

***CRAIG BAY BEACH CLUB***  
***Rules and Regulations***

*Adopted by  
Community Lands Committee  
February 25, 2000*

*Amended January 2003  
Further amended March 2007*

**CRAIG BAY BEACH CLUB  
RULES & REGULATIONS**

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## **Craig Bay Beach Club Rules and Regulations**

### **Introduction**

The following rules and regulations were approved by the Community Lands Committee to govern the conduct of all members and their guests while on Beach Club property.

The Community Lands Committee may, at its discretion, change the rules and regulations as necessary.

The Community Lands Committee shall have authority and responsibility to enforce these rules and regulations.

### **Definitions**

For the purpose of these rules and regulations the following definitions apply:

1. "Beach Club" means the Club House, Guest Cottages, and the surrounding grounds, sports facilities, swimming pool and hot tub.
2. "Member" means Owner, or Tenant, and their permanent resident family members.
3. "Adult" means a person eighteen (18) years of age or older.
4. "Intermediate" means a person of the age fourteen (14) to seventeen (17) years.
5. "Junior" means a person under fourteen (14) years of age.
6. "Guest" means a person who is received and entertained at a Member's "Craig Bay" residence, other than a person defined as a Member.
7. "Co-ordinator" means the person employed by the "Community Lands Committee" to administer the Beach Club.
8. "Club" means an association of Members formed to engage together in a common purpose or activity at the Beach Club.
9. "Registered Program" means activities held at the Beach Club which require the participants to complete a registration process in order to take part in such activities.
10. "Private Function" means an event for which rent is paid for the Conservatory with access to upstairs washrooms, galley and balcony.
11. "Family Time" means times as posted in the Beach Club for the use of portions of the Beach Club by Members and Guests, regardless of the age.

### **Operation**

At all times persons utilizing the Beach Club and its facilities do so at their own risk.

The Beach Club Co-ordinator, under the direction and authority of the Community Lands Committee, has the responsibility for control and supervision of the Beach Club. This responsibility includes the authority to act on behalf of the Committee to ensure compliance with the Beach Club Rules and Regulations.

Hours of operation: 6:00 a.m. to 11:00 p.m. daily. For special events, the hours of operation may be extended.

### **Conduct**

Adult members are responsible for the conduct of their junior and intermediate resident family members using the Beach Club.

Adult members are responsible for the conduct of their guests using the Beach Club.

All juniors and intermediates must be accompanied by an adult member or responsible adult representing the member, when using the Beach Club and its facilities as described in Definitions above.

Members are responsible for ensuring their guests are familiar with the rules and regulations of the Beach Club and are aware they use the facilities at their own risk.

Smoking is not permitted in the Clubhouse, including the balcony, swimming pool and hot tub area. Smoking is permitted in designated outside areas only, where ashtrays are provided.

Members are responsible that their guests and renters forfeit their right of access to the Beach Club upon leaving the Craig Bay community.

No dogs or other animals shall be allowed in the Beach Club with the exception of service dogs being used by persons with disabilities.

### **Compliance**

When using the Beach Club or the guest cottages, unnecessary noise, rowdy behaviour, defacement or misuse of property, or incivility is not acceptable. Upon such behaviour, or other breaches of these rules and regulations, being brought to the attention of the Co-ordinator and/or a Community Lands Committee representative, appropriate action will be taken as defined in this section.

1. A written warning will be given to the member who fails to comply with the rules and regulations when using the Beach Club.

2. A written warning will be given to the member whose guests fail to comply with these rules and regulation when using the Beach Club, including guest cottages.
3. The Community Lands Committee may fine and suspend persons from using the Beach Club for serious misconduct or violations of these rules.
4. The reserving member is solely responsible for any damages incurred or sustained at, or to, the Beach Club or guest cottage during the reservation period as a result of the conduct, neglect or carelessness of the member's guest.

### **Guests**

All Guests use the Beach Club at their own risk.

Guests at the Beach Club must sign the guest register upon each visit and/or time of use.

Guests who fail to sign in may lose their privileges.

Each Strata Unit will be issued two guest tags.

