

PART II: CULPIN RECREATION CENTER USE PRIVILEGES AND RULES

II.A. GENERAL RECREATION CENTER USE PRIVILEGES AND RULES

- II.A.1 Recreation Center.** EP's Culpin Recreation Center, which consists of the Clubhouse, Swimming Pool, Tennis Court, Racquetball Court, parking lot, and adjacent common areas, is owned by EPCSA and is operated and insured solely for the use and enjoyment of its members, their tenants, members' and tenants' resident family members, and guests at their own risk.
- II.A.2. No commercial activity.** No commercial activity of any kind is permitted on the Recreation Center's premises.
- II.A.3. Failure to abide by rules.** Failure of an EPCSA member, the member's tenant, a member's or tenant's family members, and/or their guests to abide by the following rules of the Recreation Center and its component facilities, and any disruptive behavior or damage/abuse of the facilities, may result in cancellation of Recreation Center privileges for that member by the EPCSA Board of Directors and revocation of the member's access key card. Should a member lend the card to anyone and that person violates these rules, the member to whom the access key card was issued is responsible for their behavior and any consequent cost to EPCSA. Written complaints will be addressed by the Board.
- II.A.4. Key cards.** EPCSA members may not lend their access key cards to anyone but an immediate family member who lives in the home with them. If a member provides the access key card to his/her tenant, the tenant may not lend the access key card to anyone but an immediate family member who lives in the home with the tenant.
- II.A.5. Access.** An EPCSA member, the member's tenant, or a member's or tenant's resident family members or houseguests may use the Recreation Center facilities unaccompanied. The EPCSA member or member's tenant must accompany all other guests when they are using any of the Recreation Center facilities.
- II.A.6. Children.** Notwithstanding the provisions of #II.A.5 above, all children age 14 or under must be supervised at all times by an adult resident family member or houseguest of an EPCSA member or the member's tenant when using any of the Recreation Center facilities.
- II.A.7. Alcoholic beverages.** EPCSA will not purchase or provide alcoholic beverages for consumption in Recreation Center facilities. Members, tenants, and adult family members may not provide alcoholic beverages to underage persons on the premises of Recreation Center facilities.
- II.A.8. Unauthorized use.** Unauthorized use of the Recreation Center and its component facilities constitutes trespassing and will be dealt with by law enforcement. EPCSA is not responsible for any adverse consequences of unauthorized use.

II.A.9. Use Privileges

a. *EPCSA Members*

- (i) The privileges of Recreation Center membership and use are automatically extended to all EPCSA members – defined in the *Amended Declaration of Covenants and Restrictions for the Estancia Primera Community (“Amended Declaration”)* as all Owners of homes or unbuilt lots in EP – who are in good standing (i.e., when the member’s assessment payments are current and the member is not currently in violation of any provision of EPCSA’s “Governing Documents”).
- (ii) Recreation Center membership and use privileges cannot be transferred or donated to a third party. They are strictly limited as provided in these rules.
- (iii) The Board reserves the right as provided by Article VI, Section 7 (b) of the *Amended Bylaws of Estancia Primera Community Services Association* to cancel the Recreation Center membership and use privileges of any member or member’s tenant who misuses or damages the facilities or disregards these rules or the specific rules for the Recreation Center’s component facilities.
- (iv) One (1) Recreation Center gate access key card for each EP property has been provided by EPCSA to the property’s owner, and only one such card is permitted for each property. When a property is sold, the key card is to be transferred from the seller to the purchaser. Lost or stolen cards should be reported to the Recreation Center Manager so the missing key card can be cancelled. Regardless of the circumstances, if a member needs a replacement card, EPCSA will issue one after payment of the fee of \$50.00.

b. *Tenants of EPCSA homes*

If an EPCSA member wishes to permit a tenant to use the facilities, the member should provide the access key card to the tenant. The member remains responsible for the access key card issued to that member.

c. *Family Members and Guests of EPCSA Members or Members’ Tenants*

Complimentary use of the facilities is extended to the member or member’s tenant’s family members and guests. The member is responsible for the behavior of the card users and any family members and guests of that user as stated in #II.A.3.

d. *Pets prohibited*

Only properly registered and certified service animals are allowed in the Recreation Center facilities. All other pets and animals are prohibited at all times.

