

**CHAPTER EIGHT - Section 08.04**  
**USE OF CLUBHOUSE AND OTHER FACILITIES**

<b>CHAPTER EIGHT - Section 08.04</b> <b>USE OF CLUBHOUSE AND OTHER FACILITIES</b>	<b>DELETE</b>
<b>I. POLICY</b>	
<del>It is the policy of the Board to set user fees for any and all functions or activities which are held at the Clubhouse and other LMOA facilities.</del>	DUP
<del>If an event incurs cost for set up, clean up or damage, the event sponsor will be charged for those costs.</del>	Move to PM 6.01 IV A. last sentence in Para 1
<del>Sponsors or organizers of events at which food is served must ensure compliance with applicable requirements of the Virginia Department of Health (VDH).</del>	DUP
<del>Violation of any ABC permit is a violation of Virginia State Law and is subject to civil or criminal charges. See Policy Manual 06.07.</del>	Move to PM 6.01 VII add as first sentence
<del>No alcoholic beverages are allowed in any area other than the Clubhouse, Eagles Nest or Golf Course regardless of whether a Public Event or a Private Event is being held.</del>	DUP
<b>II. DEFINITIONS</b>	<b>PM 6.01 III.</b> <b>DEFINITIONS</b>
A. <b>Private Event:</b> Any activity where the sponsor, whether or not a member of LMOA or a LMOA members' social or civic group, specifies or limits attendance at the event.	PM 6.01 III.A
B. <b>Public Event:</b> Any non-private event where the general public is able to participate, including but not limited to events where tickets are sold, there is advertising, there are open booths, etc. The sponsor may or may not be a member of LMOA or a LMOA members' social or civic group.	PM 6.01 III.B
<b>III. APPLICATION</b>	<b>PM 6.01 IV.</b> <b>RESERVING</b> <b>AMENITIES AND</b> <b>FACILITIES</b>
A. Any booked use of a room or assigned common area is not considered "booked" until the appropriate contract is signed by the event sponsor and the event is added to the LMOA Master Calendar. See Policy Manual 4.02J for additional contract information. Minor events not requiring a contract, such as LMOA committee meetings, ongoing LMOA club events and special LMOA club events may be booked by contacting the LMOA Office.	PM 6.01 IV.A
It will be the responsibility of the General Manager or a designee to use proper discretion if such services and space for a not for profit event conflicts with a for profit event.	PM 6.01 IV.A
All users are expected to leave the premises neat and all trash placed in suitable containers. In the event of abuse of the room reservation and/or use privilege, the General Manager may impose such penalties or take such action as deemed appropriate, including suspension or loss of room reservation/use privileges.	PM 6.01 IV.A
B. Association owned chairs, tables, linens, electronic and other equipment, etc. shall not be removed from the common areas. Appropriate rental fees for use of such items, where applicable, shall be part of a contract or agreement for Association catered or Association approved activities.	PM 6.01 IV.B
C. Fees are established by the Association and are found in the schedule of	PM 6.01 IV.C

dues, assessments, charges and fees. At the determination of the General Manager additional security coverage may be required to assure proper safety needs are met and the cost shall be charged to the event sponsor.	
D. The pool may be rented during the regular operating season (Memorial Day to Labor Day), outside regular hours of operation, for a minimum of 1 hour at the current, published hourly rental rate. No discounts will apply to pool rentals of one-hour duration. Rentals of one hour only must immediately precede or follow regular pool operating hours unless extenuating circumstances apply.	PM 6.01 IV.D
<b>IV. FOOD SERVICE (including non-alcoholic beverages)</b>	PM 6.01 VI. Food Service
Sponsors or organizers of events at which food is served must ensure compliance with applicable requirements of the Virginia Department of Health (VDH). Under certain circumstances VDH will require a Temporary Food Service Permit.	PM 6.01 VI. Food Service
A. Clubhouse	PM 6.01 VI. Food Service
1. Food Service Lease Holder: A contract exists between LMOA and a lessee to provide certain food services at the Clubhouse. The lease includes Exclusive Areas and Non-Exclusive Areas.	PM 6.01 VI. Food Service
a. The food service lessee has a permanent food service permit.	PM 6.01 VI. Food Service
b. LMOA does not have a food service permit for the Clubhouse.	PM 6.01 VI. Food Service
2. Exclusive Areas: Only the food service lessee can provide food services in Exclusive Areas. The event sponsor must contact the lessee to reserve space or contract for food services in an Exclusive Area.	PM 6.01 VI. Food Service
3. Non-Exclusive Areas: Areas which may be available to the food service lessee for food services although these areas are retained primarily for the use of LMOA members.	PM 6.01 VI. Food Service
a. Faulconer Room: The food service lessee shall have right of first refusal to service food and beverage related functions held in the Faulconer Room.	PM 6.01 VI. Food Service
b. Non-Exclusive Areas other than the Faulconer Room: Event sponsors may reserve these areas for events where food will be served. The event sponsor may contact the food service lessee to provide food or the sponsor may provide the food themselves. <b>There will be no catered delivery service permitted.</b>	PM 6.01 VI. Food Service
c. Card/game and other groups who regularly use Non-Exclusive Areas during the day may 'brown bag' their lunches as these lunches are considered to be Private Events.	PM 6.01 VI. Food Service
d. Business Office: LMOA employees may bring food into the Business Office at any time and all occurrences are treated as Private Events.	PM 6.01 VI. Food Service
6. Virginia Department of Health Temporary Food Service Permit: Not required for Private Events serving food. A Public Event serving food may require a permit and it is the responsibility of the event sponsor to contact the Virginia Department of Health to determine if a permit is necessary and to comply with the Temporary Food Service Permit regulations.	PM 6.01 VI. Food Service
B. Pool and Pool Snackbar	PM 6.01 VI. Food Service

