

APPROVED
Board Affairs Committee
November 10, 2015

EXHIBIT
[CLEAN VERSION]

Board of Directors Meeting
Wednesday, November 18, 2015

Re-Statement: SECTION IV – FACILITY USE
Corporate Policy Manual (CPM)

SECTION IV – FACILITY USE

SUBSECTION 1. GENERAL FACILITIES RULES AND REGULATIONS

- A. GVR facilities are established for use and enjoyment of GVR members, eligible guests and visitors who abide by the GVR Member Code of Conduct.
- B. The use of facilities by nonmembers shall not interfere with the effectiveness of the recreation operation.
- C. Members, guests, and visitors who use GVR facilities and equipment, do so at their own risk, and shall indemnify and hold harmless GVR, its employees and agents.
- D. All GVR facility reservations and arrangements shall be made through the central reservation office located at the Member Services Center. A *GVR Facility Reservation Agreement* must be completed for all facility reservations and rentals.
- E. All members and guests are required to carry their membership cards or other authorized GVR identification while using GVR facilities. Individuals must produce GVR identification when requested by staff or any staff-authorized volunteer. Members and guests are required to sign-in or swipe their membership card. Clubs and other authorized groups must provide an attendance roster or similar document which lists each person utilizing a GVR facility.
- F. Staff and staff-authorized volunteers are empowered to enforce rules and regulations.
- G. GVR member and nonmember individuals and groups may rent facilities subject to current rules, regulations, and fees.
- H. GVR member individuals and groups have priority in facility rentals before nonmember individuals and groups.

- I. The Chief Executive Officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored or GVR co-sponsored event.
- J. GVR classes may preempt drop-in use of GVR facilities.
- K. Fees may be charged to recover the cost of any specialized services, events or programs.
- L. GVR facilities will not be used by any member for commercial purposes. Personal sales resulting from hobby pursuits are permitted.
- M. Individual members, visitors, guests, and groups using or renting GVR facilities are responsible for maintaining those facilities in a neat and orderly condition.
- N. Printed materials made available to attendees during the meeting/rental period must be removed at the end of the rental period.
- O. Individuals who damage GVR equipment due to improper or careless use are responsible for the repair or replacement of that equipment. Members are responsible for damages caused by their guests.
- P. Special GVR shop/facility rules and regulations must be complied with by individual members, visitors, guests, and groups.
- Q. No alcoholic beverages shall be sold on GVR premises without a valid special sales permit or liquor license. (*See Section VIII, Subsection 4 for the complete Liquor Policy.*)
- R. Non-member “Personal Assistants” may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for their own personal use.
- S. Animals are not permitted in or on GVR property, with the exception of Service animals, unless otherwise authorized by the GVR Chief Executive Officer (CEO) to accommodate community events or other special circumstances.
- T. No firearms are allowed on your person on any GVR property or in any GVR facilities except law enforcement or licensed security.
- U. It is the policy of Green Valley Recreation, Inc. to provide and maintain a Drug-Free Environment for its members and employees. As such, Green Valley Recreation, Inc. prohibits the use of illegal drugs on GVR premises.
- V. GVR facility areas may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, subject to space availability and GVR fees at nonmember rates, regardless of GVR member affiliation.

- W. Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property, except in rented meeting space during rental period only.

SUBSECTION 2. SPECIAL FACILITIES USAGE

A. USE OF HOBBY SHOPS AND STUDIOS

These facilities are monitored by volunteers. When asked, members and guests must show their GVR membership or guest cards to use the facilities. Clubs have the right to restrict use of club facilities to club members only.

B. USE OF KITCHENS

GVR kitchens are classified as Catering Kitchens. Food preparation and cooking is not allowed. Kitchen facilities may be used for warming pre-cooked food or for chilling cold entrées.

C. USE OF CATERERS

Caterers must be registered and approved by GVR in order to work in GVR facilities. Contact the central reservation office located at the Member Services Center for a current list of approved caterers.

D. USE OF STORAGE

1. GVR may provide small storage space, at no cost, to Clubs if space is available.
2. Clubs may provide locks.
3. GVR is not liable for any property lost, damaged or stolen while in storage.

E. USE OF EQUIPMENT

GVR may provide and maintain furniture and equipment in the facilities for the recreational use of its members.

