



## **Sudden Valley Community Association**

### **SVCA Clubs Policy**

#### **Purpose**

The purpose of this policy is to establish consistent requirements for clubs that request support from the Sudden Valley Community Association (SVCA) including free use of Community Center facilities and/or advertising through SVCA communication channels.

#### **Scope**

This policy applies to all clubs that request support from SVCA:

- Free use of space within the Community Center or Adult Center
- Permission to display marketing materials at the SVCA Community Center
- Advertisement through SVCA platforms, including The Sudden Valley Views publication, and the weekly SVCA Eblast.

#### **Definition of a Club**

For the purposes of this policy, a club is defined as:

- an organized group of individuals who meet regularly around a shared interest, activity, or purpose;
- A group that is open to all Sudden Valley members and visitors.

Clubs are not employees, contractors, or official committees of SVCA.

#### **Eligibility Requirements**

To be eligible for SVCA support, a club must meet the following criteria:

- Be resident-led, with at least one primary organizer who is a Sudden Valley resident in good standing;
- Operate on a non-commercial basis: no club activities shall profit an individual or entity, although reasonable cost-sharing among members is permitted;
- Be open to all Sudden Valley residents and visitors, without exception;
- Cannot directly compete with a service offered by SVCA;
- Conduct activities that align with SVCA values and community standards;
- Comply with all applicable local, state, and federal laws.

SVCA reserves the right to deny or revoke support for any club that does not meet these requirements or whose activities are deemed inconsistent with the mission or best interests of the community.

#### **Requests & Approval Process**

- Clubs seeking SVCA support must submit a Club Interest Form to SVCA Administration (see attachment).
- Approval is subject to Administrative review and compliance with this policy.
- Approval may be granted on a trial or limited duration basis and is subject to periodic review.

#### **Advertising & Promotion Guidelines**

Approved clubs may receive limited promotional support under the following guidelines:

- All promotional materials must be submitted for review and approval to SVCA Administration prior to distribution or display.
- Content must be appropriate, accurate, and clearly identify the club as resident-led and not an official SVCA program.

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- Advertisements may be included in the SVCA E-Blast, SVCA's Views publication and/or displayed on designated bulletin boards within SVCA facilities.
- SVCA reserves the right to limit the frequency, size, duration, or placement of advertisements.

SVCA does not guarantee advertising placement or attendance and is not responsible for club operations or outcomes.

### **Facility Use Guidelines**

Clubs approved for free use of SVCA facilities must adhere to the following:

- Facility use is subject to availability and may be limited based on operational needs;
- Any Sudden Valley Community Association event takes priority over club room reservations, even if scheduled after a club has been approved; Reasonable advance notice will be provided whenever possible;
- Clubs are responsible for setup, cleanup, and returning spaces to their original condition;
- All facility rules must be followed;
- Damage to facilities or equipment may result in loss of privileges and/or the club may be charged for the repairing the damage;
- SVCA staff supervision is not provided.

### **Fees & Costs**

While approved clubs may be granted free use of space, SVCA may assess fees for extended or exclusive use of facilities outside of approved usage times. Any applicable fees will be communicated as far in advance as possible.

### **Insurance & Liability**

- Clubs may be required to provide proof of liability insurance depending on the nature of activities;
- Participants engage in club activities at their own risk;
- SVCA assumes no responsibility for injuries, losses, or damages arising from club activities.

### **Conduct & Compliance**

Clubs and participants must:

- Follow all SVCA rules, policies, and posted facility guidelines;
- Maintain respectful and inclusive conduct;
- Immediately report any incidents, injuries, or concerns to SVCA staff.

SVCA reserves the right to suspend or revoke club support for violations of this policy or other SVCA regulations.

### **Review & Revocation**

SVCA may review club status at any time. Support may be modified, suspended, or revoked if:

- Policy requirements are no longer met;
- Facility use rules are violated;
- Club activities negatively impact the community or SVCA operations.

### **Disclaimer**

Approval as a Supported Club does not imply endorsement by SVCA. Clubs operate independently and are not agents of the Sudden Valley Community Association.



# Sudden Valley Community Association Community Club Form

## Club Information

Club Status:  Existing Club  New Club

Club Name: \_\_\_\_\_

Club Interests/Topics: \_\_\_\_\_  
\_\_\_\_\_

Club Representative's Name: \_\_\_\_\_

Club Representative's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Primary Email: \_\_\_\_\_

## Meeting Space & Time

Will your club be meeting at the SVCA Community Center or SVCA Adult Center?

Yes, at the Community Center.  Yes, at the Adult Center.  No

If you are meeting at the Community Center, what room would you like to use?

Lobby  Multi-Purp. Room A  Game Room  Sunshine Room  Dance Barn

If you are not using the Community Center or the Adult Center, where will your club meet?

What days, times, & frequency will your club meet? \_\_\_\_\_  
\_\_\_\_\_

*By signing the Sudden Valley Community Club Form, you agree that you have read and will abide by the SVCA Supported Clubs Policy online at:*

*<https://suddenvalley.com/residents-resources/groups-and-clubs/>.*

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by GM  Approved by Rec Manager

**Send completed forms via email to [RecFrontDesk@SuddenValley.com](mailto:RecFrontDesk@SuddenValley.com) or bring to the SVCA Community Center (8 Barn View Ct., Bellingham, WA 98229).**