



2025 GUIDELINES AND RULES FOR CLUBS

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DEPARTMENT PHONE NUMBERS

Activities Department	SolivitaActivities@CastleGroup.com	(M-F, 9am-5pm)	863-427-7125
Fitness and Wellness	SolivitaFitWell@CastleGroup.com		863-427-7130
The Palms	SolivitaFitWell@CastleGroup.com		863-496-1530
Club Communications	SolivitaCommunications@CastleGroup.com		863-427-7137
Food & Beverage Catering	Banquets@StonegateGolf.com		863-427-7150
			<i>select option 5</i>
Solivita Main Gate Security			407-603-2399
Solivita Club Security Shift Supervisor			407-881-1818
Solivita Club Facilities After Hours Emergency Ph# (5-8pm weekdays & 12-5pm weekends)			863-286-8779

GUIDELINES AND RULES FOR CLUBS

- Any club looking to use the Solivita Club facilities (the Village Center, The Palms, Freedom Park, or the Satellite Pools) for meetings or other purposes must apply to become a registered Solivita club.
- **ALL MEMBERS OF THE CLUB MUST BE SOLIVITA RESIDENTS.** Any resident can be a member of any club. Solivita clubs cannot be exclusive unless approved by Activities. A minimum of **TWENTY ACTIVE** members are required.
- All clubs must submit the Prospective Club Application and Club Member paperwork to the Activities office located on the 2nd floor above the Marketplace Bistro. Activities will review the application and the club will be notified if approved or denied, provided there is no conflict with any of the Solivita Club policies or regulations, within one week.
- The name of a club cannot include a neighborhood phase name (ex. Venezia) or a street name (ex. Grand Canal). Clubs that were created before the HOA transitioned to resident board are grandfathered in.
- Due to room limitations, certain groups, including professional entertainment and production groups (choral, theatre, dance, instrumental, etc.), are not permitted to be formed as a club at this time. It is suggested to join other clubs with similar interests.
- A club's formation main focus cannot be political or activism related.
- Once the club is established and the club decides to have by-laws, the club will need to have the by-laws approved by majority vote through the club members and then submitted to the Activities Department for final approval. Any club collecting money for club dues or events **MUST** have by-laws in place. Updated by-laws need to be submitted to the Activities office **EVERY TIME** there are changes or amendments added.
- **Activities must be notified of changes in leadership, contact information or club by-laws in writing within fifteen days.**
- A social function sponsored by a club cannot be for the sole purpose of celebrating an individual's birthday, wedding, anniversary, etc. This would qualify as a private party and there are different guidelines for these events.
- **No one individual can profit from the use of Solivita facilities.** If your club has a question or an idea for a club event, contact the Director of Activities or the Director of FitWell to discuss.
- Clubs may generate funds for their organization through club dues and proceeds collected from club organized events. If a club chooses to generate funds, it is required a check and balance system be incorporated, either through a club bank account or other bookkeeping format. It is required that an EIN (Employer Identification Number) is assigned to the club; not to an individual's social security number. Please see more information on Club Financial Guidelines on page 4 of this document.
- Events scheduled in the Solivita Club facilities are not permitted to be "open to the public" unless approved through the Activities Department. Advertising outside of Solivita Communications media (*Reflections*, SolivitaHOA.com, the Community TV channel, and the Village Center and The Palms' bulletin boards) is **prohibited**. Exception to this rule is Nextdoor.com/Solivita and club websites, however, it is under the stipulation that this form of communication is internal or for Solivita resident viewing only.
- All clubs must abide by Florida laws when having an event with any game of chance (raffles, 50/50, poker, casino night, billiards, bingo, dominoes, bunco etc.). Contact Polk County Sheriff's Office for any questions.

- Use of our facilities is for Solivita residents. Please limit the number of guests who are invited to events. Clubs are permitted to have guests under the age of 18, but the club is responsible for all guests in attendance. Children are permitted to be invited when scheduling the Starlite Ballroom, Gator Room, Freedom Park, Venezia, Bella Viana and Lago Vista Clubhouses and The Palms multipurpose room only. Please follow Solivita Club policies on guest passes.
- Guest passes are mandatory for club members' guests attending Club meetings and potlucks, but are not required at ticketed events. Please follow Solivita Club policies on guest passes.
- Any club inviting a guest speaker, instructor/teacher, entertainer/entertainment, or etc, MUST obtain and keep in their file either their Certificate of Liability Insurance (a.k.a. COI) or they will need to sign the License Agreement (Permission to Enter, Release of Liability Acknowledgement and Acceptance of Dangers, Risks and Hazards) form provided in the Activities office. If they sign this form, a guest pass will not be needed. If they do not sign this form, a guest pass will be required.
 - COI Certificate Holder info: Avatar Properties Inc. Solivita Club; 395 Village Drive, Suite C; Poinciana, FL 34759
- Club membership names and contact information is not to be distributed to anyone outside of the club membership, unless it is used for official club use.
- When using Solivita approved communications, information is to be informative about club meetings, events, classes, or fundraising; it must refrain from political commentary, support, suggestion or affiliation.
- Clubs are not permitted to solicit or petition in Solivita Club facilities, with exception at your club events.
- Clubs may NOT place advertising signage, decoration or etc. outside the Club facilities.
- **In all of the Club facilities (including the parking lots and satellite pools/clubhouses) alcoholic beverages must be contracted with Solivita F&B Catering. Alcoholic beverages are not permitted to be brought in by the club including purchased from the K&M Drugstore.**
- Clubs that use the Freedom Park parking lot for carpools and overnight trips must email the Activities Department at SolivitaActivities@CastleGroup.com the following information. It is highly encouraged for clubs to carpool to the parking lot.
 - Club name
 - Destination and Date(s) of trip
 - Contact person name and mobile phone number.
 - Overnight trips only: The make, model and tag of each vehicle, name of vehicle owner and their cell phone number.
- After 6 months of a club being disbanded in writing, the same name club may reapply forming as a club provided there is no conflict with any of the Solivita Club policies or regulations. Anyone can restart the club. A new board, if so desired, must be voted in by the membership and documented. If by-laws are desired, a new one is to be written and voted by the membership and documented.
- If any of the guidelines or rules are violated, the following disciplinary actions will be taken. Violations will stay on record for two years. (Blatant major violations could result in immediate suspension):
 - **First Rule Violation:** Phone call to either the contact person who reserved the club facility and/or the Club President/leader of the club to discuss the rule violation. This is followed with a written description of the phone call and is filed in the club folder.
 - **Second Rule Violation:** Face to face meeting with the Club Management. A written warning is given to the club and is documented and filed in the club folder. A copy will be given to the Club President/leader.
 - **Third Rule Violation:** Will result to referral of the Club Manager for a determined disciplinary action.