Members may obtain additional temporary guest tags from the Beach Club coordinator.

Additional temporary guest tags must be signed out by the member and returned upon conclusion of their guest's visit to Craig Bay.

Adult guests must have guest tags in their possession while at the Beach Club.

The Developer's guests who use the guest cottages will be provided access to the Beach Club.

### **Guest Cottages – Reservations**

1. Each member may reserve a guest cottage for up to a total of ten (10) nights within a twelve-month period.
2. Members who have maximised their use of a guest cottage may make additional reservations within 14 days of requested date(s), if a cottage is not reserved for the period requested.
3. Reservations may be made up to one (1) year prior to required use and no later than one week in advance of use. Reservations may be made less than one (1) week in advance, subject to availability.

4. Reservations cancelled no later than seven (7) days prior to date of use will be refunded eighty percent (80%) of the total rental fee. Later cancellations will result in no refund.
5. Rental fees are found in Schedule 1 appended to these Rules and Regulations.

### **Guest Cottages – Rules**

1. Members who made the reservation must arrange to obtain the guest cottage keys from the Beach Club Co-ordinator.
2. Guests may take possession of the guest cottage at 2:00 p.m. the first day of the reservation.
3. Check-out time is to be no later than 11:00 a.m. Keys may be left at the Beach Club office, or under the office door if the office is closed.
4. The guest cottages will have fresh linens and towels on arrival. Thereafter, residents are responsible for laundering their guests' linens and towels if needed during the cottage booking period.
5. There must be at least one adult occupant of each guest cottage.
6. Smoking is not permitted in the guest cottages.
7. No dogs or other animals shall be allowed in the guest cottages, the only exception being service dogs being used by guests with disabilities.
8. It is the responsibility of the sponsoring resident to be in Craig Bay while their guests are staying in the cottages, and to ensure that their guests have access to and understand the Beach Club Rules and Regulations.

### **Health Club**

1. All persons using the Health Club facilities must first have completed the orientation program from the Beach Club Coordinator.
2. Persons using the Health Club facilities do so at their own risk.
3. All persons using the Health Club must sign the register, retained in the Beach Club, at each time of use.
4. No juniors are allowed in the Health Club, and an adult member must accompany all intermediates.
5. Proper fitness attire is required when working out, including clean running shoes for indoor use only.

6. A towel is required for use during workout.
7. Water is the only drink allowed in the Health Club.
8. No food is allowed in the Health Club.
9. Gum chewing is prohibited.
10. Equipment used shall be wiped down with the disposable sanitized wipes provided upon completion of workout.
11. Health Club users must comply with additional posted rules.
12. Any injuries sustained in the Health Club must be reported to the Beach Club Co-ordinator.
13. Equipment failure or malfunction shall be reported to the Beach Club Co-ordinator.
14. The maximum number of guests that a Member can sign in at one time to use the Health Club shall be two (2). Time on exercise equipment may be limited to accommodate Members who are waiting for its use.
15. Users are asked to turn off the TV, fans and lights when leaving, if no one else is present in the Health Club.

### **Locker Rooms**

All articles left in the locker room are left at the user's risk.

During the pool's open season, lockers are for day use only, while actively using the health club, pool, steam room and hot tub. During the pool's closed season, 75% of the lockers are available for permanent assignment.

If conditions of use are not complied with, locks and contents will be removed.

### **Steam Room**

All persons using the steam room do so at their own risk.

No juniors are allowed in the steam room, and an adult member must accompany all intermediates.

All persons must shower **immediately prior** to entering the steam room.

No food or drink is permitted in the steam room.

Steam room users must comply with any additional posted rules.

### **Arts & Crafts Room**

All persons using the arts & crafts room do so at their own risk.

All posted safety guidelines must be observed.

All persons using the arts & crafts room must first have received the required orientation program arranged by the Beach Club Coordinator.

Registered Programs and recognised arts & crafts clubs will take precedence over individual usage.

A responsible adult must accompany juniors and intermediate members who partake in the activities of the arts & crafts room.

The use of flammable liquids is permitted only during registered programs or club activities.

