



## **2026 Annual GVR Club Agreement to retain GVR Club Status**

### ***GVR Mission Statement***

***"To provide excellent facilities and services that create opportunities for recreation, social activities and leisure education to enhance the quality of our members' lives."***

We, the Green Valley Recreation, Inc. (GVR)\_\_\_\_\_ 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
- Priority facility reservations and meeting space at no charge
- Liability insurance coverage at no cost to Club for GVR-sponsored Club events on GVR premises (GVR Club members, qualified guests and volunteers only)
- Use of basic utilities at no charge (e.g., electric; gas; water)
- Basic custodial and maintenance services, on a schedule agreed upon by the Club President/designee and Field Services Supervisor:
  1. Emptying trash cans.
  2. Cleaning sinks, windows and entrances.
  3. Cleaning floors (i.e. vacuum, sweep and mop as appropriate).
  4. Supplying soap/paper towels and cleaning dispensers.
- Essential equipment and/or material storage on a space-available basis.
- Promotion of club events in media including the weekly eBlast, monthly GVR Now, and website calendars. Events to be promoted are to be open to all GVR members, not just club members.

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

1. Club officers shall read GVR Bylaws and GVR Corporate Policy Manual (CPM) which has section on GVR Programs & Clubs section. Both documents are located on the GVR website – Governance – Governing Documents.
2. Club agrees to indemnify and hold harmless GVR
3. Club is required to include "GVR" in their Club name.

4. Club Bylaws should follow the template provided by GVR and be submitted for GVR approval at least every 5 years. An additional Club Policy Manual may be used to codify Club rules and policies distinct to the Club.
5. Club is required to use the official GVR logo and color palette provided by GVR in all Club promotional items, printed materials, banners, flyers and advertisements. Any changes to existing promotional materials, or any new promotional materials, must be approved in writing by GVR's Communications staff.
6. Not affiliate with any national, state, or regional organization that requires GVR members to join.
7. 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*].
8. Offer Club membership to all GVR 'Members in Good Standing' who shall be entitled to participate in any meeting or activity, and, verify that all members are indeed GVR 'Members in Good Standing.'
9. Clubs may not grant honorary club membership or the equivalent to a non-GVR member.
10. Maintain at least 25 active GVR members in the Club to retain Club Status; if Club membership falls below the 25 active member minimum, the Club must increase its membership within one year or GVR may rescind Club Status. Should a club choose to dissolve, they must notify the Club Liaison and follow GVR guidelines to dissolve club operations, All club funds, property and inventory are property of GVR
11. Internal conflicts between Club members are not resolved by GVR staff, they are managed by the club. The CPM 6.2.10 – Member Code of Conduct provides a process to follow and guidelines are posted on the GVR website under Club Documents. GVR staff is available for advice only regarding any such incident. The GVR Club Liaison must be copied on any conflict resolution communications between the Club and any members.
12. At their sole discretion, Clubs may grant occasional guest privileges as long as each guest qualifies in accordance with GVR Bylaws and policies. Club will execute an effective monitoring system to ensure that only GVR members and eligible GVR guests are in attendance at Club meetings and activities. Exceptions – allowing the general public entry to Club events and activities, within the guidelines set by the GVR Corporate Policy Manual. Clubs are welcome to use a monitoring system provided by GVR, or, provide a written explanation to GVR, via the Clubs Liaison, describing the steps they take to ensure that only GVR members and eligible GVR guests are in attendance when this is a requirement.

