

Division: Recreation Department

Effective Date: July 2025

This policy supersedes all previous Facility Use Policies

Facility Use Policy

1.0 Policy

WHEREAS, Article VI, Section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage, and control the affairs and business of the Association;

WHEREAS, Article II, Section 2 of the Bylaws states the Association shall do whatever is necessary, conducive, incidental, or advisable to accomplish and promote its objective and purposes;

NOW, THEREFORE, BE IT RESOLVED THAT the following general guidelines and procedures for Canyon Lake POA Facilities & Common Area Reservations be adopted:

2.0 Purpose

This policy ensures that the use of Canyon Lake POA facilities and amenities is managed equitably for the benefit of the entire community. It governs the scheduling of activities, identification of user groups, and establishment of usage fees and requirements, ensuring the organized conduct of community functions and special events. Fees assessed are intended to help cover the ongoing costs of maintenance and operation.

The General Manager holds the discretion to enact operational changes to this policy as deemed necessary. Canyon Lake POA staff are charged with enforcing all related rules and regulations and have the authority to deny or discontinue use if compliance with this policy is not met or if potential damage to facilities is identified. Staff also oversee the safety and well-being of the public during facility use, retaining full authority over the facility, equipment, and activities, including alcohol service and security measures. Staff may require alterations to activities or halt them altogether to ensure adherence to this policy. Compliance with all staff directives is required.

3.0 Scope

This policy includes use requirements for the following areas:

- Canyon Lake Country Club
- Canyon Lake Lodge
- Community Garden
- Gault Field
- North Ski & Jump Lagoon Area
- Parks, Beaches & Pavilions
- Senior Center

- Sports Courts (Basketball, Pickleball & Tennis)
- Swimming Pool

4.0 General Use Guidelines

The Canyon Lake POA Rules & Regulations establish general facility and common area use guidelines. This policy supplements those rules by outlining specific requirements for each designated location.

4.1 General Usage

- Canyon Lake POA facilities may not be used for commercial purposes.
- Any group(s) granted use of a Canyon Lake POA facility or common area shall use the requested area only for the purpose specified on their reservation form.
- Canyon Lake POA facilities and common areas may only be used during their hours of operation.
- Canyon Lake POA reservable facilities and common areas are not reservable on Canyon Lake POA recognized holidays.
- Decorations may not be nailed, stapled, glued, or permanently affixed to any walls, stages, or Canyon Lake POA property.
- Use of confetti, birdseed, rice, or anything similar is not permitted inside any Canyon Lake POA facility.
- Alcohol may be allowed with a valid ABC permit, written approval from the Canyon Lake POA, or if purchased directly through a Canyon Lake POA restaurant facility.
- All promotions, advertising, or notices of the activity must be approved by the Canyon Lake POA prior to posting.
- No smoking or vaping within twenty (20) feet of any facility or twenty-five (25) feet of parks or outdoor recreational areas.
- Pets are only allowed in designated areas and must be leashed. Service dogs are permitted.
- Bicycles, skateboards, scooters, rollerblades, golf carts, motor vehicles, and all other unauthorized wheeled equipment, both motorized and non-motorized, are prohibited on tennis, pickleball, and basketball courts, Gault Field areas, landscaped areas, and playgrounds, including playground equipment.
- Amplified music may be played with written permission from the Canyon Lake POA.
- Designated areas permit the use of barbecues. All hot coals must be disposed of properly. Additionally, a fire extinguisher is required when using a propane barbecue.
- The member or client is liable for any loss or damage to Canyon Lake POA's equipment and property. Charges will be assessed and the responsible party must reimburse the Canyon Lake POA for all repair costs related to damages incurred during their use of the facility.

4.2 Facility Damages

Any group or individual using any of the Canyon Lake POA's facilities is responsible for any damage(s) that may occur. If a guest caused the damage, then the member, Sanctioned Club, or Activity Group that called the guest in is responsible.

4.3 Community Patrol Services

The Canyon Lake POA's Community Patrol will require patrol services for community events open to the public or members when more than 100 people attend or if alcohol is served. The General Manager or their designee determines the level of support provided by Community Patrol. An hourly fee, as detailed in the Fee Schedule of the Canyon Lake POA's Annual Budget, applies to these services.

