

Clubs & Amenities Committee
Meeting Minutes
April 5, 2022

Present:

Committee members: Mary Delamater, Laurie Petrie, Valerie Schuyler, Sherrye Steffens & Gayle Waiwaiole

After considerable discussion of recent rental event, the committee decided to recommend return of the rental deposit in full.

A discussion of additional revisions to the room rental procedure produced the following:

- A check list and training for office staff.
- When an application is submitted to the office, it should be stamped with a "Received" date stamp showing the date it was received in the office.
- When there are back-to-back events in the same room, it is important that an assigned event advisor check the room (and nearby rooms such as restrooms, etc.) before the subsequent event takes place.
- We need to adhere to the requirement that the alcohol addendum and a copy of insurance policy showing King City Civic Association named as additional insured, be turned in at least two weeks in advance of the event.
- An adjustment to the wording of the alcohol addendum to make it clear that the site manager needs to be the same KCCA resident who is the renter.

After discussing whether community groups that are not clubs but also are not private gatherings need to rent rooms or be allowed to use them for free, it was agreed to recommend to the board at their next meeting that we allow this use for free. There will be no form, but such use needs to be scheduled with the office.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, May 5, 2022 at 10:00 am in the Crown Center (or maybe the gazebo).

Prepared by Gayle Waiwaiole, Secretary