- 13.Clubs participating in the Dance & Social Club Program must follow guidelines in CPM6.2.2(K) and submit forms located on website under Club Documents.
- 14.If space is assigned to the Club, routinely use at least 50% of the assigned Club space. GVR has the option of reassigning the Club to another facility, combining the Club with another of similar interest, or rescinding Club Status, if deemed appropriate.
- 15.The Club understands and agrees that GVR facility space is based on space availability and is not guaranteed each year.
  - a. The Club President will designate two club members to schedule Club facility space reservations as well as be contacts for Field Services and IT staff. Facility reservations and/or Field Services or IT assistance requested by unauthorized Club members will not be granted. GVR Club Liaison will be the person who receives these names.
  - b. Sports and dedicated space Club Presidents will also designate one or two club members authorized communicate with GVR Facilities Maintenance with maintenance/repair needs. GVR Club Liaison will be the person who receives these names. Sports and dedicated space clubs will follow the written guidelines issued by GVR regarding maintenance/repairs, enhancements/modifications, and equipment purchases/sales.
  - c. A Club's regularly scheduled reservations will be confirmed in writing by GVR Reservations Coordinator.
- 16.Club will furnish necessary insurance on any personal equipment or personal items brought to or stored (with approval) on GVR premises (e.g., musical instruments, sound systems, computers, radios, etc.).
- 17.Club members are permitted to bring alcoholic beverages for Club functions onto GVR property. Club may not sell alcohol on GVR premises without a state-issued liquor permit. GVR must be made aware prior to the Club applying for a state-issued license, including Special Event Licenses.
- 18.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 initial purchase of specialized equipment will be provided by Club.
  - d. The Club is responsible for cleaning and maintaining any and all equipment purchased by the Club.

- e. In the event of an emergency, club members should call 9-1-1 and evacuate the area, then call the GVR COA at 520.343.2440.
19. Club will obtain GVR approval before planning the 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. Costs incurred for installation or relocation of equipment provided by the Club will be charged to the Club.
20. The Club understands GVR may provide small storage space, at no cost, to clubs if space is available. Club is required to provide staff with copies of keys to storage areas or storage containers on GVR property.
- a. Storage of liquor is prohibited.
  - b. Use and storage of potentially dangerous equipment and/or materials must be done using the manufacturer's guidelines.
  - c. GVR is not responsible for any loss or damage to personal items stored on GVR property.
  - d. Clubs are encouraged to handle small, basic DIY household type tasks internally.
  - e. A signed copy of the Club's regularly scheduled reservations must be returned to the GVR Facility Reservations Coordinator within two weeks of receipt of the Club Reservations Permit.
21. Sports facilities may only be reserved by a GVR club formed with the express purpose of pursuing activities associated with that facility.
22. If the Club determines that advanced skills or special qualifications may limit who may join the Club, orientation, training, and instruction must be offered to new Club members at least once per year. If there is a cost for this orientation/training/instruction – or for any other class conducted by or on behalf of the Club – which is greater than material costs, the class/orientation/training must be administered through GVR's Leisure Education program. Clubs should contact GVR's Leisure Education Coordinator whenever a new class is offered to make sure these requirements are being followed.
23. Ceramics, Clay Studio, Glass Arts and Lapidary classes offered by each Club are reserved solely for GVR members and active tenant card holders.
24. Club teams participating in competitive events must be comprised solely of GVR members.
25. For clubs that participate in hosting league play and reciprocal play at GVR facilities, a schedule must be submitted to GVR at least 30 days in advance

for GVR approval. Club must post a sign provided by GVR during play times noting this is a GVR-approved event.

26. Obtain an IRS Employer Identification Number (EIN) and provide the number to GVR Club Liaison.
27. Operate under an IRC 501(c) 4 nonprofit tax status registered with the Internal Revenue Service (IRS).
28. Maintain at least 3 club board members per IRS 501(c) 4 requirements. Whenever there is a change in officers, the Club Liaison must be informed as soon as possible and be sent an updated list of officers. Additionally, the new officer(s) should receive an orientation regarding this agreement.
29. Be responsible for any local, state, or federal taxes incurred because of Club activities as detailed in the CPM under Programs and Clubs.
30. Maintain club records including a bookkeeping system recording all income and expenses, and receipts for expenditures for the period of time in the Clubs Records Retention Schedule. At the Club's request, GVR will assist setting up or reconciling these financial records.
31. Be financially self-supporting to provide movable equipment and operating supplies unique to the Club, as well as repair and replacement of such equipment at the Club's expense.
32. When a club displays items with contact name and phone number, sales must be conducted by that member off GVR property see CPM 6.2.5(E).
33. Club Directors & Officers (D&O) Insurance is NOT provided by GVR as stated in the GVR Corporate Policy Manual. Each club must determine if this is needed and purchase it from a commercial insurance broker.
34. Club must obtain proof of insurance from Vendors. Whenever a payment is made to any company, small business owner, or individual for an event at which they are contracted to work, they are considered a Vendor. Examples: DJ, Entertainer, Decorator (see attached samples).
35. Club is responsible for obtaining signed Waivers of Liability from GVR club members for club activities that originate on GVR property, but leave GVR property, which the club will retain in its permanent records (see attached samples).
36. Club must comply with insurance requirements in the GVR Corporate Policy Manual
37. **No later than February 1** each year, the Club agrees to submit the following documents to GVR using the templates GVR provides:

- a. A list of current Club Officers
- b. An equipment/storage inventory list with a notation of which equipment was purchased during the previous calendar year.
- c. An annual financial statement indicating cash on-hand, reconciled to the appropriate financial statements. GVR will provide guidance on preparation of this statement, upon the Club's request.
- d. The most recent Club Policy Manual, if applicable.

38.No later than April 15 each year, the Club agrees to submit the following document to GVR: A copy of IRS Form 990-N e-Postcard or 990 EZ form as required, submitted to the IRS by the Club for the previous calendar year.

39.No later than December 15 of each year, the Club agrees to submit a complete, electronic list of current members using a Microsoft Excel spreadsheet. The member's name and GVR number must be provided.

40.Any item not covered in this agreement is subject to the GVR Corporate Policy Manual.

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

## Signatures

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President – Printed Name

\_\_\_\_\_  
GVR Representative Signature

\_\_\_\_\_  
Date

Kathy Edwards, GVR Club Liaison  
GVR Representative – Printed Name

## Green Valley Recreation, Inc. (GVR) Insurance Overview – GVR Clubs

### Vendor's Insurance

#### Definition

Whenever **payment is made** to any company, small business owner or individual for an event at which they are contracted to work, they are considered a **Vendor**.

*Examples: DJ, Entertainer, Decorator.*

- **Vendors** must provide their own liability insurance coverage for club events.
- **Vendors** must also provide liquor liability insurance coverage if alcohol is served.
- **Vendors** are EXCLUDED from GVR Liability Insurance.
- **Vendors** CANNOT BE ADDED to the GVR Liability Policy.

#### Summary of Requirements – Every Vendor (except GVR Approved Caterers)

Sole Proprietor	Company
Vendor Agreement	Vendor Agreement
COI Liability	COI Liability
Sole Proprietor Waiver	COI Worker's Comp

1. Complete and Sign *Green Valley Recreation, Inc. and its Subsidiaries Vendor Agreement for Insurance and Indemnity for Club Sponsored Events* (copy attached)
2. Certificates of Insurance must be approved by Green Valley Recreation, Inc./ Insurance Broker
3. Sole Proprietor Waiver or COI with Worker's Comp
4. Submit Items above at least one (1) month in advance of club event to GVR Club Liaison.
5. Approval by GVR Chief Operations Officer/Insurance Broker within 2-4 business days.

*Note: Companies that appear on the **GVR-Approved Caterer's list** on the GVR Website have already provided the required insurance document to GVR, so Clubs do not need to request any insurance information.*

### **GVR Club Directors & Officers Insurance “D&O Insurance”**

#### **Definition**

Decisions related to Club and Fiduciary responsibilities of a GVR Club Board of Directors and Officers.

#### **Who is Covered**

Club Directors and Officers, if purchased by the Club from a Commercial Insurance Broker.

### **GVR Club Waivers of Liability for Club Excursions and International Travel**

#### **Definition**

- Club is responsible for obtaining signed Waivers of Liability from GVR club members for club activities that leave GVR property.
- Club shall retrieve the current Waiver of Liability form from the GVR website Clubs – Club Documents.
- Club shall retain all waivers in the permanent club records.

#### **Who is Covered**

Participants acknowledge they assume all risk associated with outings.





## Vendor Agreement for Insurance and Indemnity for GVR Club Sponsored Events

### Insurance

#### **Certificate of Insurance (COI)**

Certificates of insurance acceptable to Green Valley Recreation, Inc. here and after (GVR) and its subsidiaries and evidencing the following coverage shall be filed with GVR prior to any club event on the GVR premises. The certificate along with the signed copy of this agreement is required prior to the scheduled event. Failure of GVR to identify a deficiency from certificates and forms that are provided by the Vendor shall not be construed as a waiver of the Vendors obligation to maintain such insurance.