4.4 Set-up/Clean-up

For event set-up and clean-up, an hourly fee will be applied according to the Fee Schedule outlined in Canyon Lake POA's Annual Budget. Board-approved special events may qualify for assistance with set-up and/or clean-up. Event hosts must submit a request for set-up and/or clean-up support to Canyon Lake POA at least 30 days in advance of the event.

5.0 Canyon Lake Country Club & Golf Course Use

5.1 Facility Availability

The Canyon Lake Country Club and Golf Course facility is for use by members and the general public.

5.2 Facility Use Limits

Reservable Locations:

- Dining Room
- Patio
- Magnolia Room
- Driving Range

Usage Limits:

- Facilities can be booked up to twice per month or twenty-four times annually. Requests beyond these limits require case-by-case approval, depending on availability. For events spanning multiple days, confirmations are required 60 and 30 days prior to the function.

Restrictions:

- The Country Club facility may not be reserved for the purpose of conducting a funeral service. Celebration of Life events are permitted.

5.3 Facility Reservation Policy

A signed Facility Reservation, Use, and Rental Agreement is required for all reservations. This document must list all relevant details, including allowed and prohibited items and any liability clause.

5.4 Facility Reservation Priority

- Priority 1: Board of Directors, Committees, Canyon Lake POA functions, events, and activity classes.
- Priority 2: Sanctioned Clubs functions and events.
- Priority 3: Activity Group functions and events

- Priority 3: Individual member reservations (excluding business functions or events).
- Priority 4: Sponsored functions or events from external entities such as the Chamber of Commerce, City of Canyon Lake –or– business functions and private events.

5.5 Scheduling Procedure

Sanctioned Club and Activity Group reservations may be submitted through the Recreation Department starting in September of the preceding year. Individual member reservations must be coordinated directly with the Country Club Manager, beginning in January of the current year.

If a reservation is canceled less than 30 days before the event, room rental fees may apply.

5.6 Food & Beverage Services

All catering services must be arranged through the Country Club Manager with a signed catering contract no less than 14 days before the event. A \$250 deposit is required at the time of booking to reserve the date. This deposit will be applied to the event balance. If a client who has paid the \$250 deposit requests additional services prior to the event and subsequently cancels, the deposit will be retained to cover the value of those services.

Outside food service (i.e. catering) is not allowed. External food or beverages are not permitted unless approved by the Canyon Lake POA general manager or designee. Outside food or beverages such as wedding cakes, champagne, or wine may be permitted if the Country Club Manager approves. Note: All champagne and/or wine provided by the client is subject to a corkage fee.

6.0 Canyon Lake Lodge Use

6.1 Facility Availability

The Canyon Lake Lodge facility is available for use by Canyon Lake POA members, Canyon Lake POA Sanctioned Clubs and Activity Groups, and authorized businesses/groups/individuals sponsored by a Canyon Lake POA member. Outside entities or non-Canyon Lake POA members may use the facility only if approved by the Canyon Lake POA General Manager or designee.

6.2 Facility Use Limits

Reservable Locations:

- Holiday Bay Room
- Pool View Room
- Sunset Beach Room
- Private Dining Room
- Sunset Lounge and Terrace (only half of the patio may be used for a private reservation)
- Front Lawn and Trellis

Usage Limits:

Facilities can be booked up to twice per month or twenty-four times annually. Requests beyond these limits require case-by-case approval, depending on availability. For events spanning multiple days, confirmations are required 60 and 30 days prior to the function.

Restrictions:

The Lodge facility may not be reserved for the purpose of conducting a funeral service. Celebration of Life events are permitted.

6.3 Facility Reservation Policy

All reservations require a signed Facility Reservation, Use, and Rental Agreement. This document must list all relevant details, including allowed and prohibited items and any liability clause.

6.4 Facility Reservation Priority

- **Priority 1:** Board of Directors, Committees, Canyon Lake POA functions, events, and activity classes.
- **Priority 2:** Sanctioned Clubs functions and events.
- **Priority 3:** Activity Group functions and events
- **Priority 4:** Individual member reservations (excluding business functions or events).
- **Priority 5:** Sponsored functions or events from external entities such as the Chamber of Commerce, City of Canyon Lake –or– business functions and private events

6.5 Facility Scheduling Procedure

Sanctioned Club and Activity Group reservations may be submitted through the Recreation Department starting in September of the preceding year. Individual member reservations must be coordinated directly with the Lodge Manager, beginning in January of the current year.

