

Providence Club Policy

As an active community with diverse interests, residents frequently desire to begin clubs as a means to socialize and spend time with likeminded neighbors. The following information and form will be helpful to residents interested in initiating a club.

1. Fill out and submit this application (see attached) to the HOA office (a substitute leader will also need to sign this form). Proceed to step two when you receive a copy of this form as notification of approval or denial.
2. Contact Activities Director (activities@providencehoa.com) to confirm an available time and location for your club to meet. If your club does not meet in HOA facilities, but your club would like inclusion in the newsletter and possible notification on the electronic sign, you must have this form approved and on file with the HOA.
3. Send a brief description of the club, its approved meeting times, the leader's name, and contact information to the Communications Committee Chair (communications@providencehoa.com) for possible website and newsletter inclusion.
4. If meeting in the Gathering Room, and the club meets or concludes after clubhouse hours, the club leader will be responsible for picking up a clubhouse key during clubhouse hours and returning it in the drop box immediately after the club meeting is over.
5. The club leader will be responsible for leaving the amenity as neatly as he or she found it. If the amenity is left untidy or improperly secured, the club will be on probation through the next meeting, and will be disbanded after the second incident.

Please note: Clubs are defined as special interest groups of residents meeting for recreation. Clubs are allowed to meet in HOA facilities free of charge. No intent or purpose of a club will be to profit an independent retailer. The HOA will not endorse or recommend any club activities and has the right to refuse amenity use for activities it deems inappropriate or those activities which may put the HOA at any type of risk. There may or may not be an HOA representative present at club functions. All club leaders and attendees must be current Providence residents.

Attention: Activities Director
Providence Club Application

Name of club: (please print neatly) _____

Purpose/mission of club: _____

Club leader: _____

Leader's phone # _____ email _____

Leader's address _____

Substitute Leader (if leader is not present or resigns) _____

Substitute Leader's phone # _____

Proposed Club meeting time: _____

Proposed Club meeting location: _____

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To start a club:

1. Fill out and submit this application to the HOA office (a substitute leader will also sign this form). Proceed to step two and you will receive a copy of this form as notification of approval or denial.
2. Contact Activities Director (activities@providencehoa.com) to confirm an available time and location for your club to meet. If your club does or does not meet in HOA facilities, and your club would like inclusion in the newsletter and possible notification on the electronic sign, you must have this form approved and on file with the HOA.
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5. The club leader will be responsible for leaving the amenity as neatly as he or she found it. If the amenity is left untidy or improperly secured, the club will be on probation through the next meeting, and will not be allowed to meet on HOA property for one year after the second incident.

As the leader of this club, I understand and agree to all the above requirements.

Leader signature _____ Date _____

As substitute leader of this club, I understand that I will assume the role of the leader if the current leader is absent, resigns, or is no longer the leader for any reason. If I choose not to assume this role of leader and do not find a new substitute leader, the club will be considered dissolved, will not be included in HOA media, and will not be allowed to meet in HOA facilities until there is a new leader established.

Substitute Leader signature _____ Date _____

Approval by HOA agent _____	Date _____
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