F. GVR POOL MANAGEMENT POLICIES

1. GVR offers heated swimming pools and spas for member use.
2. Hours of operation are established and posted by GVR administration.
3. GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas," and any other applicable Pima County regulations.

4. The Pima County Health Department classifies GVR pools as “semi-public” per the following guidance: “A swimming pool on the premises of, or part of, but not limited to a hotel, motel, trailer court, apartment house, country club, camp, health club, condominium, homeowners association, or similar establishment where the primary business of the establishment is not the operation of the swimming facilities, and where admission to the use of the pool is included in the fee, or considerations paid or given for the primary use of the premises.”
5. GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
6. GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, spas and showers due to lightning as a safety precaution. As of August 2014, NLSI guidelines state:
 - Both outdoor and indoor pools and showers will be evacuated before or when lightning gets five miles away.
 - At the first signs of thunder or lightning, all pool and shower activities will be suspended until 30 minutes after the last observed thunder or lightning.(Adopted 08/26/14):

G. RENTALS AND FEES

1. The Chief Executive Officer will implement a Board-approved fee schedule for rental of GVR facilities. The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate.
2. Rental fees for groups composed solely of GVR members shall be waived; however, all individuals and groups (whether member or nonmember) may be charged fees for special computer and technology setups; Internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs which require additional personnel.
3. GVR is interested in supporting community service events, and may rent its facilities on a fee basis for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency. GVR facilities are routinely used as polling facilities during elections.

H. GVR PROPERTY RIGHTS

GVR legal counsel has affirmed that GVR’s Bylaws do not provide members with the unlimited use of its facilities for any and all purposes, and that as a private property owner, ‘GVR may deny the use of its facilities to member and nonmember individuals and groups without abridging the freedom of speech and assembly granted by the Arizona Constitution.’ (GVR Legal Opinion, May 20, 2015)

I. DENIAL OF USE OF GVR FACILITIES

1. Based on GVR legal review and opinion, GVR reserves the right to deny the use of its facilities by member or nonmember individuals or groups whose purposes are deemed contrary or adverse to GVR's as determined in the sole discretion of the CEO.
2. A decision by the CEO to deny use of GVR facilities shall be based on one or more of the following conditions:
 - a) There is a reasonable concern that the individual or group may advocate or promote any activity that is prohibited by local, state or federal statute.
 - b) There is a reasonable concern that the individual or group is involved in discriminatory behavior based on sex, age, race, ethnicity, nationality, disability, sexual orientation, gender identity, religious and political opinions.
 - c) There is a reasonable concern that use of facilities by an individual or group could lead to a civil disruption.
 - d) There is a reasonable concern that the individual or group promotes a position that may be detrimental to GVR.
 - e) There is a reasonable concern about other legal or safety issues.

J. SMOKE-FREE ZONE AT FACILITIES

1. The *Smoke-Free Arizona Act (ARS§36-601.01)* requires GVR to establish a Smoke-Free zone at all facilities. The purpose of the Smoke-Free Arizona Act is to protect individuals from the harmful effects of second-hand smoke in enclosed public places.
2. To comply with this law, GVR prohibits smoking in all non-smoking areas, including enclosed areas and areas within 20 feet of all entrances and windows. Smoking is prohibited in all indoor facility areas, pool areas and in all GVR vehicles.
3. Smoking will be allowed in designated outdoor areas only.

SUBSECTION 3. CIRCULATION OF GVR-RELATED POLITICAL MATERIALS; GVR-RELATED SURVEYS, POLLS, QUESTIONNAIRES

- A. GVR petitions, solicitation of support or opposition regarding GVR candidates or ballot issues by GVR members shall only be permitted in GVR facility lobby areas, common areas, or curbsides and parking lots. Further guidance may be found in the *GVR Corporate Operations Manual*.
- B. Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.

APPROVED
Board Affairs Committee
November 10, 2015

EXHIBIT
[REDLINE VERSION]
Board of Directors Meeting
Wednesday, November 18, 2015

Re-Statement: SECTION IV – FACILITY USE
Corporate Policy Manual (CPM)

SUBSECTION 1. GENERAL FACILITIES RULES AND REGULATIONS

A. GVR facilities are established for the use and enjoyment of GVR members, and eligible guests and visitors who abide by the GVR Member Code of Conduct.