- **Any further violations:** Will result in suspension and/or possible disbandment of the club.
- Modifications to the Guidelines and Rules for Clubs may be made within 15 days of the change by the Solivita Club Management. Notification of change(s) will be sent through community email blast.
- Solivita's owner/builder and/or the Solivita Club Management has the right to deny a club formation or room reservation at any time.

CLUB FINANCIAL GUIDELINES

- All clubs collecting in excess of \$300 annually must abide by the following guidelines and have bylaws outlining their financial structure.
- All resident clubs should be following IRS and Florida tax laws.
- Resident clubs collecting any money (ex. membership fees, charity donations, event tickets, etc.) must have a dedicated financial institution checking account for the club. Managing funds through personal checking or savings accounts is not permitted.
 - It is required that club checking account is established using an EIN and not an individual's Social Security number. Resident clubs can acquire an EIN (Employer Identification Number) at www.irs.gov.
 - Accounts should have 2 signees who do not reside in the same household. It is best practice that the treasurer not be one of the 2 signees.
 - If there is a change in club officers, appropriate paperwork to change the signees must be presented to the financial institution.
- The club must have a treasurer who keeps complete and accurate records of all incoming and outgoing funds, including all receipts, records of deposits and withdrawals.
- All reimbursements should be accompanied by receipts and a reimbursement form.
- Accounts should be reconciled monthly and all financials should be closed out yearly. Though reports should be dated 12/31, financials should be completed by the end of the January of the following year to ensure all financial statements have been received.
- Club financials must be presented either at membership meetings, emailed quarterly or posted on the www.SolivitaHOA.com club webpage and must available within 72 hours if requested by a member of the club or Solivita Club Management.
- Funds collected should be used for club operations (ex. club supplies, entertainment, events, charitable giving). It is recommended that no more than twice the amount collected for membership fees remain in the club account and that fees paid are used in the calendar year in which they are paid (ex. if a club collects \$1000 in membership fees, \$2000 would be the recommended account threshold). Note that this is not a requirement but a best practice.
- No member of a resident club can profit from funds collected.
- Any funds remaining in the club account at the dissolution of the club should be donated to a charity selected by the officers or distributed to registered club members.
- Resident clubs will have two months to establish their business checking account and submit their bylaws to the Activities Department.

RESIDENT EVENT REQUEST GUIDELINES

- A Resident Event Request Form is required to schedule events in the Solivita Club facilities (the Village Center, Freedom Park, Solivita Market area, The Palms and Satellite Pools).
- Calendars are viewable on SolivitaHOA.com, under the Calendars heading: Solivita Room Calendars and the Outdoor Recreation Reservation Calendar.
- A hold can be placed on a room for five business days. If Activities does not receive a Resident Event Request Form within this time, the hold will be removed without notification.
- Resident Event Request Forms must be submitted to Activities at least one week in advance. Forms are in the Activities office or you can fill out the form electronically on SolivitaHOA.com (found under the Calendars & Maps Icon, and then Solivita Room Calendars). **After submitting the online form, you will receive an automated reply that you sent your reservation form but it does not confirm your reservation in the Room Calendar.**
- Only one special event a month can be scheduled when using the club facilities. Special events can include dances, potlucks, shows, movie/game nights, catered events, etc. outside of your normal meeting schedule.
- The furthest date permitted to schedule in any club facility is one year from the current month. The Solivita Room Calendars open a year from the current month on the 2nd business day of the month starting at 9am by going to SolivitaHOA.com, Solivita Room Calendars and submitting the online Resident Event Request Form. Forms submitted prior to 9am on the 2nd business day will be denied and will need to be resubmitted. Exception is given to two years from the current month for scheduling a professional touring show, no more than (4) times in a calendar year, or a multiple day resident show in which can only be scheduled by the Club Management.
- The person who filled out the form will be notified of event approval or denial. **Any changes to an event can only be done by the individual who filled out the Resident Event Request Form or the President/leader of the club.**
- Reservations are on a first come, first scheduled basis. Reservations are not transferable to another club. Reservations are not cumulative (ex. If a club did not have a special event in September, they cannot have two special events in October, or any other month, to “make-up” for it).
- Catering and Alcoholic Beverages
 - Catering in the Village Center and The Palms: Once you have received approval from Activities for your event and you would like to contract with Solivita Food & Beverage (F&B) Catering, it is the club's responsibility to set up an appointment to discuss your food and beverage needs and room setup (if applicable). All catering must be contracted through F&B. **Any other caterer is NOT permitted.**
 - Catering in Freedom Park areas and Satellite Clubhouses (except The Palms) and Pools: Any caterer may be contracted who provides you with their Certificate of Liability Insurance (a.k.a. COI) of one million-dollar insurance coverage. COI Certificate Holder info: Avatar Properties Inc. Solivita Club; 395 Village Drive, Suite C; Poinciana, FL 34759
 - All alcoholic beverages must be contracted through F&B when using ANY of the Club facilities. Your club is responsible to follow alcoholic beverage rules and regulations along with policing attendees to protect the F&B liquor license at the Solivita Club.
- Events are not permitted to be scheduled in the Marketplace Bistro, The Grille or the Library.
- Club board, committee and meetings of 15 members or less can only be scheduled in the Magnolia Room.

