Policy and Procedure Resolution No. 132
Resolution No. 1701

USE OF IVGID FACILITIES BY QUALIFIED LOCAL NON-PROFIT, VOLUNTEER ORGANIZATION, NATIONAL ORGANIZATION WITH A LOCAL CHAPTER, OR ACTIVITY BASED IN OR BENEFITTING INCLINE VILLAGE/CRYSTAL BAY, NORTH TAHOE REGION, GOVERNMENT AGENCY, OR A LOCAL SCHOOL, THAT ADMINISTERS AND CONDUCTS THE ACTIVITY THEMSELVES

WHEREAS, the Incline Village General Improvement District (IVGID) receives requests for activities at its facilities by local non-profit, volunteer organization, national organization with a local chapter, or activity based in or benefitting Incline Village/Crystal Bay, North Tahoe Region, government agency, or a local school, that administers and conducts the activity themselves; and

WHEREAS, it is necessary to establish policies governing the activities that may take place at IVGID's facilities, to guide staff in administering a consistent policy throughout IVGID;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Incline Village General Improvement District that activities that fit within the following criteria will be allowed, upon approval by the appropriate level of management up to and including the Board of Trustees.

POLICY AND PROCEDURE STEP 1
APPLICABLE TO ALL ACTIVITIES

1. The sponsor must be a qualified local non-profit, volunteer organization, national organization with a local chapter, or activity (as outlined later in this document) based in or benefitting Incline Village/Crystal Bay, North Tahoe Region, government agency, or a local school, that administers and conducts the activity themselves.

2. Request will be considered on a first-come, first-served basis and use of District facilities will be evaluated on a venue by venue basis balancing capacity and the resident’s needs as the key criteria. All requests will be made to the applicable District Venue Manager.

3. The activity must not be for commercial or personal gain with the exception that business collaboration results in advertisements and its benefit to business.

4. The activity must be overseen by the sponsoring organization and a lead individual identified to handle details up and through the day of the event. This person must be someone who is in attendance at all times the day of the event.

5. IVGID will have no responsibility for the administration of the event or for the funds collected by the activity.
6. When applicable, the sponsor must provide insurance, list IVGID as an additional insured (when applicable) and any other paperwork required by the District Risk Manager.

7. The sponsor of the activity will agree to indemnify and hold the District harmless from any claims arising out of the activity.

8. The profits derived from the activity must materially benefit the community of Incline Village/Crystal Bay, and be used within the North Tahoe Basin for the length of their useful life.

9. A signed contract and applicable paperwork are to be executed not less than thirty (30) days prior to the event. If the event is cancelled within 30 days of the event, the deposit may be forfeited.

10. Qualified, non-profit, volunteer organization or activity requests are to be ranked and evaluated in accordance with the Internal Revenue Service (IRS) Code as follows:

   a. IRS Code 501(c) (3), tax-exempt organizations. The organization description must fit one of the following: Charitable, religious, educational, scientific, literary, and testing for Public Safety, foster national or international amateur sports, or prevention of cruelty to children or animals.

   b. Other tax-exempt IRS Code 501 (c) organizations, such as Civic Leagues, Social Welfare Organizations, Labor, Agricultural, and Horticultural organization, Business Leagues, Veterans’ Organization, and Chamber of Commerce.

11. In all cases, an IRS letter of determination is to be provided to the District (or on file with the District) as documentation of status. The letter of determination shall be provided at the time of request.

12. All events, as a minimum, will be charged a $50 Administrative charge which is to cover the required paperwork, etc.

13. The attached application is required for each event and is herewith incorporated and made effective as of July 1, 2013.

14. During the budget cycle, the Board of Trustees approves the District’s Key Rates which include the rack rate for each District venue. This is the guiding document for each District Venue Manager to make their discounting decision, using yield management, for each event/venue.

15. Within sixty (60) days of the conclusion of the activity, the sponsoring organization must submit a financial statement to the District Venue Manager, giving details of income and expenses for the activity and expected contributions to the beneficiary(ies). If sponsor
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does not provide an activity financial statement within the stated timeframes, they will not be allowed to hold another activity at District facilities for one year.

16. A report, for Fiscal Year 2013/2014, shall be provided to the Board of Trustees no later than September 30, 2014.

POLICY AND PROCEDURE STEP 2
APPLICABLE SPECIFIC REQUIREMENT FOR EACH OF THE DISTRICT VENUES

GOLF VENUES

1. The sponsor must apply in advance, in writing, to the District Venue Manager. The following is to be included in the request:
   a. Details of the activity (including, but not limited to, proposed date of activity, proposed venue, etc.)
   b. Projected finances and how funds are to be distributed
   c. Beneficiary of the event (who is it and where do they reside)
   d. Geographical area served
   e. IRS Letter of Determination

2. Availability of Golf Courses
   a. Golf activities: It is strongly recommended that charity tournaments be held prior to June 15 and after September 15 on the Championship Course.
   b. Golf activities: It is strongly recommended that charity tournaments be held prior to July 1 and after September 15 on the Mountain Course.
   c. Should a charity tournament desire a date before or after those listed in a. or b. above, it is the representative’s responsibility to discuss their desire with the District Venue Manager who will make the determination.