1. ~~As GVR facilities exist for the use of GVR members, their~~ The use of facilities by nonmembers ~~others~~ shall not interfere with the effectiveness of the recreation operation.

Commented [KB1]: Moved up (to top!)

B. Members, and guests, and visitors who use GVR facilities and equipment, do so at their own risk, and shall indemnify and hold harmless GVR, its employees and agents.

Commented [KB2]: PRIORITY ITEM: MOVED TO B. FROM F.

~~C. Use of meeting rooms must be authorized in accordance with established facility reservation procedures before occupancy.~~

D. All GVR facility reservations and arrangements shall be made through the central reservation office located at the Member Services Center. A **GVR Facility Reservation Agreement** must be completed for all facility reservations and rentals.

E. All members and guests are required to carry their membership cards or other authorized GVR identification while using GVR facilities. ~~They~~ Individuals must produce ~~that~~ GVR identification when requested by staff or any staff-authorized volunteer. Members and guests are required to sign-in or swipe their membership card. Clubs and other authorized groups must provide an attendance roster or similar document which lists each person utilizing a GVR facility.

F. Staff and staff-authorized volunteers are empowered to enforce rules and regulations.

Commented [KB3]: Wording re-ordered; no change in intent. PRIORITY ITEM: MOVED UP TO D. FROM J.

G. GVR member and nonmember individuals and groups may rent facilities subject to current rules, regulations, and fees.

Commented [KB4]: PRIORITY ITEM: MOVED UP TO E. FROM M. ADDED: 'and nonmember' & 'and fees'. THIS IS A SIGNIFICANT NEW ADDITION.

- H. GVR member individuals and groups have priority in facility rentals before nonmember individuals and groups.
- I. The Chief Executive Officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored or GVR co-sponsored event of community interest.
- J. GVR classes may preempt drop-in use of GVR facilities.
- K. ~~GVR will provide recreation facilities for GVR member and guest use, at no additional cost. However, fees may be charged to recover the cost of any specialized services, events or programs.~~
- L. GVR facilities are will not to be used by any member for commercial purposes. Personal sales resulting from hobby pursuits are allowed permitted.
- M. Individual members, visitors, guests, and groups using or renting GVR facilities are responsible for maintaining those facilities in a neat and orderly condition.
- N. ~~If facilities are rented by community service groups, and p~~ Printed materials are made available to attendees during the meeting/rental period, that material must be removed at the end of the rental period.
- O. Individuals who damage GVR equipment due to improper or careless use are responsible for the repair or replacement of that equipment. Members are responsible for damages caused by their guests.
- P. Special GVR shop/facility rules and regulations must be complied with by individual members, visitors, guests, and groups.
- Q. No alcoholic beverages shall be sold on GVR premises without a valid special sales permit or liquor license. (See Section VIII, Subsection 4 for the complete Liquor Policy.)
- R. Non-member "Personal Assistants" may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for their own personal use.
- S. Animals are not permitted in or on GVR property, with the exception of Service animals, unless otherwise authorized by the GVR Chief Executive Officer (CEO) to accommodate community events or other special circumstances.
- T. No firearms are allowed on your person on any GVR property or in any GVR facilities except law enforcement or licensed security.
- U. It is the policy of Green Valley Recreation, Inc. to provide and maintain a Drug-Free Environment for its members and employees. As such, Green Valley Recreation, Inc. prohibits the use of illegal drugs on GVR premises.

Commented [KB5]: Too vague.

Commented [KB6]: MOVED HIGHER IN LIST FROM I. TO G.

Commented [KB7]: Wording re-ordered; no change in intent.

V. Campaigning, assembling or advertising for any non-GVR elected position or proposition is not permitted in GVR facilities or on GVR property. Polling places, informational presentations such as candidate forums or town hall meetings are permitted and subject to normal rental policies.

Commented [KB8]: Ripped & Replaced with 2/following requirements.

W. GVR facility areas may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, subject to space availability and GVR fees at nonmember rates, regardless of GVR member affiliation.

Commented [KB9R8]:

X. Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property, except in rented meeting space during rental period only.