If a reservation is canceled less than 30 days before the event, room rental fees may apply.

6.6 Food & Beverage Services

All catering services must be arranged through the Lodge Manager with a signed catering contract no less than 15 days before the event. A \$250 deposit is required at the time of booking to reserve the date. This deposit will be applied to the event balance. If a client who has paid the \$250 deposit requests additional services prior to the event and subsequently cancels, the deposit will be retained to cover the value of those services.

Outside food service (i.e., catering) is not allowed. External food or beverages are not permitted unless approved by the Canyon Lake POA general manager or designee. Outside food or beverages such as wedding cakes, champagne, or wine may be

permitted if the Lodge Manager approves. Note: All champagne and/or wine provided by the client is subject to a corkage fee.

7.0 Community Garden Use

7.1 Plot Availability & Use

Twenty (20) plots are available for use by Canyon Lake POA members in good standing. The Community Garden is open daily from sunrise until 8 p.m.

7.2 Plot Assignments

Assignment Limit:

Each member may reserve one plot per fiscal year. Plots are non-transferable and may not be sold or sublet. Fees are not prorated; plots must be paid in full for the year.

Plot Release:

- To relinquish a plot, a written notice must be submitted to the Canyon Lake POA's Member Services Department. Note that plots must be paid in full for the year, and all plot fees are non-refundable.
- The Canyon Lake POA reserves the right to revoke a plot at any time if a member is found to be in violation of the Community Garden Agreement or related policies.

Waiting List:

The Canyon Lake POA's Member Services Department manages the Community Garden waiting list. Should a plot become available during the fiscal year, the next member on the waiting list will be contacted.

Key Issuance:

One key shall be issued per plot for the entrance gate at no additional charge. Upon renewal, termination, or cancellation of the Community Garden Agreement, the key must be returned to the Canyon Lake POA's Member Services Department. Failure to return the key will result in a non-returned item fee. Duplication of the key is not permitted.

7.3 Plot Fees

An annual plot fee is listed in the Schedule of Fees within the Canyon Lake POA's Annual Budget. This fee is non-refundable and must be submitted to the Canyon Lake POA's Member Services Department along with a completed and signed Community Garden Agreement.

7.4 Maintenance

Responsibilities:

- Each member is responsible for maintaining their own plots, the Canyon Lake POA is not responsible for maintaining any plots.
- Each member must arrange for someone to care for their parcel if necessary due to vacation/illness etc.

Plot Condition:

- Plots must be kept neat, clean, weed-free to avoid attracting unwanted pests or rodents.
- Only organic or natural pest control products labeled 'Organic' are permitted.
- Always keep personal items within the plot boundaries.
- Plot border boards must always be visible.
- Alteration to the plots is not permitted, including trellises or plant support larger than four (4) feet.

Irrigation Issues:

- Report irrigation issues to the Canyon Lake POA's Operations Department at 951.244.6841 x510.

Compost Disposal:

- Designated compost receptacles are for organic waste only, such as weeds and any plant residue.

Prohibited Items:

- Household items and non-garden décor—such as bathtubs, tires, sinks, baby gates, shelves, furniture (e.g., chairs, tables), ornaments, and other non-functional decorations—are not permitted in or around any plot.
- Poisonous, toxic, or illegal plant growth (i.e., poison ivy, cannabis, etc.)
- Invasive plants or plants that are known to be aggressive, spread quickly, and potentially take over other plots or common areas.
- Toxic or hazardous materials, including certain chemicals, fertilizers, or pesticides that are not organic.
- Permanent structures such as sheds, large trellises exceeding four (4) feet, or any permanent or semi-permanent structures that may affect visibility or access for others into the garden.
- Tall structures or plants that cast shade onto another plot, affecting the other plots' plant growth.

7.5 Community Garden Equipment

- Community Garden equipment should be used with care and returned clean and tidy.

