



GENERAL INFORMATION & RULES

The Board of Directors of the Mission Viejo Swim & Racquet Club has approved the following rules and regulations governing the Club by its members. The purpose of this document is to establish guidelines through which the staff can objectively and effectively operate the Club while maintaining the safe, orderly environment desired by the membership.

1. The use of the Swim & Racquet Club property, facilities and equipment is restricted to Club members and their guests.
2. Homeowners leasing/renting out their homes have the option of retaining their Club privileges or they may waive their rights and allow their renter to use the facility. Before renters may use the facility the homeowner must fill out and submit to the club office the **"HOMEOWNER RENTER/LEASE FORM"**. This form is available in the Club office or you may print out the form from the club's website.
3. Homeowner's renting a room or portion of their home to individuals must fill out and submit to the club office the **"BOARDER/TENANT" FORM**. This form is available in the Club office or you may print out the form from the club's website.
4. A member must accompany guests at all times during their stay at the club facility.
5. Special arrangements for baby-sitters, nannies and houseguests visiting for an extended period must be made with the manager and prior to guests using the facility. ID cards will not be made for baby-sitters, nannies or houseguests, their information will be kept on file only.
6. Homeowner's having guests stay with them for a visit or guests staying in their home while they are on vacation must fill out a **"HOMEOWNER GUEST FORM"** available in the club office or from the club's web site. The form must be submitted for approval prior to guests using the facility.
7. **ID Cards** are issued to all MVSRC Members and Renters/Boarders, including their children and are available at the Club office; currently there is NO charge for the first ID card, a fee will be charged for replacement of any ID lost, stolen or mutilated. NOTE: Renters/Boarders (or tenants) ID cards are good from *May to May* of any given year. An updated Homeowner Renter/Lease form will be required by the homeowner. The form must be submitted for approval prior to tenants using the facility. A charge may apply for a new ID card at that time.
8. When necessary, Club personnel have the authority and the responsibility to take necessary disciplinary measures with all age groups with regards to the use of the facility.
9. Members are liable for any damage done by their family or guests.
10. Individuals who create a problem will be asked to leave the premises. If the individual refuses, the local authorities will be promptly called. Further disciplinary action may be taken by the board of directors.
11. Neither groups nor individuals may sell alcoholic beverages on the premises. Individuals must be at least 21 years of age to consume alcoholic beverages on Club property.
12. The Club's facilities will not be used for any purpose in violation of applicable State Laws, Federal Laws or Club policies.
13. There will be no loitering or congregating in the parking lot or outside the Club by members and guests.
14. Skateboarding, skates, roller blades, go-carts, and other vehicles (motor or not) not licensed by the State of California will **not be allowed** in the parking lot or anywhere on the Club facility.
15. Members may **NOT** bring pets to the Club except during special programs, (or working dogs).
16. Members are allowed use of the Club telephone (in the office) for **emergency use only**.
17. Suggestions for improvements or complaints should be made in writing.
18. We are a "smoke free" facility. No smoking within 20 feet of any entry. There is a smoker's outpost located at the end of the steps in the parking lot.
19. The Club prohibits any individual from sitting, standing and walking on club retaining walls, climbing in trees and acts causing damage to landscape.
20. The parking lot is for homeowners and their guests using the club facility. All cars **MUST** be parked in a designated parking space.
21. All bicycles using the bicycle rack **MUST** have a chain and lock. The club is not responsible for damage or theft of bicycles.