#II.A. approved April 18, 2018

II.B. CLUBHOUSE USE PRIVILEGES AND RULES

II.B.1. Clubhouse Use Privileges

a. *Who Can Use the Clubhouse*

An EPCSA member or a member's tenant may reserve the Clubhouse facility of the Recreation Center for exclusive personal use, or for the exclusive use of a noncommercial organization or entity in which the EPCSA member or tenant, or an adult family member who lives in the EPCSA member's or tenant's home, is a member. That member of the organization must be present for the entirety of the event in the Clubhouse and the event must not be a profit-making or revenue-generating activity. This does not preclude use by a nonprofit organization that has membership dues, or that charges a modest fee for attending the event to defray the event's costs.

b. *Reservations and Fee for Clubhouse Use*

- (i) Reservation of the Clubhouse is on a "first-come, first-served" basis
- (ii) A nonrefundable use fee of \$75 must be paid in advance by check payable to "EPCSA" presented to the Recreation Center Manager by the EPCSA member or tenant reserving the Clubhouse for personal use regardless of the nature of the event for which it is being reserved. A separate \$75 fee must be paid for each calendar date on which an EPCSA member wishes to reserve the Clubhouse. Reservations are tentative until the \$75 fee is presented to and accepted by the Recreation Center Manager.
- (iii) Reservations are posted on the EPCSA calendar, located on the EPCSA website.
- (iv) The following groups, entities, and meetings are not subject to the use fee as prescribed in #II.B.1.b.(ii):
 - (a) EPCSA Board of Directors and its committees and subcommittees
 - (b) EPCSA Architectural Review Board
 - (c) Meetings of EPCSA, including its Annual Meeting
 - (d) Official meetings of EP neighborhood/subdivision homeowners associations and their committees and subcommittees and architectural committees
 - (e) EP Women's Group (EPWG)

c. *Occupancy Limit*

As provided in a ruling by a Santa Fe Fire Department inspector, the occupancy limit for the Clubhouse is 100 persons.

d. *Hours of Availability*

The Clubhouse is available for use and reservation between the hours of 9:00 a.m. and 10:00 p.m. every day of the year. By special prior arrangement with the Recreation Center Manager, evening use may be extended after 10:00 p.m. but not beyond midnight.

e. Extent of Reservation

A reservation of the Clubhouse for exclusive use does NOT include the swimming pool or pool area, the tennis court, or the racquetball court. It includes the conference/meeting area, the kitchen, and the Clubhouse restroom facilities.

II.B.2 Rules for Clubhouse Use

- a.* SMOKING OR OPEN FLAMES ARE NOT PERMITTED IN THE CLUBHOUSE, except that candles and a fire in the fireplace are permitted. In any event, the decorative candles provided by EPCSA may not be used.
- b.* If any alcoholic beverages are served, the reserving EPCSA member accepts all responsibility and liability pertaining to the use or abuse of those beverages, and the responsibility to ensure that—
- (i) None is served to any person not of age to legally consume such beverages;
 - (ii) Any guest who appears to be intoxicated is denied the ability to consume additional alcoholic beverages; and
 - (iii) Any guest who appears to be possibly intoxicated is dissuaded from driving upon his/her departure and alternative transportation is provided to him/her.
- c.* When an event has concluded, it is the user's responsibility to ensure that the following procedures are completed before departure:
- (i) All floors have been swept. (Brooms and other supplies are in the closet at the end of the hallway near the men's room and/or in the chair closet.)
 - (ii) All dirty/used dishes and utensils have been washed and returned to the cabinets or drawers from which they were originally taken, and all countertops have been cleaned.
 - (iii) All items brought into the Clubhouse, including any placed in the refrigerator, have been removed from both the refrigerator and the Clubhouse.
 - (iv) All kitchen and other Clubhouse trash/garbage cans have been emptied, and the contents (all must be in trash bags that have been tied closed) have been placed in the City of Santa Fe trash bins on the Clubhouse's northwest patio.
 - (v) A clean/empty trash bag (boxes of trash bags are located under the kitchen sink or in the hallway closet) has been placed in the kitchen and each other Clubhouse trash/garbage can.
 - (vi) All chairs and card tables have been returned to the same place where they were found. (This includes placing six card tables – two rows of three tables side-by-side – surrounded by 10 chairs in the center of the meeting room.)
 - (vii) All lights have been turned out.
 - (viii) The thermostat, if adjusted up for the event to 70 degrees during cold weather (the Clubhouse has no air conditioning), is reset to 62 degrees.
 - (ix) The Clubhouse doors have been locked, and the building alarm reset if/as directed by the Recreation Center Manager.

- d. Failure to fully comply with all aspects of #II.B.2.c. will result in the EPCSA member or tenant who reserved the Clubhouse being assessed the full cost for all necessary cleaning.
- e. The EPCSA member or tenant who reserved the Clubhouse will be assessed the full cost of any repairs that are required as a result of damage caused during the period of his/her reservation.
- f. Please contact the Recreation Center Manager – [name] ([email address] or [phone number]) – to advise if any problems or issues were encountered during Clubhouse use, or if any kitchen or bathroom supplies are needed.

#II.B. approved April 18, 2018

II.C. SWIMMING POOL USE PRIVILEGES AND RULES

II.C.1. Pool Use Privileges

- a. Pool hours are 9:00 a.m. to 9:00 p.m. between Memorial Day and Labor Day.
- b. The Recreation Center Manager or other person authorized by the Board may close the pool during usual operating hours or days because of inclement weather, for maintenance, or for other necessary reasons.
- c. Restrooms and showers are open during pool hours.
- d. The pool cannot be reserved for exclusive use by any EPCSA member or his/her tenant.