8.0 Gault Field Use

8.1 Facility Hours & Availability

Gault Field is open to the community daily from 7 a.m. to 10 p.m. Reservations are required through the Recreation Department. When the fields are not reserved, they are available for members to use on a first-come, first-served basis.

8.2 Facility Reservation Priority

- **Priority 1:** Games for Sanctioned Clubs will always receive the highest scheduling priority.

- **Priority 2:** Field use for practices or other non-game activities on non-game days is prioritized for Sanctioned Clubs, followed by Activity Groups, and then long-term reservations.
- **Priority 3:** Field use for short-term purposes (one day or less) may use the field if there are no other scheduled activities.

8.3 Facility Use Limits

All groups are limited to requesting no more than four weekdays per week, whether for games, practices, or other non-game activities.

Snack Bar Area:

The snack bar area at Gault Field is exclusively operated and managed by the Canyon Lake Little League and is not available for reservation by other groups or for individual use as an approved snack bar/concession area.

8.4 Facility Scheduling Process

Gault Field is available daily from 7 a.m. to 10 p.m. Reservations must be made through the Recreation Department and are accepted on a first-come, first-served basis.

Sanctioned Clubs may submit their schedules for the upcoming year in September of the preceding year. All other reservation requests may be submitted starting in January of the current year.

8.5 Facility Fees

Field use and light fees per game apply to all reserved activities at Gault Field. For current rates, refer to the Fee Schedule in the Canyon Lake POA's Annual Budget. Long-term reservations may be paid in two installments: 50% is due seven (7) days before the scheduled season or event, and the remaining balance is due thirty (30) days after the season begins.

9.0 North Ski & Jump Lagoon Area Use

9.1 Facility Availability

The North Ski and Lump Lagoon areas are designated for Canyon Lake POA members to enjoy water skiing, wakeboarding, and other water sport-related activities. While Sanctioned Clubs and activity groups may submit their annual calendar of events and tournaments, the area's availability outside of those events and tournaments is on a first-come, first-served basis.

9.2 Facility Reservation Priority

Only Sanctioned Clubs and Activity Groups may make reservations at the North Ski and Jump Lagoon areas.

- Priority 1: Sanctioned Clubs functions and events.
- Priority 2: Activity Group functions and events

9.3 Facility Scheduling Process

- Sanctioned Clubs and activity groups may submit their schedules for the upcoming year in September of the preceding year through the Recreation Department.

9.4 Facility Use Limits

- Reservations are not permitted from Memorial Day to Labor Day.
- Each Sanctioned Club or Activity Group is allowed to schedule one (1) event per month, with the event duration not exceeding two (2) consecutive days.
- Events are limited to the first and third weekends of each month, and consecutive weekend scheduling is not permitted.

10.0 Parks, Beaches, Rooms, & Pavilion Use

10.1 Facility Hours & Availability

- There are 17 parks and beaches in Canyon Lake:
 - Diamond Point Park
 - Eastport Park
 - Emerald Park
 - Evans Park
 - Harrelson Park
 - Holiday Harbor Park
 - Indian Beach
 - Lions Park
 - Lucky Cove Park
 - Moonstone Beach
 - Outrigger Park
 - Roadrunner Park
 - Rob Caveney Park
 - Sierra Park
 - Steelhead Park
 - Sunset Beach
 - Vacation Park
- Usage
Common area parks and beaches are open on a first-come, first-served basis, with exceptions for reservations by Canyon Lake POA members, Sanctioned Clubs, or Activity Groups.
- Facility Hours
Parks and beach hours are:
 - October 1 – April 30 from 8 a.m. to 8 p.m.
 - May 1 – September 30 from 8 a.m. to 10 p.m.

10.2 Reservable Facilities

- Reservable facilities at the parks and beaches include:
 - Eastport Park (Activities Room and Snack Bar)
 - Holiday Harbor Park (Amphitheater, Snack Bar, and Two Pavilion Areas)
 - Indian Beach (Stage and Two Pavilion Areas)
 - Roadrunner Park (Picnic Pavilion Area)
 - Sierra Park (Two Pavilion Areas)

10.3 Facility Reservation Priority

Designated parks, beaches, and facilities listed in 10.1 are available for rental daily; however, they are not available for rental on Canyon Lake POA-recognized holidays.