Paints or other flammable material will not be stored in the arts & crafts room.

Adults may only use the kiln during beach club hours of operation.

The pottery club/group must check the kiln every two (2) hours when in operation.

Persons using the arts & crafts room are responsible for leaving the facility clean and tidy after each use.

### **Craftsman's Room**

All persons using the craftsman room do so at their own risk.

All persons using the craftsman room must sign in and out each time the room is used.

All posted safety guidelines must be observed.

All persons using the craftsman room must first have received the required orientation program arranged by the Beach Club Coordinator.

Registered programs and recognised woodworking clubs will take precedence over individual usage.

A responsible adult must accompany junior and intermediate members who partake in the activities of the craftsman room.

The use of flammable liquids is permitted only during registered programs or club activities.

Paints or other flammable material will not be stored in the Craftsman Room.

Persons using the craftsman room are responsible for leaving the facility clean and tidy after each use.

### **Club Room**

Members wishing to reserve the club room should refer to the reservation system at the front desk to check availability.

If the room is available, please contact the Beach Club Co-ordinator to confirm reservation.

Members using the club room are responsible for leaving the room clean and tidy.

### **Pool and Hot Tub Area**

All persons using the pool and hot tub area do so at their own risk.

Pool hours and family swim times are as posted in the Beach Club.

There are no lifeguards employed at the swimming pool.

All persons must shower **immediately prior** to entering the swimming pool or hot tub.

Persons using the swimming pool or hot tub are required to wear swimming attire. No jeans, cut-offs, dress or sports shorts allowed.

Only commercially available diapers designed specifically for swimming pool usage are allowed. Ordinary everyday diapers are strictly prohibited.

Persons with open wound(s) are not allowed in the swimming pool or hot tub.

Children under seven (7) years of age must be accompanied **in the swimming pool** by a responsible adult.

Children under seven (7) years of age are **not permitted** in the Hot Tub.

A responsible adult must accompany juniors and intermediates in the pool area.

No diving into the swimming pool or hot tub is allowed.

No running, boisterous conduct or horseplay is allowed in the pool area.

Due to the limited area, inflatable mattresses and inflatable toys are not permitted in the swimming pool or hot tub. Noodles are prohibited in the hot tub.

The hot tub is restricted for use by no more than ten (10) persons at one time.

The pool is restricted for use by no more than fifty (50) persons at one time.

Due to the high temperature of the water in the hot tub, persons should restrict their time of use to less than ten (10) minutes.

The hot tub cover must be replaced after use.

Drinks, **other than alcoholic beverages**, are permitted in the pool area, but must be in non-breakable containers.

Persons using the pool area are responsible for removing all personal items and garbage from the area when leaving.

The maximum number of guests that a Member can sign in at one time to use the Pool/Spa shall be four (4) adults with no limits on children.

### **Tennis Court**

All persons using the tennis courts do so at their own risk.

A responsible adult must accompany juniors and intermediates in the tennis court.

Members wishing to reserve the tennis court should refer to the reservation system at the front desk.

The tennis court may not be reserved by one person for practice.

If the tennis court is not in use within ten (10) minutes of the commencement time of the reservation, the reserved time is relinquished.

Tennis players must be appropriately attired while using the tennis court. Tennis shoes must be **"non-marking"**.

Only tennis equipment is to be used on the court. Street hockey, rollerblading, skateboarding, etc., are prohibited.

### **Chipping & Putting Greens**

All persons using the chipping & putting greens do so at their own risk and are responsible for damage to other property.

Only golf equipment may be used on the chipping & putting greens.

Footwear must be of a suitable nature so as not to damage the surface of the chipping & putting greens.

A responsible adult must accompany juniors and intermediates who use the chipping & putting greens.

### **The Four Seasons Lounge**

The Four Seasons Lounge is not available for private functions.

An adult member or a responsible adult representing the member must accompany juniors and intermediates at all times.

Rules are posted in the Four Seasons Lounge with respect to use of the pool table and darts boards.

Junior Members are not permitted to play darts.

Persons using the Four Seasons Lounge are responsible for leaving it clean and tidy after each use.

