

CANADIAN LAKES ASSOCIATION

Club Sanction Request

Date: ____/____/____

Group Name or Title: _____

Contact person: _____ Contact phone: _____

Email address: _____

Address of Contact: _____

Group Purpose / Objectives: _____

Meeting location (i.e. Highland Haus, Alpine Haus, etc.): _____

Day/s and Time/s of meetings: _____

What months does the Club meet? _____

Estimated Number of Members: _____

Is there any money collected? Y____N____ If yes, please explain purpose: _____

Please advise CLPOC at 231 972-7651 or email: memberservices@clpoc.org of any months/days your club will not be using either the Alpine/Highland Haus.

IMPORTANT: This form will be processed by the CLA Sanctioned Activities Director. The telephone number is on the back page of the Lite Lines. You may also mail it to: CLA Sanctioned Activities Director, 10700 Pierce Rd., Canadian Lakes, MI 49346 or drop it off at the CLPOC office.

Please fill in all information as completely as possible so that the CLA and the CLPOC office have all of the information necessary for scheduling and contacting you, should there be a facility problem.

Please review and sign the reverse side which explains **Group Sanctioning Requirements and Responsibilities.**

Group Sanctioning Requirements and Responsibilities

The Canadian Lakes Property Owners Corporation (CLPOC) has designated the Canadian Lakes Association (CLA) as the official organization to sanction groups and activities within Canadian Lakes. As a frame of reference, when applicable for this activity, the CLA will use the CLPOC's Articles of Incorporation. More specifically:

Article V, Section C states "Use of and access to the common facilities owned and maintained by the Corporation shall be consistent with all deed restrictions, and with rules and regulations as may from time to time be established and shall be restricted to eligible members who are in good standing and their guests".

To be sanctioned by the CLA, a prospective organization or activity must meet the following requirements:

1. Complete an application and submit it to the Director of Sanctioned Activities for review and preparation to submit to the CLA Board for approval.
2. Membership in the organization/club or activity must be available to any CLPOC member in good standing, their guests and relatives.
3. National, state or county organization affiliation is allowed if that relationship is required to become a Canadian Lakes chapter (i.e., M.A.R.S.P.) or to take a specific name (Red Hat Society). That affiliation will not allow the national, state or county organization to use Corporation facilities free of charge without CLPOC approval.

After a group is sanctioned, the following guidelines apply:

1. No activity of the group may be open to the general public without approval of the CLA Board.
2. The group may submit ads regarding activities for publication in the *Lite Lines*.
3. The group is required to file an annual activity report at the end of each calendar year. This report must include current membership totals for the year. Forms for this report are located in the kiosk in the CLPOC office or from the CLA Board Director responsible for sanctioned activities.
4. For any building in the community covered by the state liquor license, (Castle and Canadian Lakes Restaurant), event participants are **not permitted** to bring their own alcohol onto the premises. Liquor **must be** provided by the CLPOC.
5. For any event in a location not covered by the state liquor license, i.e. Highland Haus, Alpine Haus, Pavilion or Legacy Park, a B.Y.O.B. is acceptable.

I have read and agree to the requirements for being a sanctioned club listed above. I understand that not adhering to these requirements may cause this club to lose sanctioning.

SIGNED: _____ Print Name: _____ DATE: ____/____/____

Reviewed and Revised February 2017

Form 1003