- **Priority 1:** Board of Directors, Committees, Canyon Lake POA functions, events, and activity classes.
- **Priority 2:** Sanctioned Clubs functions and events.
- **Priority 3:** Activity Group functions and events
- **Priority 4:** Individual member reservations (excluding business functions or events).
- **Priority 5:** Sponsored functions or events from external entities such as the Chamber of Commerce, City of Canyon Lake, or business functions and private events.

10.4 Reservable Facility Scheduling Process

Reservations for Group Functions

- The reservable park and beach areas listed in 10.2 may be reserved for group functions. Reservations must be made through the Recreation Department.
- In accordance with the facility reservation priorities outlined in Section 10.3, reservations are processed on a first-come, first-served basis.
- Reservations are held tentatively for one week. Full payment must be received within this period to secure a booking; otherwise, the reservation will be released.
- Upon confirmation of a reservation, Canyon Lake POA staff will place 'Reserved' signs and turn on lights if applicable on the day of the event.
- To request a refund for a previously paid reservation, written notification must be submitted to the Recreation Department at least forty-eight (48) hours before the scheduled cancellation.

10.5 Facility Use Limits

- **Outside Vendors:** Canyon Lake POA members must call in all outside vendors prior to entering the community. Outside vendors must have proper documentation and ID to access the community.
- **Jumpers/Bounce Houses and/or Amusement Rentals or Props:** Before using any outside rental equipment, contact the Recreation Department for approval and to obtain necessary documentation. A Facility Use fee may apply.
- **Insurance Requirements:** Rental companies must provide proof of insurance and submit a Certificate of Liability Insurance naming the Canyon Lake Property Owners Association as an additional insured. This certificate must include a minimum liability coverage of \$300,000 and list the Canyon Lake POA address: 31512 Railroad Canyon Road, Canyon Lake, CA 92587.
- **Generator Use:** A generator may be used at locations without electrical access. Facility use fees and required documentation/applications must still be submitted to the Canyon Lake POA in advance.
- **Water & Electricity:** If paying a park or facility reservation fee, water and electricity may be used as needed for an additional fee.

11.0 Sports Courts Use

11.1 Facility Hours & Availability

Sports Courts in Canyon Lake include:

- Basketball Courts at Eastport Park

- Pickleball Courts at Eastport Park
- Tennis Courts at Canyon Lake Lodge

Hours:

- All sports courts are open for recreational use daily from 6 a.m. to 10 p.m. Courts are available on a first-come, first-served basis unless reserved for Canyon Lake POA-approved programs or events. Use outside posted hours is not permitted.

11.2 Facility Reservation Priority

- The sports courts are primarily intended for recreational drop-in by members and their guests. Reservation priority is given to Canyon Lake POA-sponsored programs, approved Sanctioned Clubs/Activity Groups/leagues, and scheduled events coordinated through the Recreation Department. Courts may be temporarily unavailable during these programs.
- Organized leagues requesting regularly scheduled use of the courts must have at least 60% Canyon Lake resident participants, and rosters must be submitted in advance for approval.

11.3 Facility Use Limits

To promote fair access during busy times, the following use limits apply when others are waiting:

- Basketball Courts:
 - Team play is limited to 60 minutes
 - Individual practice is limited to 30 minutes
- Pickleball Courts:
 - Maximum of two consecutive games per player/team
 - Individual practice is limited to 20 minutes
 - Paddles placed in the fence at the pickleball courts indicate a player's spot in line.
- Tennis Courts:
 - Singles play is limited to 60 minutes
 - Doubles play is limited to 90 minutes
 - Individual practice is limited to 30 minutes

12.0 Senior Center Use

The Senior Center is a multi-purpose facility dedicated to providing social, recreational, and educational opportunities for Canyon Lake POA members, primarily serving the senior community.

12.1 Facility Hours & Availability

- Hours:
The Senior Center is open during scheduled classes, activities, and special events organized by the Senior Committee or scheduled through the Recreation

Department. Regular hours may vary based on programming.

- Availability:

The facility is available for:

- Canyon Lake POA-sponsored programs and meetings
- Senior Work Group meetings and events
- Sanctioned Clubs and Activity Groups meetings and events
- Approved private events as scheduled through the Recreation Department

12.2 Facility Reservation Priority

The Senior Center may only be reserved by the groups identified in Section 12.1 and is not available for use on Canyon Lake POA-recognized holidays.