- Reoccurring events can be scheduled in select rooms (see room guidelines for which ones qualify). Clubs that are currently scheduled as reoccurring events in the Ballroom are grandfathered in. If your club has a reoccurring schedule, the club must notify the Activities office annually to confirm the use of the reoccurring schedule and the contact information. A reoccurring event may be moved or cancelled for any reason with advance notification from the Activities office.
- A club can book no more than three consecutive monthly reservations in the same room, at one time.
- If you are the second or third club whose room reservation was approved in the same room and on the same day, depending on time, you will be required to use the same room setup of the club who reserved the room first. If you decide to change the room setup of the club who reserved the room first, you must put it back as shown on the room setup diagram (unless you are the last reservation on that day).
- Doorstoppers are to be used for loading and unloading purposes only. It is not to be used for attendees to access the room who do not have their Resident ID badge.
- If after your event is over and the room was not cleared from club supplies, tape, décor, charcoal, leftover food, etc in which the Housekeeping Team needs to clean up, a \$50 fee will be incurred to the club.
- Do not pour oil or food in sinks or other locations other than in garbage cans or appropriate containers by the garbage. Do not dispose charcoal on grass, mulch or in landscaping areas.
- If your scheduled club meeting or event has cancelled, contact the Activities office. Clubs may post a flier advising the event was moved or cancelled on the room door up to two days in advance and take it down by the day after the event.
- Key or equipment use can be picked up and signed out from the Activities office during business hours: Monday-Friday, 9am-5pm. The office is closed on major holidays.

STARLITE BALLROOM GUIDELINES

ROOM GUIDELINES

- All events must be scheduled in advance through Activities.
- A minimum of 100 approximate attendees is needed to reserve this venue. Any exceptions may be made at the discretion of the Club Management.
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- Doorstoppers are to be used for loading and unloading purposes only. It is not to be used for attendees to access the room who do not have their Resident ID badge.
- Housekeeping will remove garbage at the end of the night. Garbage must be in or next to garbage cans.
- Anything brought in by the club is to be removed by the end of the event, including decorations and tape (walls, floor and stage). **Do not nail or staple decorations; interior or exterior painters' tape is acceptable.**
- Reoccurring events are not permitted with exception to events that are currently grandfathered in. Rehearsal groups are movable to another venue if available.

ROOM DETAILS

- Open from 8am-11pm using the Solivita Resident ID Badge. Access to the room before or after operational hours is not permitted without permission from Activities and MUST be scheduled two weeks in advance.
- **The back of the Ballroom is for loading and unloading only. After unloading, all vehicles are to move to the parking lot.**
- Maximum Occupancy: 375 Tables and Chairs, 512 Chairs
- Furniture: 32 round tables (5 10 top and 27 8 top), 480 chairs, 30 6ft tables, 15 card tables, podium, several stanchions and easels. (This entire list of furniture does not fit in the room at one time). It is highly recommended to present your custom room setup to the Activities office for maximum capacity within fire codes before selling tickets for special events.
- Stage Extension Platforms & Portable Stairs: 13 4'x8', 4 4'x4', 2 2'x8' and 2 2'x4', 2 portable stairs. These must be scheduled at time of event reservation (may be denied if causes a conflict in the calendar) and there is a fee for set-up and takedown.

ROOM AUDIO/VISUAL EQUIPMENT

- All Audio/Visual (A/V) needs must be requested no later than 2 weeks prior to the event on a Resident Event Request Form or by email. It is your responsibility to contact Activities **one week prior to your event to finalize A/V needs, test equipment, or to schedule the checkout of equipment.** It is not the responsibility of Activities to contact your club for their A/V needs.
- Ballroom can be divided into three sections with separated sound capabilities, dependent on the calendar.
- The equipment listed below requires technical support by a trained staff member or an A/V volunteer. If you have multiple A/V needs or a volunteer is not available to assist with your technical needs, a charge may be required. **It is suggested a staff member or a trained A/V volunteer test the equipment in advance with the club.**
 - Ceiling projector and motorized ceiling projector screen.
 - **Provide your own laptop with power supply and HDMI or VGA output connection.**
 - VGA, HDMI and AUX (sound) cords are provided. Wireless HDMI extender available.
 - PC and some Apple projector adapter cords are provided, if requested in advance and available. It is recommended to bring your own adapters.
 - Microphones: 3 wireless and 1 lavalier. Adjustable Microphone Stands: 3
 - Cable Television
 - CD/DVD/Blu-Ray player
 - Stage lights
 - Two follow spotlights and 4'x4' spotlight riser platforms
 - Direct connect, ethernet cord is provided, and Wireless internet.
 - Piped in music (limited genre channels).