1. LMOA has a permanent food service permit to prepare and serve food at the Pool Snackbar.	PM 6.01 VI. Food Service
2. Daily patrons may purchase food or 'brown bag' their food.	PM 6.01 VI. Food Service
3. Event sponsors must follow the process detailed in an appropriate contract.	PM 6.01 VI. Food Service
<b>C. Eagles Nest</b>	PM 6.01 VI. Food Service
1. LMOA has a permanent food service permit to prepare and serve food in the Eagles Nest.	PM 6.01 VI. Food Service
2. Daily patrons may purchase food or 'brown bag' their food.	PM 6.01 VI. Food Service
3. Event sponsors must follow the process detailed in an appropriate contract.	PM 6.01 VI. Food Service
<b>D. Other Common Areas (for example, lawns, beaches, playgrounds, etc.)</b>	PM 6.01 VI. Food Service
1. LMOA does not have a food service permit to serve or prepare food in any common area other than the Pool Snackbar and the Eagles Nest.	PM 6.01 VI. Food Service
2. Daily patrons may bring food to these common areas.	PM 6.01 VI. Food Service
3. Event sponsors must follow the process detailed in an appropriate contract.	PM 6.01 VI. Food Service
<b>V. ALCOHOLIC BEVERAGE SERVICE</b>	PM 6.01 VII. Alcoholic Beverage Service
Violators of LMOA rules on the possession and consumption of alcoholic beverages shall be subject to immediate dismissal from the premises. For LMOA Members, such violations shall result in referral to the LMOA Compliance Committee for adjudication. Confirmation of such a violation by the Compliance Committee could result in a monetary penalty.	PM 6.01 VII. Alcoholic Beverage Service
<b>A. Clubhouse</b>	PM 6.01 VII. Alcoholic Beverage Service
1. A contract exists between LMOA and the food service lessee to provide alcoholic beverage services at the Clubhouse.	PM 6.01 VII. Alcoholic Beverage Service
a. Only the food service lessee has a license to serve alcoholic beverages.	PM 6.01 VII. Alcoholic Beverage Service
b. LMOA does not have a license to serve alcoholic beverages in the Clubhouse.	PM 6.01 VII. Alcoholic Beverage Service
2. No alcohol may be served at events, either private or public, held in the Clubhouse Exclusive or Non-Exclusive Areas unless the alcoholic beverages are provided by the food service lessee.	PM 6.01 VII. Alcoholic Beverage Service
<b>B. Pool and Pool Snackbar</b>	INVALID DELETED
1. LMOA does not have a license to serve alcoholic beverages in the pool area or adjacent areas.	INVALID DELETED
2. No alcoholic beverages are allowed in the pool area or adjacent areas regardless of whether a Public Event or a Private Event is being held.	INVALID DELETED
<b>C. Eagles Nest and Golf Course</b>	PM 6.01 VII. Alcoholic Beverage Service
The dispensing and consumption of alcoholic beverages at the Eagles Nest and on the Golf Course are governed by LMOA's permit as issued by the Virginia Alcoholic Beverage Control Commission (ABC). Violation of any ABC permit is a violation of Virginia State Law and is	PM 6.01 VII. Alcoholic Beverage Service

subject to civil or criminal charges. See Policy Manual 06.07.	
1. The consumption of beer and wine is permissible in the Eagles Nest and on the Golf Course. All such alcoholic beverages shall be purchased at the Eagles Nest or from mobile beverage outlets operated by the Eagles Nest under LMOA's ABC license. Possession of beer or wine in these areas not purchased from the Eagles Nest shall constitute a violation of LMOA rules. Consumption of alcoholic beverages other than beer or wine in these areas is prohibited.	PM 6.01 VII. Alcoholic Beverage Service
2. No alcoholic beverages or containers shall be brought into the parking lot area.	PM 6.01 VII. Alcoholic Beverage Service
3. Enforcement of these rules shall be the responsibility of the Golf Professional Staff and the Eagles Nest Staff in coordination with LMOA Police/Security.	PM 6.01 VII. Alcoholic Beverage Service
D. Other Common Areas (for example, lawns, beaches, playgrounds, etc.)	PM 6.01 VII. Alcoholic Beverage Service
1. LMOA does not have a license to serve alcoholic beverages in any area other than the Eagles Nest or the Golf Course.	PM 6.01 VII. Alcoholic Beverage Service
2. No alcoholic beverages are allowed in any area other than the Clubhouse, Eagles Nest or Golf Course regardless of whether a Public Event or a Private Event is being held.	Move to PM 6.01 VII add as second sentence
<b>VI. RESPONSIBILITIES</b>	DUP
<del>It is the responsibility of the General Manager to ensure proper compliance with this policy.</del>	DUP