#### **1. General Liability**

Commercial General Liability policy written on an occurrence form, insuring Bodily Injury and Property Damage with minimum limits of: \$1,000,000 Each Occurrence/\$2,000,000 Aggregate/\$2,000,000 Products/Completed Operations Aggregate. General Liability coverage shall include a Waiver of Subrogation in favor of GVR and its subsidiaries, and others as required. General Liability coverage must be endorsed to name GVR and its subsidiaries and others as required as Additional Insured(s). The insurance afforded to the Additional Insured(s) is provided on a primary basis without right of contribution from any other insurance available to the Additional Insureds. 10-day notice of cancellation applies.

#### **2. Workers Compensation/Sole Proprietor Waiver**



*Include a COI (or ensure it is included in the COI provided) for Workers Compensation Insurance as outlined below. If vendor is a Sole Proprietor, they must complete the attached **Sole Proprietor Waiver**.*

Workers Compensation Insurance Statutory Limit as required by the laws of the state of AZ in which the Vendor is to perform their work, including a Waiver of Subrogation endorsement in favor of GVR and its subsidiaries. The Employer's Liability limit shall be at least the following limit: \$100,000 Each Accident Disease Policy Limit/Disease Each Employee.

### **Indemnification/Hold Harmless Agreement:**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless GVR and its subsidiaries including their officers and employees and any other entities required to be indemnified by GVR from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the Vendors work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property. (2) Is caused in whole or in part by any negligent act or omission of the Vendor or any Sub-subcontractor of vendor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by the negligence of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.

Accepted and agreed to by Vendor:

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Vendor's Full Business Name

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Authorized Signatory for Vendor

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Date

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GVR Club

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Date of Event



## SOLE PROPRIETOR/SINGLE MEMBER LLC

**Note:** this form applies **only** to Green Valley Recreation, Inc. contractors utilizing Sole Proprietors/Single Member LLC with no employees.

I am not the employee of Green Valley Recreation, Inc. Therefore, I am not entitled to workers compensation benefits from Green Valley Recreation, Inc. I am performing work as an independent contractor for Green Valley Recreation, Inc. I am a Sole Proprietor/ Single Member LLC and I am doing business as (name of Sole Proprietor / Single Member LLC business):

I understand that if I have any employees working for me, I must maintain workers compensation insurance for them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Be prepared to provide these documents to us upon request in the event of a claim or premium audit.

\_\_\_\_\_  
GVR Club

\_\_\_\_\_  
Date of Event



## **Waiver of Liability for**

### **Club Excursions**

I understand that during outings or activities (off GVR premises) of any and all Green Valley Recreation Inc., Clubs in which I participate under arrangements of the Club and its agents, certain risks and dangers may arise, including but not limited to the hazards of traveling in the wilderness, the forces of nature, accident and illness.

In consideration of the right to participate in these outings and the services provided for me by the Club and its agents, I have and do hereby assume the risk associated with the outings and will hold Green Valley Recreation Inc., Club, and its agents harmless from and defend them against any and all liability actions, suits, claims and demands which could arise out of the outings. This agreement shall serve as a release and assumption of risk for myself and my heirs, administrators, executors, and for all members of my family including any minors accompanying me.

\_\_\_\_\_  
Club Name

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

\_\_\_\_\_  
GVR#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Each member who participates in a club activity that leaves GVR property must sign a **Waiver of Liability for Club Excursions** which the club will retain in its permanent records.*



## Waiver for International Travel

This document constitutes a **waiver** as it relates to participation in international travel to \_\_\_\_\_ (location) planned for \_\_\_\_\_ (date) ("Trip").

Please be advised the Trip is not an endorsed event of Green Valley Recreation, Inc. (GVR) nor any GVR Club and participation is strictly voluntary by the attendee.

This Trip is to a foreign destination, so those traveling may wish to consider procuring other insurance such as accident insurance prior to departure. Additionally, members should check with their respective medical provider with regard to coverage outside of the United States in the event of a medical emergency.

By signing this waiver, you acknowledge your understanding and your agreement to hold harmless GVR, its Clubs, its employees, directors, officers, and agents from any and all liability for losses or damages arising out of or in connection with the Trip. This is a comprehensive limitation of liability that applies to all losses and damages of any kind whether in contract, negligence or other tortious action.

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

\_\_\_\_\_  
GVR#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Form filed date: \_\_\_\_\_ Staff initials/notes: \_\_\_\_\_