- Bluetooth audio capability.
- The equipment listed below does not require technical support present.
 - Wired microphone. Sign out microphone in the Activities office.
 - TV and DVD on a rolling stand (HDMI input available).
 - Portable projector and screen. Sign out projector in the Activities office.
 - Dry erase board, flip chart board with paper. Markers are not provided.
 - Helium tank. \$30 pre-paid fee and sign-out of the nozzle during Activities office hours.

ROOM FOOD & BEVERAGE GUIDELINES

Potlucks

- Clubs are permitted to have a potluck once a month. Potlucks are classified as a non-catered event in which club members bring individually prepared foods that are not store purchased.
- **KITCHEN AND AREAS MARKED “EMPLOYEES ONLY” MAY NOT BE ENTERED INTO.** Plan in advance and bring everything you need. Food and Beverage staff will not assist your club with potluck events unless contracted in advance. This policy ensures F&B to maintain cleanliness and follow health codes, prevents the disappearance of our utensils and supplies, and allows our food and beverage employees to keep focused on the tasks which they are assigned to do.
- If you are having a potluck, Grab & Go, or a meeting, you are responsible for providing setup requirements no later than two weeks prior to your event to the Activities Staff.

Potluck Beverages

- When contracting a bar with F&B, clubs may only bring iced tea and coffee. If they are not contracting a bar, clubs may bring any non-alcoholic drinks.
- Two 5-gallon coolers of water and ice may be scheduled with Activities in advance at a cost of \$10. Ice is to be picked-up by the club at The Palms storage area using your own coolers during The Palms' operating hours.

Catering

- All catering must be contracted through F&B. **Any other caterer is NOT permitted.**
- After scheduling the room with Activities, if your club has decided you would like to have F&B cater the event, it is the club's responsibility to contact F&B. The catering contract cost is determined by the club's custom needs for the event.
- **Full Catered Event**
 - **One week prior to the event all of the below information must be finalized with F&B:**
 - Event and food service time.
 - Final count of people attending the event.
 - Room setup and special needs for your event.
 - If F&B is not contacted, the last count given is the number used when preparing for the event and your club will be responsible for that cost. For example, if you have contacted F&B and told them 50 people and do not contact them for an update and you only have 30 people, your club will be responsible for the final cost for 50 people. Likewise, if your club tells them only 30 people are attending, but 50 people show up, then F&B is only responsible for serving 30 people. **All event changes MUST be done through F&B and ONLY from the person who was the initial contact.**
- **Grab & Go** - Can be contracted through F&B. Please schedule an appointment to discuss Grab & Go with F&B. If you are having a Grab & Go event, room setups need to be finalized with the Activities Staff. **Clubs are responsible for picking up their food from F&B, servicing, setting up, breaking down, providing their own utensils, chaffing dishes, napkins, linens and any other event needs.** Plan in advance and bring everything you need because F&B Staff will not assist your club with your Grab & Go event unless contracted in advance. **ENTRY INTO THE KITCHEN TO ASK FOR ANYTHING IS NOT PERMITTED.**

Catering Beverages

- **All alcoholic beverages must be contracted through F&B.** Alcoholic beverages are not permitted to be brought in by the club including purchased from the K&M Drugstore.
- **Special events with 150 or more in attendance, a cash only bar is HIGHLY recommended.**
- **Your club may not use the Mosaics bar, unless it is contracted through F&B.**

THE PALMS AMENITY ROOM GUIDELINES

ROOM GUIDELINES

- All events must be scheduled in advance through Activities.
- A minimum of 50 approximate attendees is needed to reserve this venue. Any exceptions may be made at the discretion of the Club Management.
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- Housekeeping will remove garbage at the end of your event. Garbage must be in or next to garbage cans.
- Anything brought in by the club is to be removed by the end of the event, including decorations and tape. **Do not nail or staple decorations; interior or exterior painters' tape is acceptable.**
- Reoccurring and pool party events are not permitted.
- It is the clubs' responsibility to have a club member open the Palms main entrance door for club members and guests who forgot to bring their resident ID badge.
- **Carpooling is highly advised. Cars parked in "No Parking" areas may receive parking tickets.**
- **Golf carts only can park in golf cart parking areas; not in car parking spaces.**

ROOM DETAILS

- Open from 8am-9pm using the Solivita Resident ID badge.
- The Palms Amenity Room opens no earlier than 8am and events can begin at 9am. DO NOT ask Fitness Staff to open the Palms Lobby before 8am. Events in the Palms Amenity Room must be completed, cleaned up, and guests vacated no later than the scheduled time or by 9pm.
- The fireplace area and under the pool overhang outside the multipurpose room can be reserved along with the multipurpose room. Setups for events are not to extend to the pool deck or to the lobby, which includes the hallway before the main doors to the multipurpose room. The fireplace area cannot be reserved alone. Cornhole Courts can be reserved alone, but furniture setup is not provided.
- The back door and doorstoppers are to be used for loading and unloading only. It is not to be used as an entrance or as an extension to the permitted outdoor areas. All guests are to enter through The Palms lobby.
- Maximum Occupancy (within the combined permitted indoor and outdoor areas): 108 for Theater Seating and for Tables and Chairs.
- Furniture: 12 round tables (8 10 tops and 4 8 tops), 108 chairs, 16 6ft tables, 20 card tables, 2 easels, 1 podium. (This entire list of furniture does not fit in the room at one time and 10 round tables is the maximum. The use of 6ft tables are suggested to allow more space than the round tables).
- If the fireplace is requested to be turned on, a one-week advance notice to the Activities office is required.
- The Palms lobby or indoor chairs cannot be moved or set-up outside for extra seating.
- The Palms lobby piano cannot be moved to any other location.