The maximum number of persons in the Four Seasons Lounge may not exceed the posted limit.

All Craig Bay Groups or Clubs are entitled to use the Four Seasons Lounge for social and meeting purposes on an unreserved and shared basis (the Lounge must be open to other Members and Guests during the Group/Club use); and the CLC may restrict use of the Four Seasons Lounge by Groups or Clubs from time to time to allow full use of the Lounge for organized functions such as, breakfasts, luncheons, teas, celebrations, etc.

Set hours may be allocated to Groups or Clubs to accommodate other groups that wish to use the Four Seasons Lounge that same day.

### **The Galley**

All persons using the galley do so at their own risk.

Persons using the galley are responsible for removing all refreshments and food and leaving it clean and tidy at the conclusion of use.

The refrigerator is for short-term use only. Items may not be stored or left for extended periods of time.

Clubs or groups wishing to have storage space in the galley should make arrangements with the Beach Club Co-ordinator.

### **The Conservatory**

Members may reserve the Conservatory up to one year in advance of the date of intended use.

Registered programs and recognised clubs will take precedence over individual activities, the only exception being if the Conservatory is already rented for a private function and a deposit has been paid.

Members and guests using the Conservatory are responsible for removing all refreshments and food and leaving it clean and tidy at the conclusion of use.

If tables and chairs are required, members are responsible for set-up.

Tables and chairs must be returned to the storage area upon conclusion of use.

The maximum number of persons in the Conservatory may not exceed the posted limit.

### **Private Functions at the Beach Club**

Only members are allowed to initiate rentals within the Craig Bay Beach Club.

The Conservatory may be rented for private functions. This includes access to upstairs washrooms, balcony and galley.

The Conservatory cannot be rented for holding an event allowing access to the public at large and/or an event of a commercial nature, except a home-based business operated by a member and in compliance with all rules and regulations established by the Community Lands Committee. Such rentals are only for Craig Bay residents and additional guests of residents limited to two per member.

A member who is responsible for the conduct of the persons attending must sponsor the private function, and the **sponsoring member must be in attendance** throughout the event.

Rental for private functions is arranged through the Beach Club Co-ordinator.

Access and egress for private functions held in the Conservatory is restricted to the main entrance on the upper level of the Beach Club building.

Except for the main foyer, Conservatory, Galley, upper and main floor washrooms, and balcony, all areas of the Beach Club building are out of bounds to persons attending private functions.

Members and their guests have access to the Beach Club building during a private function, except the Conservatory.

The member who is the sponsor for a private function may book the Conservatory up to one year in advance of the date of use.

The Member who sponsors the private rental is responsible for ensuring all the rules and regulations pertaining to the Beach Club are complied with during the time of rental.

**Rental fees and damage deposits are found in Schedule 1 appended to these Rules and Regulations.**

The damage deposit will be returned within seven (7) days, subject to any deductions for damage, following an inspection of facilities used. If damage is in excess of the damage deposit, the sponsoring Member will be billed for these damages.

Reservations cancelled no later than seven (7) days prior to date of use will be refunded eighty percent (80%) of the total rental fee and the full damage deposit.

No refund other than the damage deposit will be made if the cancellation is less than seven (7) days prior to the rental date.

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<p style="text-align: center;"><b>SCHEDULE 1</b> <b>Rental Fees and Deposits</b> <b>Effective with bookings made as of March 22<sup>nd</sup>, 2007</b></p>
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**All fees and deposits are payable in full at the time of booking. The booking is not official or guaranteed without such payment.**

**Fees for Guest Cottages:**

Damage Deposit: \$100

Rental fee: \$75 per night

**Conservatory Fees for Private Functions:**

Damage deposit: \$200

Rental rates for the following times or portions thereof are:

8:00 a.m. to 5:00 p.m. \$250 plus \$50 per hour before or after

5:00 p.m. to 12:00 p.m. \$250 plus \$50 per hour prior to 5:00 pm

For rentals of 4 hours or less, a rate of \$50 per hour will be charged.

Rental fee for Beach Club Barbecues for a Conservatory event: \$100 per function.

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