

WHWD CLUBHOUSE FACILITY USE MASTER DOCUMENT

PART 1: WHWD BOARD PROPOSAL (INTERNAL)

DATE: February 15, 2026

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

FROM: WHWD Clubhouse Administration

SUBJECT: Standardized WHWD Clubhouse Facility Use Policy

1. PURPOSE: To establish a formal WHWD intake process for the Clubhouse that ensures protection of District assets and coordinates compliance with the **Diablo Grande Residential Owners Association** (ROA) covenants.

2. KEY WHWD MANDATES:

- **NO ALCOHOL:** Strict prohibition on all District grounds, including the building and parking lot.
- **NO POOL USE:** WHWD facility rental is for the building only. **No pool use is permitted** under any circumstances.
- **24-HOUR SURVEILLANCE:** The facility and surrounding premises are under 24-hour video and audio surveillance, inside and outside, to ensure safety and policy compliance.
- **SERVICE ANIMALS:** Only ADA-defined service animals allowed; **MUST** be on a physical leash at all times.
- **UTILITIES & KITCHEN:** * There is **zero gas** running to the building.
 - The kitchen area is strictly **off-limits** and not in service.
- **ROA & WILDLIFE:** Users must adhere to **Diablo Grande Residential Owners Association** rules regarding noise and parking and protect local wildlife; no feeding or disturbing wildlife.
- **LEAVE NO TRACE:** Mandatory trash removal; all waste must be hauled away by the applicant.

3. CLARIFICATION ON INDEPENDENT COMMITTEES:

- The **DG Action Committee** is an independent, self-funded volunteer organization. It is not a sanctioned subsidiary of the WHWD or the **Diablo Grande Residential Owners Association** and receives zero funding from either entity.

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

I. CLASSIFICATION OF USE & EVENT HOSTING

All requests must be categorized under one of the following WHWD tiers:

- **Tier 1: Authorized Public Service Events (Fee-Exempt)**
 - **Authorized Hosts:** WHWD Board/Committees, **Diablo Grande Residential Owners Association** Board, and recognized Community-wide Committees (e.g., **DG Action Committee**).
 - **Requirement:** Must be an "open-door" event open to the entire community.
 - **Fees:** \$0 Rental Fee; \$0 Deposit.
- **Tier 2: Private Facility Rentals (Standard Fee Schedule)**
 - **Examples:** Weddings, birthdays, and private family gatherings.
 - **Security Deposit:** \$350 (Refundable).
 - **Cleaning Fee:** \$150 (Non-refundable).
 - **Hourly Rental Rate:** \$150 per hour (2-hour minimum).
- **Tier 3: Commercial Vendor Events (CFD Contribution)**
 - **Definition:** Any event where vendors are selling products or services on-site.
 - **CFD Fee:** Vendors are required to provide a **10% fee to the CFD** based on their total gross sales.
 - **Compliance:** All sales must be logged and recorded. The Event Coordinator is responsible for ensuring vendor compliance.
 - **Data Collection:** The Event Coordinator must collect all sales data and recordings prior to the end of the event and before vendors depart the premises.

II. WHWD CONTACT & SITE VISIT

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

- **WHWD Clubhouse Coordinator:** Lori Lawson – lelawson.whwd@gmail.com | (cell) 209-985-8743.

III. MANDATORY COMPLIANCE (Initial each)

- **NO POOL USE:** I acknowledge that pool use is strictly prohibited.
- **SURVEILLANCE:** I acknowledge the building is under 24-hour video/audio surveillance.
- **KITCHEN/GAS:** I acknowledge there is zero gas to the building and the kitchen is off-limits.
- **VENDOR FEES:** (If applicable) I agree to collect and record all vendor sales data and submit the 10% CFD fee to the District prior to the end of the event.
- **NO ALCOHOL:** I understand alcohol is strictly prohibited on District property.
- **SERVICE ANIMALS:** Only ADA Service Animals allowed; MUST remain on a physical leash.

Client:

Signature: _____ Date: _____

PART 3: WHWD COORDINATOR'S SITE VISIT CHECKLIST

- **NO POOL USE** (Facility is building only)
- **24-HOUR SURVEILLANCE** (Internal and External Disclosure)
- **KITCHEN & GAS RESTRICTIONS** (Off-limits; No gas)
- **COMMERCIAL VENDOR REQUIREMENTS** (10% CFD fee, sales logging, and data collection)
- **NO ALCOHOL POLICY** (Inside and Parking Lot)
- **LEASHED SERVICE ANIMALS ONLY** (No Pets)
- **ROA RULES COMPLIANCE** (Noise, Parking, and Wildlife Protection)
- **WILDLIFE SAFETY & MANDATORY TRASH REMOVAL**

WHWD Clubhouse Coordinator:

Signature: _____ **Date:** _____