

## Amenity Funding and Support

1. **Rationale.** It is the position of the Foundation to recognize and be supportive of the diverse social, recreational, and athletic interests and activities of its Members. Support may be in the form of providing facilities and/or financial support from the various budget categories of the Foundation.
2. **Eligibility for Support.** Determination for support will be considered on an individual activity basis.
3. **Process.** Participants in an interest or amenity who seek Foundation support – provision of facilities and/or funding – are asked to submit a request for support to be reviewed by the Member Policies and Relations and Audit/Budget Committees. Following the review, a recommendation will be made to the Board of Directors.
  - 3.1. Support for a proposed request will be dependent on the availability of space and financial resources. Consideration will also be given to the overall importance of the activity for our community and the potential number of members who may be involved.
  - 3.2. A specific format to organize the request will be provided to applicants Committee (See attached Amenity Support Request Form). Requests may be submitted at any time but should be submitted by May 30<sup>th</sup> of each year if there are significant financial resources requested.
4. **Duration of Support.** Any program or amenity that has been approved by the Member Policies and Relations and Audit/Budget Committees and passed by the Board shall be a sustained amenity or program until such time that the Board rescinds it.
5. **Fees and Costs.** The Foundation’s share of fees charged for professional instruction must cover the full variable operating costs arising from the classes or lessons during any fiscal year. For example, beach aerobics would be responsible for establishing adequate fees to cover instructor costs, extra tram service to the beach for participants, attendants, supplies, mailings, and administrative expenses. As a result of budgeted variances in average participation arising from the seasonal nature of Pelican Bay, instructional programs may generate operating surpluses or deficits at certain times subject to the overall program meeting the “full variable operating cost” standard in any fiscal year.
  - 5.1. Neither surpluses nor deficits actually incurred in any overall program may be carried over as a credit or charge in the next fiscal year.
  - 5.2. Each new individual class offered within a specific amenity or program is expected to cover its full variable operating cost during its first year. Thus, each amenity or program is expected to cover its full variable operating cost during its first year. Each amenity or program will establish the minimum attendance required to begin a new class and a tuition structure at which the new class will achieve “cost covered” status. The term class also includes clinics, workshops, seminars, and any other group or individual using an instructor.

- 5.3. At the end of the fiscal year, all classes will be reviewed to determine if their full variable operating cost covered goals were met. In the event a class did not meet its goal, that class will not continue unless adjustments are made that ensure cost coverage for the coming year. The Foundation will provide the facilities, equipment, and supplies needed to conduct a class unless otherwise stated in Foundation policy documents covering specific amenities, programs, and classes. However, the full variable operating cost of the program shall be covered by the Foundation's share of instructors' fees as previously set forth in the Policy.
- 5.4. All programs currently operating as a "club" that use Foundation staff, or otherwise generate any variable operating costs to the Foundation, are subject to these Rules and Regulations and administration by the Foundation.

**6. Private Instruction.** Instructors under contract with the Foundation may provide the additional service of private paid instruction on Foundation property under the following terms:

- 6.1. All requests are approved and coordinated by the Community Center's management.
- 6.2. Space is available.
- 6.3. Any instruction fee is paid to the Foundation at the Community Center.
- 6.4. Any fee paid to the instructor by the Foundation is consistent with the "full variable operating cost" relevant to instruction.

Board of Directors Approval: 16 December 2002  
Amended and approved 23 February 2004  
Amended and approved 22 March 2004