NOTE: THE FULL RESTATEMENT OF CPM 'SECTION IV – FACILITY USE' INCLUDES ELEMENTS OF THE FOLLOWING DELETED SECTION THAT WAS BOARD-APPROVED ON AUGUST 25, 2015

SUBSECTION 2. SPECIAL FACILITIES USAGE GENERAL FACILITY USAGE

A. GENERAL USAGE

1. GVR facilities are provided for the use of GVR members and their guests.
2. The Chief Executive Officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR sponsored or GVR co-sponsored event of community interest.
3. GVR classes may preempt drop in use of GVR facilities.
4. Use of meeting rooms must be authorized in accordance with the established reservation procedure before occupancy.
5. Non member "Personal Assistants" may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for their own personal use.

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GENERAL USAGE – updated 8/25/15

GVR facilities are provided for the use of GVR members and their guests.

GVR reserves the right to deny access to gvr facilities by anyone (member or non-member). Reasons for denial of use include, but may not be limited to the following:

If there is a reasonable concern that the group may advocate or promote an activity that is prohibited by local, state or federal statute.

It is determined that the group is involved in a discriminatory endeavor.

There is a reasonable concern that appearance of the group could lead to a civil disruption.

There are other legal or safety concerns.

The CEO has the authority and discretion to make all final decisions.

The Chief Executive Officer may authorize the use of GVR facilities for any GVR sponsored event of community interest.

GVR facilities may be used by any group, entity or individual that is not wholly comprised of GVR members, subject to appropriate rental agreements and fees.

An "indemnity clause" that has been reviewed and approved by GVR's legal counsel, MUST be included within the "Rental Agreement". Any group, entity or individual that is not wholly comprised of GVR members utilizing a GVR facility MUST state their purpose and sign the "Rental Agreement". This MUST be signed by a person or persons authorized to speak for the group, as part of the application process.

GVR classes may preempt drop-in use of GVR facilities.

Use of meeting rooms must authorized in accordance with the established reservation procedure before occupancy.

Non-member "personal assistants may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for the own personal use.

A. USE OF HOBBY SHOPS AND STUDIOS

These facilities are monitored by volunteers. When asked, members and guests must show their GVR membership or guest cards to use the facilities. Clubs have the right to restrict use of club facilities to club members only.

B. USE OF KITCHENS

1. Use of kitchens is authorized on the facility reservation form.
2. GVR kitchens are classified as Catering Kitchens. Food preparation and cooking is not allowed. Kitchen facilities may be used for warming pre-cooked food or for chilling cold entrées.

Commented [KB10]: Moved up to Subsection 1.

Commented [KB11]: Moved up to Subsection 1.

Commented [KB12]: Moved up to Subsection 1.

Commented [KB13]: Moved up to Subsection 1.

C. USE OF CATERERS

Caterers must be registered and approved by GVR in order to work in GVR facilities.

Contact **the central reservation office located at the Member Services Center Facility** ~~Reservations~~ for a current list of approved caterers.

D. USE OF STORAGE

1. GVR may provide small storage space, at no cost, to Clubs if space is available.
2. Clubs may provide locks.
3. GVR is not liable for any property lost, damaged or stolen while in storage.

E. USE OF EQUIPMENT

GVR may provide and maintain furniture and equipment in the facilities for the recreational use of its members.

F. GVR POOL MANAGEMENT POLICIES

1. GVR offers heated swimming pools and spas for member use.
2. Hours of operation are established and posted by GVR administration.
3. GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas," and any other applicable Pima County regulations.
4. The Pima County Health Department classifies GVR pools as "semi-public" per the following guidance: "A swimming pool on the premises of, or part of, but not limited to a hotel, motel, trailer court, apartment house, country club, camp, health club, condominium, homeowners association, or similar establishment where the primary business of the establishment is not the operation of the swimming facilities, and where admission to the use of the pool is included in the fee, or considerations paid or given for the primary use of the premises."
5. GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
6. GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, spas and showers due to lightning as a safety precaution. As of August 2014, NLSI guidelines state:
 - Both outdoor and indoor pools and showers will be evacuated before or when lightning gets five miles away.
 - At the first signs of thunder or lightning, all pool and shower activities will be suspended until 30 minutes after the last observed thunder or lightning.