ROOM AUDIO/VISUAL EQUIPMENT

- Audio/Visual (A/V) needs must be requested no later than 2 weeks prior to the event on a Resident Event Request Form or by email. It is your responsibility to contact Activities **one week prior to your event to finalize A/V needs and test equipment.** It is not the responsibility of Activities to contact your club for their A/V needs.
- The equipment listed below does not require technical support present and is signed out from The Palms front desk. If you have trouble setting up, check with the Palms front desk staff for assistance.
 - Ceiling affixed projector and motorized projector screen.
 - **Provide your own laptop with power supply and HDMI or VGA output connection.**
 - VGA, HDMI and AUX (sound) cords are provided.
 - PC and some Apple projector adapter cords are provided, if requested in advance and available. It is recommended to bring your own adapters.
 - 1 lavalier, 2 wireless microphones and 2 adjustable microphone stands.
 - Piped in music.
 - Auxiliary connection for sound (in the kitchen), cord is provided.
 - Bluetooth audio capability.

- Wireless Internet.
- Dry erase board and flip chart board with paper. Markers are not provided.
- Helium tank. \$30 pre-paid fee at the Activities office or at The Palms lobby.

ROOM FOOD & BEVERAGE GUIDELINES

Potlucks

- Clubs are permitted to have a potluck once a month. Potlucks are classified as a non-catered event in which club members bring individually prepared foods that are not store purchased.
- If you are having a potluck, Grab & Go, or a meeting, you are responsible for providing room setup requirements no later than two weeks prior to your event to the Activities Staff.
- Clubs may use the kitchen, but it must be cleaned after use.
 - Microwave, refrigerator and dishwasher.
 - Serving counter and sink.
 - There are no heating elements to keep food hot, but there are plenty of electrical outlets for crock pots, coffee pots, etc. or you can bring chafing dishes with sterno flame.
 - Storing of food, beverages or other supplies before or after your reservation time is not permitted.

Potluck Beverages

- When contracting a bar with F&B, clubs may only bring iced tea and coffee. If they are not contracting a bar, clubs may bring any non-alcoholic drinks.
- Two 5-gallon coolers of water and an ice cart may be scheduled with Activities in advance at a cost of \$10.

Catering

- All catering must be contracted through F&B. **Any other caterer is NOT permitted.**
- After scheduling the room with Activities, if your club has decided you would like to have F&B cater the event, it is the club's responsibility to contact F&B. The catering contract cost is determined by the club's custom needs for the event.
- **Full Catered Event**
 - **One week prior to the event all of the below information must be finalized with F&B:**
 - Event and food service time.
 - Final count of people attending the event.
 - Room setup and special needs for your event.
 - If F&B is not contacted, the last count given is the number used when preparing for the event and your club will be responsible for that cost. For example, if you have contacted F&B and told them 50 people and do not contact them for an update and you only have 30 people, your club will be responsible for the final cost for 50 people. Likewise, if your club tells them only 30 people are attending, but 50 people show up, then F&B is only responsible for serving 30 people. **All event changes MUST be done through F&B and ONLY from the person who was the initial contact.**
- **Grab & Go** - Can be contracted through F&B. Please schedule an appointment to discuss Grab & Go with F&B. If you are having a Grab & Go event, room setups need to be finalized with the Activities Staff. **Clubs are responsible for picking up their food from F&B, servicing, setting up, breaking down, providing their own utensils, chafing dishes, napkins, linens and any other event needs.** Plan in advance and bring everything you need because F&B Staff will not assist your club with your Grab & Go event unless contracted in advance.

Catering Beverages

- **All alcoholic beverages must be contracted through F&B.** Alcoholic beverages are not permitted to be brought in by the club including purchased from the K&M Drugstore.

BELLA VIANA, LAGO VISTA AND VENEZIA CLUBHOUSES

ROOM GUIDELINES

- All events must be scheduled in advance through Activities. **Bring your copy of the approved Resident Event Request Form with you when you have your event.**
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- No special room setups are done. Clubs are permitted to rearrange the furniture present in the rooms but you MUST reset the room after use.
- Clubs need to remove garbage at the end of the event and take it home. A \$50 fee will be charged if garbage is left inside or outside the clubhouse. Do not dispose garbage in the Solivita Club dumpsters.
- Anything brought in by the club is to be removed by the end of the event, including decorations & tape. **Do not nail or staple decorations; interior or exterior painters' tape is acceptable.**
- Reoccurring and pool party events are not permitted.
- The pool is open to all residents and therefore cannot be reserved.
- Glass is not permitted on the pool deck. BBQ/Charcoal and gas grills are not permitted.
- Music for your event is permitted inside the clubhouse only but the volume level MUST NOT interfere with the peaceful enjoyment of other residents using the facility or residents in the adjacent neighborhood.
- No parking of any vehicles other than golf carts in golf cart designated parking areas. Parking is permitted on the street, but must be on the same side of the street to give emergency vehicles ample space to travel through. **Do not block any residential mailbox or driveway.**
- **Carpooling is highly advised. Cars parked in "No Parking" areas may receive parking tickets.**
- Maximum hours you are permitted to schedule an event is six hours, which includes setup and cleanup.
- Open from 8am-11pm using the Solivita Resident ID badge. **Do not turn the door deadbolt lock out to avoid using the Resident ID badge reader.**

ROOM DETAILS FOR BELLA VIANA AND VENEZIA CLUBHOUSES

- Maximum Capacity: 56 people.
- Furniture: 12 card tables, 1 round table, 48 chairs. Two 6ft tables are available in the locked storage closet across from the kitchen.
- A/V: Wall affixed flat screen TV with HDMI input. TV remote and HDMI cord are to be signed out from the Activities office. **Provide your own laptop with power supply and HDMI or VGA output connection.**
- Kitchen: Microwave, dishwasher, refrigerator and sink. The kitchen and storage rooms are kept locked. To use these areas, sign out the key from the Activities office, Monday-Friday, 9am-5pm.

