

Activity/Meeting Room Request Process

1. ***"PRIORITY" of Activities/Meetings for Approval each year –***

- a. Board and Residents Meetings.
- b. Good Neighbor Day Golf Tournament & Awards Party/Banquet.
- c. Architectural Control Committee (ACC) Meetings.
- d. Women's Club Activities.
- e. Women's/Men's Golf 'League' Events.
(First submitted are the first reviewed for approval.)
 - i. Day(s)/Dates & Tee Time(s)
 - ii. Tournament
 - iii. Rewards Party
- f. All other activities/meetings. (First submitted are the first reviewed for approval.)
 - i. Women's Club Meetings.
 - ii. Neighborhood Watch (NW) Meetings.
 - iii. All other activities (i.e., Other Golf events, Clubs, Quilters, Line Dancing, Cards etc).

2. ***"WHEN" Activities/Meetings are Reviewed for Approval –***

NOTE: Anything "required" (2.a.) or any "other requests" (2.b.) for the next Winter Season, to be reviewed at the regular scheduled March Board Mtg, must be submitted to the SEPO Office by March 1 each year.

- a. Required to be submitted by March 1 each year:
 - i. Board and Residents Meetings.
 - ii. Good Neighbor Day Golf Tournament & Awards Party/Banquet.
 - iii. Architectural Control Committee (ACC) Meetings (are held year-round).
 - iv. Women's Club Activities.
- b. Can be submitted by March 1 each year for review at the March Board Mtg:
 - i. Women's Club Meetings.
 - ii. Neighborhood Watch (NW) Meetings.
 - iii. Women's/Men's Golf 'League' Events
 - 1) Day(s)/Dates & Tee Time(s)
 - 2) Tournament
 - 3) Rewards Party
- c. After the March Board Mtg each year, as soon as dates become available.
(First submitted are the first reviewed for approval.)
 - i. Items in 2.b. above (if not already submitted).
 - ii. All other activities/meetings (i.e., Other Golf events, Quilters, Line Dancing, Cards, etc).

3. ***"PROCESS" for getting an Activity/Meeting request approved.***

- a. Requestor:
 - i. Obtain Activity/Meeting Room Request Form from:
 - 1) SEPO office or
 - 2) Document Slot in the Library or
 - 3) Sunshine Web site – <https://www.sunshinecountryclub.com/activity-mtg-request>

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- ii. Submit completed request form to the SEPO Office Mgr as per the priority/time requirements defined in “Item 2” above. If the request form is not ‘required’ in 2.a. above, it should be submitted at least three (3) days prior to the event, if possible.
- iii. The form should contain as much information as the submitter is aware of at the time of requested approval. **As additional details are finalized, such as the actual time of the event versus prep and cleanup times, this new/revised information needs to be supplied to the Office by submitting a revised request form, if possible.** This will ensure event conflicts don’t occur and both the SEPO Calendar and the Sunshine website are updated/accurate.
- iv. When an activity/meeting is **cancelled** please inform the SEPO Office. For example, a request had been submitted to play a particular card game for a three month period and the group decides to cancel this activity after two months. A revised activity request form will trigger this change to be reflected in both the SEPO Calendar and the website and let residents know the location is now available for others to use.

b. SEPO Board:

- i. The Board formally approves/rejects requests submitted for review at the March Board Mtg each year (see 2.a. and 2.b. above). Again, any requests submitted for review at the March Board Mtg need to be in the SEPO Office before March 1 to give the Board time to review them prior to the March mtg.

c. SEPO Office Mgr:

- i. March Board meeting –
 - 1) Ensures all requests to be reviewed at the March Board meeting are forwarded to the Board as soon as received in the office.
- ii. After March Board meeting –
 - 1) Reviews all other requests as they are submitted to ensure the date(s) and time(s) requested do not conflict with anything already approved and scheduled.
 - 2) For these requests the SEPO Office may contact the Board Secretary and/or the SEPO Communications Manager to get questions answered, issues resolved and/or obtain advice concerning approval/rejection of the request.
 - 3) Approves/rejects and dates the request.
 - 4) Notifies the Requestor of ‘Acceptance’ or ‘Rejection’ (and reason why, if rejected) of the request. ***(The requestor should be provided with and file a copy of his/her accepted/rejected Request Form for his/her records.)***
 - 5) Files the Request Form in the SEPO Office (either electronically or physically).
 - 6) Records/Updates the activity/meeting in the SEPO Office calendar.
 - 7) Ensures the Sunshine Website Manager receives the information to post on the website.

4. ***“Changes” after Approval.***

- i. As stated previously, the requestor should provide as much information as possible on the original request form. The form should include days/times for all three of the following, as applicable:
 - 1) activity preparation (decorating, cooking etc)

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- 2) the activity itself (i.e., dinner and dance)
- 3) cleanup (taking down decorations, rearranging tables/chairs etc)

NOTE: Please avoid simply requesting to reserve the area(s) where you are holding your event for the 'entire day' – unless you will truly be needing the area(s) from 12 AM to 11:59 PM.

- ii. As additional details, days/times etc, become *final* or are *changed*, please submit a 'revised' Activity Request Form and note on this revision the date of the original request, which was previously returned to you when it was approved.

5. ***"Timeframes" on Activity Requests.***

- i. When you are requesting an area for a recurring activity i.e., Cards and you don't know what timeframe you will be needing the area for, you may leave the end day/time blank or say 'unknown'. This will be entered into the SEPO Calendar and the website with no end date. However, when/if you do stop holding the event, you need to complete a revised form so that the office knows your reserved area is now open for others to reserve. This will trigger the office to inform the website manager and will consequently keep the community informed of which activities are occurring at any time.
- ii. There has been confusion in the past about whether an activity that only occurs during the winter season, i.e., a SEPO Club meeting or a particular card game, needs an Activity Request form completed for each winter season. The answer is 'yes'.
Do Not Assume your 'winter only' activity will remain in the SEPO Calendar and on the website during upcoming winter seasons without being approved again.

6. There may be other circumstances not addressed in this process about when you do or don't need to submit an Activity Request form. *When in doubt, submit a form to the office.*

If there are questions concerning any of the above, please contact the SEPO Office.

SEPO BOARD