

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Division's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at **597-4482** in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name:			Date:		
Print Individual	, Club or Organiza	ation Name:			
Manor:	Phone:	E-mail:			
Request (pleased Change/Exce	e check one): ption to Policy	□ Donation	☐ Staff Ti	me Request	
☐ Equipment Re	equest 🗌 Facili	ty Request	Other:		
	he circumstances c necessary. Please (
Signatures of A	nature:	lls/Club President	ts Affected by th	is Request:	Against
Signature 		Mano 	r# Fo □ □	r Undecided □ □	Against

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Division P.O. Box 2220, Laguna Woods, CA 92637

Explanation (Continued):					

Recreation Committee Request Form Guidelines

- <u>Change/Exception to Policy</u>: The GRF Board of Directors has established policies and practices governing the use of the Community's recreational facilities. Recreation Division staff do not have the authority to grant exceptions or make changes to these policies. However, special circumstances, as determined by GRF, may warrant a change or exception to these policies.
- <u>Donation</u>: From time to time, individuals and clubs/organizations have offered monetary, materials, and equipment donations to enhance various facilities and activities. The proposed donations are reviewed by CAC to determine the associated short- or long-term impact of the donation. Upon approval by GRF, the donation will be accepted with thanks.
- <u>Staff Time Request</u>: Requests for staff time will be reviewed by the affected facility Supervisor and the Recreation Manager. If the request falls outside the scope of the GRF approved service level, it will be addressed by CAC with their recommendation forwarded to the GRF Board for final approval.
- <u>Equipment/Facility Request</u>. Equipment within Laguna Woods Village facilities and the facilities themselves are updated and maintained in some cases as needed and in other cases on a schedule with the Maintenance Division. The need for a piece of equipment or facility to be fixed, replaced or added must be addressed by CAC and approved by GRF.

OFFICE USE ONLY

WORK CENTER	#	HANDLED BY STAFF YES NO	COMMENTS/COMPLETED DATE
If No:	Check Below		
REFERRED TO	CAC M&C SECURITY GRF FINANCE GRF OTHER	DATE	COMMENTS/COMPLETED DATE