



WHWD CLUBHOUSE FACILITY USE MASTER DOCUMENT

PART 1: BOARD PROPOSAL (Internal)

DATE: January 6, 2026

TO: Board of Directors, Western Hills Water District (WHWD)

FROM: Clubhouse Administration

SUBJECT: Standardized Clubhouse Facility Use Policy

1. PURPOSE:

To establish a formal intake process for the WHWD Clubhouse that ensures protection of District assets and compliance with the Diablo Grande HOA.

2. KEY MANDATES:

- NO ALCOHOL: Strict prohibition on all District grounds.
- SERVICE ANIMALS: Only ADA-defined service animals allowed; MUST be on a leash at all times.
- HOA & WILDLIFE: Users must adhere to Diablo Grande HOA rules and protect local wildlife.

3. RECOMMENDATION:

That the Board approve the following RFI and Coordinator Checklist as the official District intake package.

PART 2: REQUEST FOR INFORMATION (RFI) & FEE SCHEDULE

LOCATION NOTICE: The WHWD Clubhouse is located within the Diablo Grande Private HOA.

All users must respect the residential nature of the community and the surrounding wildlife.

I. CONTACT & SITE VISIT

Prior to Board review, you must meet with the Coordinator.

- To schedule: Contact the WHWD Clubhouse Coordinator: Lori Lawson -

lelawson.whwd@gmail.com (cell) 209-985-8743

- Date of Visit: _____

II. PROPOSED FEE SCHEDULE

- Security Deposit \$ _____

- Daily Rental Fee: \$ _____ per hour.

- Hourly Rental Fee: \$ _____ per hour.

- Minimum Booking: [____] Hours.

- Insurance: Applicant must provide a COI naming WHWD as Additionally Insured.

• Name/Organization: _____

• Event Date: _____

Total Hours: _____

• Expected Attendance: _____

Purpose: _____

IV. MANDATORY COMPLIANCE (Initial each)

- NO ALCOHOL: I understand alcohol is strictly prohibited. Violation results in immediate event closure and forfeiture of all deposits.
- SERVICE ANIMALS: Only ADA Service Animals are allowed. No pets.
- LEASH POLICY: All animals must remain on a leash at all times.
- HOA & WILDLIFE: I will follow all Diablo Grande HOA rules. I will not feed or disturb wildlife and will haul away all trash (Leave No Trace).

Signature: _____

Date: _____

PART 3: COORDINATOR'S SITE VISIT CHECKLIST

(To be completed by WHWD Staff)

Applicant Name: _____

Signature: _____

DATE: _____

Check boxes as items are discussed:

- NO ALCOHOL POLICY (Inside and Parking Lot)
- LEASHED SERVICE ANIMALS ONLY (No Pets)
- DIABLO GRANDE HOA NOISE & PARKING RULES
- WILDLIFE SAFETY & MANDATORY TRASH REMOVAL
- REVIEW OF FEES & DEPOSIT TERMS

WHD Clubhouse Coordinator

NAME: _____ Date: _____