ROOM DETAILS FOR LAGO VISTA CLUBHOUSE

- Furniture: 6 card tables, 24 chairs.
- A/V: Wall affixed flat screen TV with HDMI input. TV remote and HDMI cord are to be signed out from the Activities office. **Provide your own laptop with power supply and HDMI or VGA output connection.**
- Kitchen: Microwave, refrigerator, sink and counter space. The kitchen is kept unlocked.

ROOM FOOD & BEVERAGE GUIDELINES

Catering

- Catering can be contracted through any catering source, including F&B, or can be brought from your home.
 - If you use another caterer, the caterer must provide a COI showing million-dollar insurance liability and follow state food regulations and licenses.

Grab & Go - Can be contracted through F&B or any other catering source. If you decide to use F&B, please schedule an appointment to discuss Grab & Go with them. Clubs are responsible for set up, clean up and providing all their own catering needs. Make sure to wipe down all tables after use.

Alcoholic Beverages

- **Alcohol is acceptable ONLY if purchased, with proof of receipt, through F&B.** Alcohol purchased from K&M Drugstore is not permitted in any Club Facilities due to the Catering liquor license.

Non-Alcoholic Beverages

- Any non-alcoholic beverages may be brought in.

FREEDOM PARK PAVILIONS

ROOM GUIDELINES

- All events must be scheduled in advance through Activities. Advance alternate rain out location is not provided.
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- Clubs MUST remove garbage at the end of the event to avoid a \$50 fee if garbage or charcoal is left at or around the pavilion areas. Do not dispose garbage in the Solivita Club dumpsters. The club may pay a \$50 fee in advance to the Activities office for the Housekeeping Team to remove the garbage only after the event is over.
- Anything brought in by the club is to be removed by the end of the event, including decorations and tape.
- Scheduling the pavilion(s) does not guarantee a reservation for the use of the Freedom Park Recreation areas. See "Freedom Park Recreation" for more information.
- No parking in the RV marked parking spaces. Do not drive or park automobiles on sidewalks/cart paths.
- Reoccurring events are not permitted.

ROOM DETAILS

- Cooperstown (closest to the softball field) and Wimbledon (closest to the tennis courts) Pavilions. Event may not extend onto any of the Freedom Park Recreation areas.
- Open from 8am-10pm.
- Furniture: 10 6ft rectangle tables and 80 folding chairs is the maximum that fits in each pavilion. 10 card tables and several large garbage cans. (Tables and chairs are dependent on availability due to being shared with the Solivita Market area and other events). Up to 2 10x10 pop-up tents may be provided for \$10 each with advance payment at the Activities office.
- Charcoal grill (Cooperstown Pavilion only and cannot be reserved alone). Charcoal is not provided. Clean charcoal grill grates and remove charcoal after use.
- Electrical outlets, water fountain, ceiling fans and lighting.
- Wireless internet.
- Audio/visual equipment. Advance notice is required and sign out equipment from the Activities Office. Amplified speakers are to be pointed towards your event areas and not disrupt the peaceful enjoyment of recreation areas and residential homes.
 - Lightweight portable PA system with wireless or head worn microphone, 3.5mm AUX connection and Bluetooth capability.
 - Two 12" portable PA speakers on stands with 2 wireless microphones, XLR connection, 1/4" sound connection and Bluetooth capability.

ROOM FOOD & BEVERAGE GUIDELINES

Catering

- Catering can be contracted through any catering source, including F&B, or can be brought from your home.
 - If you use another caterer, the caterer must provide a COI showing million-dollar insurance liability and follow state food regulations and licenses.
- If your club has decided you would like to have the F&B cater the event, it is the club's responsibility to contact F&B. The catering contract cost is determined by the club needs for the event.
- **Full Catered Event with F&B**
 - **One week prior to the event all of the below information must be finalized with F&B:**
 - Event and food service time, final count of people attending the event and room setup and special needs for your event.
 - If F&B is not contacted, the last count given is the number used when preparing for the event and your club will be responsible for that cost. For example, if you have contacted F&B and told them 50 people and do not contact them for an update and you only have 30 people, your club will be responsible for the final cost for 50 people. Likewise, if your club tells them only 30 people are attending, but 50 people show up, then F&B is only responsible for serving 30 people. **All event**

changes MUST be done through F&B and ONLY from the person who was the initial contact.

- **Grab & Go** – Can be contracted through F&B or any other catering source. If you decide to use F&B, please schedule an appointment to discuss Grab & Go with them. Clubs are responsible for set up, clean up and providing all their own catering needs. Make sure to wipe down all tables after use.

Alcoholic Beverages

- **Alcohol is acceptable ONLY if purchased, with proof of receipt, through F&B.** Alcohol purchased from K&M Drugstore is not permitted in any Club Facilities due to the Catering liquor license.

Non-Alcoholic Beverages

- Any non-alcoholic beverages may be brought in.
- Two coolers filled with ice can be scheduled with Activities in advance at a cost of \$10 paid to Activities or The Palms staff. Coolers are to be supplied by the club and taken to The Palms to be filled up.

