who review new Club Applications and make recommendations to the Board of Directors for final approval. Representatives from your group are encouraged to attend all Board Affairs Committee meetings in which your application is on the agenda.
8. Final acceptance and approval of "club status" is the responsibility of the GVR Board of Directors. Representatives from your group are encouraged to attend the Board meeting in which your application is on the Agenda.
9. If your group receives Board approval, the new President of your Club will need to execute a Reservation Agreement with the GVR Reservations Coordinator. This agreement will assure a meeting place for one calendar year. ***Remember, only one person from your group should be designated to make all club reservations. Reservations by unauthorized club members will be denied.***

January 2019

FREQUENTLY ASKED QUESTIONS BY GVR CLUBS



- **Can we limit membership in our club?**
No. Club membership is open to all members of GVR until maximum capacity of the facility being used is reached. All GVR members shall be entitled to participate in any club meeting or activity.
- **What happens if our membership drops significantly?**
A club must be able to maintain sufficient membership to utilize at least 50% of the assigned space for six months out of the year or you may face reassignment. All clubs must retain at least a minimum of 25 active members to retain club status.
- **What happens if some members of our group start meeting separately from our club?**
Any group of members who fragment from the nucleus club will not be extended the privileges and priorities of a GVR club. GVR interprets this movement as a duplication of an existing organization.
- **How many meetings are we required to have?**
A club must have at least one membership meeting a year to elect new officers, review the club's Bylaws, and conduct any other necessary club business.
- **Who is eligible to be a guest of GVR?**
As stated in GVR's Corporate Policy Manual, Guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, or Tenant of GVR and who live outside a twenty (20) mile radius of established GVR boundaries. In general, guest cards are provided for visitors who are staying in a GVR household with the member or who are staying in a local commercial hotel as a guest of the member.
- **Are we allowed to have guests at our club functions and activities?**
Yes. Clubs may grant guest privileges, as long as they are eligible guests in accordance with the GVR Bylaws. Guests are not permitted to regularly participate in club activities.
- **What if we want to make a change to our club Bylaws?**
Any amendment to a club's Bylaws must be submitted to GVR Administration after approval by the club's Board of Directors, prior to adoption.
- **What type of records does our club have to maintain?**
All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three (3) years. Permanent club records are located in the Administration Office at the Member Services Center and are retained for the life of the club.
- **What if we need a change in officers?**
Immediately after an election of officers, or after an unexpected change of officers, the club shall submit a list of the new officers, addresses, phone numbers, and GVR membership numbers to GVR Administration.
- **Who is authorized to schedule reservations from our club?**
Only one designated club contact person is permitted to make club reservations. Reservations by unauthorized club members are denied.
- **Who schedules reservations at GVR?**
Reservations Coordinator, schedules reservations and is located at the Member Services Center.

- **How far in advance can clubs schedule weekly and monthly events?**

Clubs are given a “tentative” copy of their regularly scheduled weekly/monthly reservation request forms at the Annual Club Workshop each year. These forms are mailed or returned to the Reservations Coordinator within two weeks after the Annual Club Workshop.

- **What groups have scheduling priority in GVR facilities?**

Reservations will be assigned in the following order:

- a) Board of Directors
- b) Annual festivals and performances
- c) Regularly scheduled club events (weekly and monthly)
- d) Recreation Staff (special events, classes, concerts and programs)
- e) Annual community events (GVC/HOA/Rotary/Lions)
- f) Club one-time special events or parties
- g) Private member functions
- h) Community and annual rentals
- i) Club additional ongoing activity requests

Reservation requests are subject to review on an annual basis. The availability of facilities is not guaranteed each year. Reservations are based on the number of requests for available space.

- **Why do members need to show their membership card when joining, renewing or participating in a Club?**

Staff and volunteers spend many hours each year verifying attendance at the centers. Showing membership cards verifies membership, improves accuracy and keeps continuity in GVR.

- **Can GVR store supplies for clubs?**

Due to the limited availability of space, GVR may be able to store supplies used on a weekly basis depending on the club’s needs (no guarantee).

- **Why do we have to submit an annual equipment inventory?**

These reports are used for insurance purposes, to make sure that hazardous materials are not being used, and allow GVR to monitor the needs of the clubs. Storage space at GVR is limited. We receive request yearly for new or additional space for Clubs. In order to accommodate as many requests as possible, the annual storage inventory allows us to monitor the space.

- **Can a Club change the days and times they meet?**

Yes. Clubs may change the time or day they meet as long as the space and time is available and the request is made within the hours that GVR facilities are open. Contact the Reservation Coordinator on this. Clubs must inform the Club Administrator of any changes to meeting times and days so proper documentation can be made.