II.C.2. Rules for Swimming Pool Use

- a. *No Lifeguard – All Swimmers Swim at Their Own Risk.* All persons swimming in or entering the pool acknowledge that no lifeguard is present and accept the responsibility and liability for use of the pool and for any accident or injury that occurs to him/her during that use. Any adult responsible for the care of a minor who permits the minor to swim or enter the pool acknowledges that no lifeguard is present and accepts all responsibility and liability for use of the pool by the minor and for any accident or injury that occurs to the minor during use.
- b. *Call 911 in the event of any emergency or threatening situation.* There is an outside phone for emergency use only near the shower/restroom door.
- c. Each member, member's tenant, or member's or tenant's resident family member or houseguest who uses the pool is required to enter his/her name, access key card number, and number of guests (if applicable) in the sign-in book located on the table under the entry portal.
- d. Every person who swims must shower before entering the pool.

- e. Swimmers must always wear appropriate swimming attire. Long hair must be securely tied or placed in a swimming cap.
- f. It is MANDATORY that any child under two (2) years of age entering the pool wear a watertight disposable diaper.
- g. NO glassware of any kind and NO glass bottles are permitted in the pool area. Food and drinks may be served and consumed only on the raised patio area.
- h. NO loud music may be played in the pool area by means of any device or instrument.
- i. NO diving into the pool is allowed – the pool is only five feet deep.
- j. Do not sit, stand, or walk on the pool cover or its frame.
- k. Climbing on pool fences is prohibited.
- l. NO large flotation devices are permitted in the pool.
- m. A towel must be placed over the pool furniture at all times when a person is sitting or lying on the furniture to prevent stains from sunscreen.
- n. Whenever a person in the pool area has opened an umbrella or used one already open, he/she must carefully close it when departing the pool area.
- o. When a person departs the pool area, he/she MUST either remove everything (including containers and wrappers of food and beverages consumed/used on the raised patio area) that he/she and any guests brought into the area or place it in a trash receptacle.
- p. NO PETS OF ANY KIND, INCLUDING SERVICE ANIMALS, ARE PERMITTED IN THE SWIMMING POOL

#II.C. approved April 18, 2018

II.D. TENNIS COURT USE PRIVILEGES AND RULES

II.D.1. The tennis court is to be used only for playing tennis. No other use is allowed.

II.D.2. In order to reserve the tennis court, an EPCSA member, a member's tenant, or a member's or tenant's resident family member must sign up online; instructions are provided on the Estancia Primera web site. Anyone using the court without a reservation must relinquish it to a person who reserved it at the reserved time.

- a. Reservations may be made at a least 24 hours in advance for up to 3 times (1.5 hour increments) per week for up to two months in advance on the first of each month (for example, on April 1 reservations can be made through the end of May; on May 1, reservations can be made through the end of June, etc.).

- b. Reservations may be made at the same playing time each day for up to two days each week in order to allow others access to desirable time on the courts. The third reservation should be at a different time but not less than 1 hour from the time of the other two reservations.
- c. Contiguous reservations may not be made on the same day.
- d. Same day use of the courts for unreserved slots is on a first-come basis.

II.D.3. Only tennis shoes may be worn on the court. Street shoes and dark-soled athletic shoes are not permitted.

II.D.4. When a person departs the tennis court, he/she MUST either remove everything (including food and beverage containers and wrappers) he/she and any guests brought into the area or place it in a trash receptacle.

II.D.5. When playing on the court before 9:00 a.m., players must be respectful of those who live close to the court and avoid loud noise.

II.D.6. Do not prop the gate open before, during, or after using the court.

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II.E. RACQUETBALL COURT USE PRIVILEGES AND RULES

II.E.1. The racquetball court is to be used only for playing racquetball. No other use is allowed unless the ESPCA Board of Directors approves an exception.

II.E.2. In order to reserve the tennis court, an EPCSA member, a member's tenant, or a member's or tenant's resident family member must sign up online; instructions are provided on the Estancia Primera web site. Anyone using the court without a reservation must relinquish it to a person who reserved it at the reserved time.

- a. Reservations may be made at a least 24 hours in advance for up to 3 times (1.5 hour increments) per week for up to two months in advance on the first of each month (for example, on April 1 reservations can be made through the end of May; on May 1, reservations can be made through the end of June, etc.)
- b. Reservations may be made at the same playing time each day for up to two days each week in order to allow others access to desirable time on the courts. The third reservation should be at a different time but not less than 1 hour from the time of the other two reservations.
- c. Contiguous reservations may not be made on the same day.
- d. Same day use of the courts for unreserved slots is on a first-come basis.

II.E. 3. Only tennis shoes may be worn on the court. Street shoes and dark-soled athletic shoes are not permitted.

II.E.4. When a person departs the racquetball court, he/she MUST—

- a.* either remove everything (including food and beverage containers and wrappings) he/she and any guests brought into the area or place it in a trash receptacle;
- b.* turn off the court's lights and the lights in the court access hallway; and
- c.* set the building alarm if/as so directed by the Recreation Center Manager.

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