(Adopted 08/26/14):

G. RENTALS AND FEES

1. The Chief Executive Officer ~~will~~ **may** implement a Board-approved fee schedule for rental of GVR facilities. ~~The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate. rented to non-GVR member groups.~~
2. ~~No rental fees shall be charged for the use of facilities by~~ Rental fees for groups composed solely of GVR members **shall be waived; however, all individuals and groups (whether member or nonmember) — But, those groups may be charged a fees for special computer and technology setups; Internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs which require additional personnel.**

Commented [KB14]: Staff recommends that a rental policy with nominal fees be implemented for member use of facilities.

3. GVR is interested in supporting community service events, and may rent its facilities **on a fee basis** for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency. GVR facilities are routinely used as polling facilities during elections.
4. ~~Rental fees, as prescribed in the published rental rate schedule, may be charged for community service and official government activities.~~

Commented [KB15]: Redundant; unnecessary.

I. GVR PROPERTY RIGHTS

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GVR legal counsel has affirmed that GVR’s Bylaws do not provide members with the unlimited use of its facilities for any and all purposes, and that as a private property owner, ‘GVR may deny the use of its facilities to member and nonmember individuals and groups without abridging the freedom of speech and assembly granted by the Arizona Constitution.’ ([GVR Legal Opinion, May 20, 2015](#))

J. – DENIAL OF USE OF GVR FACILITIES

1. Based on GVR legal review and opinion, GVR reserves the right to deny the use of its facilities by member or nonmember individuals or groups whose purposes are deemed contrary or adverse to GVR’s as determined in the sole discretion of the CEO.
2. A decision by the CEO to deny use of GVR facilities shall be based on one or more of the following conditions:
 1. ~~Any group or individual that refuses to sign a “Waiver of Liability” will be automatically denied usage of GVR facilities.~~
 2. ~~GVR reserves the right to deny any group from using its facilities IF any of the following applies:~~
 - a) ~~There is a reasonable concern that the~~ **If the individual or group may advocate or promote** ~~advocating or promoting~~ any activity that is prohibited by local, state or federal statute.
 - b) ~~There is a reasonable concern that the~~ **It is determined that the** individual or group is involved in ~~a discriminatory endeavor~~ **behavior based on sex, age, race, ethnicity, nationality, disability, sexual orientation, gender identity, religious and political opinions.**
 - c) There is a reasonable concern that ~~appearance of use of facilities by the~~ **an individual or group could lead to a civil disruption.**
 - d) ~~There is a reasonable concern that the individual or group promotes a position that is unfavorable to the GVR Mission Statement~~ **may be detrimental to GVR.**
 - e) ~~There is a reasonable concern about other legal or safety issues.~~ **concerns.**
3. ~~The CEO of GVR, Inc. has discretion to make all final decisions.~~

K. SMOKE-FREE ZONE AT FACILITIES

1. The Smoke-Free Arizona Act (ARS§36-601.01) requires GVR to establish a Smoke-Free zone at all facilities. The purpose of the Smoke-Free Arizona Act is to protect individuals from the harmful effects of second-hand smoke in enclosed public places.
3. To comply with this law, GVR prohibits smoking in all non-smoking areas, including enclosed areas and areas within 20 feet of all entrances and windows. Smoking is prohibited in all indoor facility areas, pool areas and in all GVR vehicles.
3. Smoking will be allowed in designated outdoor areas only.

**SUBSECTION 3. CIRCULATION OF ~~POLITICAL ACTIVITIES~~ GVR-RELATED POLITICAL MATERIALS;
POLITICAL ACTIVITIES GVR-RELATED SURVEYS, POLLS,
QUESTIONNAIRES**

- A. GVR petitions, solicitation of support or opposition regarding GVR candidates or ballot issues by GVR members shall only be permitted in GVR facility lobby areas, common areas, or curbsides and parking lots. Further guidance may be found in the GVR Corporate Operations Manual.
- B. Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.
- C. ~~If facilities are rented by community service groups, and printed materials are made available to attendees during the meeting/rental period, that material must be removed at the end of the rental period.~~
- D. ~~No non-GVR political petitions, solicitation of support/opposition regarding candidates or ballot issues shall be permitted on GVR property.~~

Commented [KB16]: MOVED UP

Commented [KB17]: MOVED UP