



Sidney Colen & Associates, Ltd.

To: All Clubs and Groups

Re: Guest Rules, Fees and Gate Notification

We have received a number of complaints from residents regarding the number of local guests who utilize our facilities without fees. We further found that outside instructors were also using our facilities for personal gain. To make sure our facilities are used by residents and to avoid taking away the opportunity to have a guest, we invited a group of 12 representatives from clubs most impacted with guests to meet with our General Manager, Lynette Vermillion, and me to discuss how we resolve this matter. It was decided a guest fee was appropriate. Additional clarification is attached.

A guest is defined as anyone not having an authorized Resident or Guest Identification Card. Indigo East residents must produce a resident card stating "Gateway of Services" with the current year posted or guest fees apply. Guests may attend events and meetings as long as the resident or club officer completes the appropriate paperwork and pays all applicable fees when due. Non-resident or Indigo resident not holding a current Gateway of Services resident I.D. may not be members of clubs. Please note: Clubs allowing non-residents to attend events or meetings without approval will result in suspension from facilities.

Indigo East Community Center and Fitness Center are for Indigo East Neighborhood Association residents and their guests. The Lodge at Candler Hills and the Candler Hills Community Center are for Candler Hills Neighborhood Association residents and their guests.

Clubs or social groups are required to verify resident ID's for their events and anyone not holding a resident ID for each community will not be permitted to participate in events or meetings without guest fees applying.

Guest notification must be provided to the gates for any performers or guests attending your scheduled events/meetings. The guest form may be completed at the Activities Office at the Recreation Building. The Activities Office will notify the gates and provide the assigned gate with a pass for your guest(s)/performer(s). This information will be logged by the gate attendant and will be turned in monthly. Guest fees will apply to clubs based on the gate log. The guest fees will be determined as follows:

Number of Guest Visits Monthly	Guest Fees
1-2	\$0
3-25	\$25
26-50	\$50
51-100	\$100
101- 150	\$150
151-200+	\$200

The Activities Office will send a monthly letter notifying the club of the number of guests and applicable fees. Payment within two weeks will be required to prevent any delays in guests attending future events.

Guest forms will be located in the same area where the Facility Request and Channel 22/732 forms are located at the Recreation Facility. Please note: If the Activities Office does not receive your completed guest form, your guests/performers/speakers may be turned away. Guest notification is required two weeks prior to the event/meeting.

If you have any questions regarding this policy, please feel free to contact the Activities Office for further discussion. Thank you very much for your cooperation and support of our gated community policies.

Best regards,

Theresa Fields  
Program Supervisor