3. Charges To Use Each Golf Course
   a. Golf activities will be charged on the Championship Golf Course as determined during the annual budget process.
   b. The Mountain Golf Course will be offered as determined during the annual budget process.

4. Event organizers shall be encouraged to plan golf activities on Mondays through Thursdays in the afternoon.
5. If the activity is cancelled ninety (90) days prior to the scheduled activity, the group will forfeit their deposit fee.

**CHATEAU AND ASPEN GROVE VENUES**

The following shall apply in addition to Policy and Procedure Step 1. listed above. The full rack rate prices in place is the basis for the non-profit discounting as outlined below for high season and low season (Blackout dates apply to high season dates). The Chateau and Aspen Grove Facilities, discounts to non profits will be set each year during the budget process.

At the discretion of the Chateau and Aspen Grove sales team, with the approval of the Sales Manager and/or the Director of Finance, Accounting and Risk Management greater discounting or a further advanced reservation can occur if the following conditions exist:

(a) The date being requested is unsold; and
(b) the likelihood of selling the date is quickly diminishing; and
(c) the activity will engage in other District ancillary revenue producing areas such as catering and golf outings during the activity.

High and Low season and Midweek dates are defined as follows:

**High Season** dates are May through October and December
- Mid-week (Monday through Thursday) may be reserved up to 3 months prior to the requested date
- Friday and Sunday may be reserved up to 2 months prior to the requested date

**Low Season** dates January through April and November
- Mid-week (Monday through Thursday) may be reserved up to 6 months prior to the requested date
- Friday, Sunday and Holidays may be reserved up to 2 months prior to the requested date

**Blackout Dates** are High Season dates Friday through Sunday that are charged at the full rack rate. Discounting may be available at the discretion of the District General Manager

Saturdays and Holidays may be made available at the discretion of the District General Manager.

**DIAMOND PEAK SKI RESORT (EXCLUDING SNOWFLAKE LODGE)**

The following shall apply in addition to the Policy and Procedure Step 1. listed above. The use of Diamond Peak Ski Resort for activities will be at the discretion of the Venue Manager. The time of the year, capacity and the availability of Diamond Peak resort and its facilities will be factors for consideration for discounting.
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Snowflake Lodge, whose use is already limited by a Tahoe Regional Planning Agency use permit, is excluded from this resolution.

PARKS AND RECREATION VENUES (EXCLUDING BEACHES)

The following shall apply in addition to the Policy and Procedure Step 1. listed above. The use of Parks, Recreation Center, and Tennis Courts for activities will be at the discretion of the Venue Manager. The time of the year, capacity and availability of recreational facilities will be factors for consideration for discounting.

ALL BEACHES

All of the beaches within the Incline Village General Improvement District have restricted access and are available for the exclusive use of the Incline Village property owners. On a case by case basis, uses of the beaches by a qualified, non-profit, volunteer organization or activity based in Incline Village will be directed, for possible consideration, to the District Venue Manager.

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I hereby certify that the foregoing is a full, true and correct copy of Policy and Procedure Resolution No. 132, Resolution No. 1701, as amended at a regular meeting of the Board of Trustees of the Incline Village General Improvement District on the 10th day of July, 2013, by the following vote:

AYES, and in favor thereof, Trustees:

Trustees Joe Wolfe, Bill Devine, Bruce Simonian, Jim Smith and Jim Hammerel

NOES, Trustees:

None

ABSENT, Trustees:

None

Jim Smith, Secretary

POLICY AND PROCEDURE RESOLUTION NO. 132, RESOLUTION NO. 1701
As amended April 12, 2000
As amended April 30, 2003
As amended May 15, 2003
As amended February 25, 2004
As amended October 11, 2006
As amended June 27, 2007
As amended July 10, 2013
POLICY AND PROCEDURE RESOLUTION 132, RESOLUTION 1701
APPLICATION

Effective July 1, 2013
As Adopted on July 10, 2013

Organization Name:
Contact Name:
Address (Mailing):
City, State & Zip Code:
E-Mail Address:
Telephone Number:
EIN#/Taxpayer ID#:

Venue/Location:
Date(s) of Event:
Time Range:

Qualify as a 501(c)3 □ Yes □ No
OR
Qualify as a Non-Profit □ Yes □ No
OR
Volunteer Organization □ Yes □ No

Service Objective and Beneficiaries:

Confirm no commercial or personal gain comes from Event (Resolution, paragraph 2) □ Yes □ No
Confirm organization will post Certificate of Insurance to IVGID (Resolution, paragraph 6.) □ Yes □ No
Confirm organization agrees to indemnify and hold IVGID harmless (Resolution, paragraph 7.) □ Yes □ No
Confirm that organization complied with financial records (Resolution, paragraph 15) □ Yes □ No

Rack Rate for Venue/Location requested:
(Based on Board approved Key Rates)

Yield Management (Comment/Remark):
Charge approved by Venue Manager for this Event:
($50 minimum) (Coded to 4293)

Venue Manager Signature and Date:

Administrative Concurrence:
(General Manager or designee, Signature & Date)

Distribution: Public Records Officer, Director of Finance, Controller, Venue Manager

If yes, please attach a copy of the organization’s IRS Determination Letter or a copy of the last Form 990 filed with the IRS.