- **Priority 1:** Canyon Lake POA Board of Directors, Committees, and official POA-sponsored programs or meetings
- **Priority 2:** Sanctioned Clubs' meetings and events
- **Priority 3:** Activity Groups' meetings and events

12.3 Facility Scheduling Process

Reservations for the Senior Center must be made through the Recreation Department.

- All reservations are processed on a first-come, first-served basis, based on the priority schedule in Section 12.2.
- Tentative reservations are held for one week. The reservation will be released if the required documents are not submitted within that time.
- Cancellation refunds require written notice to the Recreation Department at least 48 hours in advance

12.4 Facility Use Limits

- **Outside Vendors:** Canyon Lake POA members must call in all outside vendors prior to entering the community. Outside vendors must have proper documentation and ID to access the community.
- **Insurance Requirements:** Outside vendors must provide proof of insurance and submit a Certificate of Liability Insurance naming the Canyon Lake Property Owners Association as an additional insured. This certificate must include a minimum liability coverage of \$300,000 and list the Canyon Lake POA address: 31512 Railroad Canyon Road, Canyon Lake, CA 92587.
- **Food & Beverage:** Food and beverages are permitted, but use of the facility's kitchen must be arranged in advance. Members are responsible for clean-up.
- **Parking:** Parking is limited to designated areas. No vehicles may be parked for more than 12 hours except for members commuting. Motorcycles and Community Patrol vehicles must use designated spaces. No parking is allowed on landscaped areas.

13.0 Swimming Pool Use

The Swimming Pool is a Jr. Olympic-size pool located at the Lodge and includes:

- Children's Pool
- Dressing Areas
- Handicap Lift
- Jr. Olympic-size Pool
- Outside Showers
- Restrooms

- Snack Bar

13.1 Facility Hours & Availability

- Lap Swim/Aqua Fitness Hours:
Spring (March – May)
Daily: 7 a.m. to 10 a.m.

Summer (May – August):
Daily: 6 a.m. to 10 a.m.

Fall (September – November):
Daily: 6 a.m. to 10 a.m.

- Open Swim Hours
Spring (March – May)
Daily: 10 a.m. to 8 p.m.

Summer (May – August):
Sunday – Thursday: 10 a.m. to 9 p.m.
Friday & Saturday: 10 a.m. to 10 p.m.

Fall (September – November):
Daily: 10 a.m. to 8 p.m.

- Availability:
The swimming pool is available for use by Canyon Lake POA members in good standing. Members must present a valid POA card and must accompany guests at all times. The pool is open for general community use, with scheduled classes and swimming lessons offered through the Recreation Department for a fee.

13.2 Facility Reservations & Priority

The swimming pool is not available for general reservations, and use is on a first-come, first-served basis during posted hours. A portion of the morning is reserved for lap swim and Aqua Fitness (water aerobics) classes.

13.3 Facility Scheduling Process

Classes or activities at the pool are scheduled through the Recreation Department. Reservations for individual or private functions are not permitted.

13.4 Facility Use Limits

There is no lifeguard on duty at the pool. The pool use is at your own risk. All injuries, accidents, or emergencies must be reported to pool staff immediately.

- Member Access: Only members in good standing with valid CLPOA member cards are permitted to use the facility. Up to six (6) guests per tract/lot are allowed.
- Supervision Requirements:
 - Children 5 and under must always be under direct supervision.

- Minors under 14 must be accompanied by an adult.
- Weak swimmers and those using flotation devices must be supervised by a capable adult.
- Pool Passes: These are available to adult non-members supervising members' minor children. They are valid for 2 weeks to 1 year and must be obtained from Member Services.
- Prohibited Items/Activities:
 - Alcohol, glass containers, skateboards, scooters, bicycles, and animals (except service animals)
 - Unsafe behavior such as running, pushing, or horseplay
- Swimwear:
 - Proper swimwear is required.
 - Babies, toddlers, and incontinent adults must wear leak-proof swim pants or briefs
- Crowd Control: On busy days, pool attendants may restrict the use of flotation devices and toys.