



# ROMEROCK ASSOCIATION



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## APPLICATION FOR APPROVAL OF ASSOCIATION CLUBS RULES FOR THE CLUBHOUSE/KEY USAGE

This application is to be renewed each year following elections of officers. (NOTE: No officer of any club may be an inactive member (delinquent in their dues and assessments or no membership paperwork on file) or have any outstanding citations.

**Term of Office:** From \_\_\_\_\_ To \_\_\_\_\_

**President:** \_\_\_\_\_ **Vice-President:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Treasurer:** \_\_\_\_\_

**Community Relations Representative:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Meetings Held:**

Day	Time	Frequency

*NOTE: If meeting date is not of standard frequency, the office must be notified at least one week in advance to verify availability.*

**Purpose of Organization:** \_\_\_\_\_

*It is understood that setup and takedown of tables and chairs, cleaning up of any major spills, emptying all garbage cans and taking the trash to the dumpster after Club Meetings and Activities, plus any damages to building and equipment are entirely the responsibility of the above organization. Failure to comply may result in clubhouse privileges being withdrawn. It is also understood that the clubhouse may not be available for use during periods of extreme weather conditions. It is also understood that the clubs will check with the office for any date they are planning for the coming year as it may already be taken.*

By signing the certification below you agree to the following rules:

1. The President of the \_\_\_\_\_ Club will be responsible for the key to the Clubhouse.
2. The President will be responsible for any member of the \_\_\_\_\_ Club that uses the key.
3. All members of the club will follow all applicable rules governing the use of the key.
4. The Clubhouse key will only be used by \_\_\_\_\_ Club members for the purpose of their Club.
5. There will be no smoking in the clubhouse by the club.

6. Every May 1st it is the Club's responsibility to obtain a new application form to be filled and signed by the President.
7. Finances of club must benefit general membership, not a specific individual.

**All clubs must follow all RRA Rules and Regulations. All events must be publicized at least 30 days prior to the event and be included in the Shores News and be open (available) to all members. Some tickets to every club's events are to be made available at the office for out of town members.**

8. Failure to follow the rules governing the use of the key will result in these actions:

1<sup>st</sup> Offense: Written warning from the RRA Board of Directors

2<sup>nd</sup> Offense: Loss of the key for one year, club will be required to coordinate with the office to get the clubhouse opened for their use.

3<sup>rd</sup> Offense: Loss of key permanently and the Club will be required to coordinate with the office to get the clubhouse opened for their use.

9. The Club is also reminded of the following rules when using the Clubhouse:

- a. The Club will **not** knowingly allow Inactive Members (non-paid members or no paperwork on file) to attend any Club Function.
- b. All events of the club are opened to all RRA Active members and their guests.
- c. The Club is responsible for picking up all tables and chairs, cleaning up any major spills, emptying all garbage cans and taking the trash to the dumpster.

Name of Club: \_\_\_\_\_

President of the Club: \_\_\_\_\_

Signature of the President: \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use:**

Key assigned: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

All Officers are active members: \_\_\_\_\_

Any citations issued: \_\_\_\_\_