FREEDOM PARK RECREATION

FACILITY DETAILS

- Based on availability and league play, use of the bocce courts, shuffleboard, or horseshoes pits must be scheduled in advance at www.SolivitaHOA.com in the Outdoor Recreation Reservation Calendar. Tennis and Pickleball courts are scheduled with the Riviera Spa and Fitness (RSF) Staff. Equipment can be checked out at the RSF the day of your event.
- The pavilions are not automatically reserved when using any Freedom Park Recreation facility. See "Freedom Park Pavilions" for more information.

SATELLITE POOLS

POOL GUIDELINES

- All events must be scheduled in advance through Activities. **Bring your copy of the approved Resident Event Request Form with you when you have your event.**
- The pool cannot be closed for a club event. It is open to all residents; however, two reservations will not be made at the same time. **Clubs must abide by the posted pool capacity.**
- Clubs need to remove garbage at the end of the event and take it home. A \$50 fee will be charged if garbage is left.
- Anything brought in by the club is to be removed by the end of the event, including decorations and tape.
- Reoccurring events are not permitted.
- Glass is not permitted on the pool deck. Alcohol, BBQ/Charcoal and gas grills are not permitted.
- Catering can be contracted through any outside catering source, including F&B, or can be brought from your home. If you use an outside caterer, the caterer must either have a million-dollar insurance liability or the caterer will need to sign a liability waiver form from the Activities office.
- Music for your event is permitted but the volume level MUST NOT interfere with the peaceful enjoyment of other residents using the facility or residents in the adjacent neighborhood.
- No parking of any vehicles other than golf carts in golf cart designated parking areas. Parking is permitted on the street, but must be on the same side of the street to give emergency vehicles ample space to travel through. **Do not block any residential mailbox or driveway.**
- Maximum hours you are permitted is six hours, which includes the setup and cleanup.

SOLIVITA MARKET AREA

ROOM GUIDELINES

- All events must be scheduled in advance through Activities. Rain out location is not provided.
- Events may not be scheduled on Solivita Market days (Mondays and Fridays).
- **Do not arrive before your scheduled start time and your event MUST NOT exceed the scheduled end time. This will include setup and clean up.**
- Clubs MUST remove garbage at the end of the event to avoid a \$50 fee if garbage is left at or around the market area. Do not dispose garbage in the Solivita Club dumpsters. The club may pay a \$50 fee in advance to the Activities office for the Housekeeping Team to remove the garbage after the event is over.
- Anything brought in by the club is to be removed by the end of the event, including decorations and tape.
- Reoccurring events are not permitted.

ROOM DETAILS

- Open from 8am-10pm.
- Furniture: Large white tent, 10 6ft rectangle tables and 80 folding chairs is the maximum and several large garbage cans. (Tables and chairs are dependent on availability due to being shared with the pavilions and other events). Up to 2 10x10 pop-up tents may be provided for \$10 each with advance payment at the Activities office.
- Electricity is at the light pole. Extension cords are not provided and are to be taped to the ground.
- Wireless internet.
- Audio/visual equipment. Advance notice is required and sign out equipment from the Activities Office. Amplified speakers are to be pointed towards your event areas and not disrupt the peaceful enjoyment of recreation areas and residential homes.
 - Lightweight portable PA system with wireless or head worn microphone, 3.5mm AUX connection and Bluetooth capability.
 - Two 12" portable PA speakers on stands with 2 wireless microphones, XLR connection, 1/4" sound connection and Bluetooth capability.

FOOD & BEVERAGE GUIDELINES

Catering

- Catering can be contracted through any catering source, including F&B, or can be brought from your home.
 - If you use another caterer, the caterer must provide a COI showing million-dollar insurance liability and follow state food regulations and licenses.
- If your club has decided you would like to have the F&B cater the event, it is the club's responsibility to contact F&B. The catering contract cost is determined by the club needs for the event.
- **Full Catered Event with F&B**
 - **One week prior to the event all of the below information must be finalized with F&B:**
 - Event and food service time.
 - Final count of people attending the event.
 - Room setup and special needs for your event.
 - If F&B is not contacted, the last count given is the number used when preparing for the event and your club will be responsible for that cost. For example, if you have contacted F&B and told them 50 people and do not contact them for an update and you only have 30 people, your club will be responsible for the final cost for 50 people. Likewise, if your club tells them only 30 people are attending, but 50 people show up, then F&B is only responsible for serving 30 people. **All event changes MUST be done through F&B and ONLY from the person who was the initial contact.**
- **Grab & Go** – Can be contracted through F&B or any other catering source. If you decide to use F&B, please schedule an appointment to discuss Grab & Go with them. Clubs are responsible for set up, clean up and providing all their own catering needs. Make sure to wipe down all tables after use.

Alcoholic Beverages

- **All alcoholic beverages must be contracted through F&B.** Alcoholic beverages are not permitted to be brought in by the club including purchased from the K&M Drugstore.

Non-Alcoholic Beverages

- When contracting a bar with F&B, clubs may only bring iced tea and coffee. If they are not contracting a bar, clubs may bring any non-alcoholic drinks.
- Two coolers filled with ice can be scheduled with Activities in advance at a cost of \$10 paid to Activities or The Palms staff. Coolers are to be supplied by the club and taken to The Palms to be filled up.

WATERFRONT GALLERIES, MEDITERRANEAN SKYLINE ROOMS AND THE RIVIERA SPA AND FITNESS CENTER 2nd FLOOR (RSF2)

ROOM DETAILS

- Waterfront Galleries (Art Gallery, Library, Magnolia Room, Ceramics Gallery, Billiards Gallery and Gator Room) and Mediterranean Skyline Rooms (Aegean, Baltic and Caspian) are open 8am-11pm and the Riviera Spa & Fitness 2nd floor is open during hours of Riviera Spa and Fitness operation, all requiring the Solivita Resident ID Badge.
- Reoccurring events are permitted in all rooms except:
 - Magnolia Room and Gator Room. Magnolia Room allows scheduling board/committee meetings only.
 - The Art and Ceramics Gallery allows reoccurring events for art and craft clubs/classes only.
 - The Billiards Gallery allows reoccurring schedule for club billiards' leagues only.
- Maximum Occupancy:
 - Magnolia Room (16); Gator Room (40); Art Gallery and RSF2 (80). Extra chairs for RSF2 are stored in that room's closet. Ask the staff at the RSF front desk for assistance on the day of your room reservation.
 - Art Gallery (86); Ceramics Gallery (64); Aegean (47), Baltic (53) and Caspian (52) Rooms.
- No special room setups are done. You may rearrange the furniture present in the rooms but you MUST reset the room after use.
- Doorstoppers are to be used for loading and unloading purposes only. It is not to be used for attendees to access the room who do not have their Resident ID badge.
- Live music is not permitted in the Gator Room.
- Snacks and potluck food can be brought in, but it is the Clubs' responsibility to clean up and wipe down the tables. If catering is preferred, it must be contracted through F&B. **Any other caterer is NOT permitted.**
- **Alcohol is acceptable ONLY if purchased, with proof of receipt, through F&B Catering.** Alcohol purchased from K&M Drugstore is not permitted in any Club Facilities.

ROOM AUDIO/VISUAL EQUIPMENT:

*Provide your own laptop with power supply and HDMI or VGA output connection.

- Wireless internet
- *Ceiling affixed projector and screen: Gator Room and RSF2. Sign out projector remote and connection cords at Activities office for Gator Room and RSF Lobby desk for RSF2.
- *Ceiling affixed projector screen: Baltic and Caspian Room.
- *Wall mounted TV: Magnolia Room. Sign out the TV remote and HDMI cord from the Activities office.
- Piped in music in the Art, Ceramics and Billiards Galleries and in the Gator Room.
- Portable equipment. All equipment needs to be reserved from the Activities office in advance.
 - Wired microphone in the Baltic Room and wireless microphone in the Art Gallery and RSF2. Sign out the Art Gallery and Baltic Room microphone at the Activities office and the RSF2 microphone at the RSF lobby desk.
 - *Portable projector. Laptops are not provided and advance/scheduled testing with projector is recommended. PC and some Apple projector adapter cords are provided, if requested in advance and available. It is recommended to bring your own adapters.
 - Portable projector screen: 60" and 100" available.
 - Flat screen TV on a rolling stand (HDMI output connection available).
 - DVD Player.
 - Dry erase board and flip chart board with paper. Markers are not provided.

FLIERS, TICKET SALES, USING SOLIVITA LOGO, CLUB POSTERS

FLIERS IN LANDSCAPE FORMAT: Clubs are permitted to create and print their own 8.5"x11" flier(s) pertaining to club meetings or special events. When creating the flier, make sure to provide all significant information; club name, event, time, date, cost, location and **contact name and number**. If a club would like to have their fliers posted in the Village Center, they must submit 4 fliers, no later than 10 days prior to the event to the Activities office for approval and we will post fliers once a week. Any fliers posted without permission will be removed. Do not post event fliers on Solivita Club facility doors.

If a club activity or meeting is cancelled or moved, it is the club's responsibility to post a neatly written or typed announcement notifying the cancellation. It is also their responsibility to take down the notice after the event date. Please put a date and time on the cancellation notice.

SELLING TICKETS FOR CLUB EVENTS: Areas permissible to sell Club tickets for events:

1. At the Club Ticket Sales in Mosaics on the 1st Monday of the month from 10am-12pm. Each club may only have one rectangle, one card or two card tables already placed together; first come, first serve. No advance reservation required.
2. At the Market Area in the Freedom Park parking lot on Mondays and Fridays. No reservation required, club must be self-contained and may only set up in the back row and up to (2) parking spaces.
3. The Palms Activities lobby, Monday through Friday from 8am-noon with advance notice to the Director of FitWell. Ticket sales will be limited to three clubs at a time.

When selling tickets in these areas you are not to solicit residents or disrupt business. The club is also responsible for furnishing their own tables and chairs for sales except in Mosaics. At The Palms, staff will allow clubs access to the storage room to retrieve and **THEN IMMEDIATELY PUT AWAY** tables.

USING "SOLIVITA" LOGO WITH CLUB LOGO: The Solivita logo and the Solivita "V" are trademarks and cannot be published without prior approval. If you would like to use them, provide a design of your logo and complete the "Logo Trademark License Agreement" form, which can be obtained from the Activities office.

CLUB POSTERS: Displayed in either the Ballroom hallway or on the Riviera Spa and Fitness Center walls.

1. Clubs are to design and print their own 20" x 30" poster and bring it to the Activities office. Activities provides and hangs the frames on the wall.
2. Do not display a "year" and for contact information, write: "See *Reflections Club Meeting List for Contact Information*"
3. Posters are required to be updated every three years. Posters will be removed if they are not updated.
4. Posters are rotated two times a year between both locations by Activities without notification of when or where they will be moved to.
5. If your club is inactive or disbanded, let Activities know so we can take it down.