

SEVILLE

Interested in forming a Club?

The Cambridge English Dictionary defines a club as a group of persons with a common purpose or interest, who meet regularly and take part in a shared activity.

Resident(s) wishing to form a club must complete an application and submit to the Lifestyle Director for approval.

Club Rules

RESERVATIONS:

- A club may not make a reservation for a social function to be used for political, religious, secret society, commercial, solicitation or illegal activities or with the sole purpose of celebrating an individual's birthday, wedding, anniversary, etc.
- Reservations are not transferable to another club.
- Seville HOA reserves the right to postpone or cancel any contracted event at any time in the event of an emergency situation where it is absolutely necessary for the well-being of the community.
- The Sunset Lounge is available for Club Reservation once per month up to 6 months in advance by request of the Club President via e-mail to the Lifestyle Director. This includes the entirety of the Sunset Lounge (Area A & B) as well as access and use of the catering kitchen.
- The Sunset Lounge is reserved as is. Soft Seating in Area A including couch, bar stools and tables are not to be moved. Square table seating in Area B may be moved at the users own risk and must be returned to its original configuration after the event.
- The maximum occupancy of the Sunset Lounge is 80 people.
- The Cove is not available for reservation, but Seville Card Clubs will have priority use of The Cove during their published event dates
- All Club events must remain inside the Sunset Lounge and may not extend out into other areas of the Clubhouse
- Clubs may not utilize the Beach Club Amenity including pool, deck and game lawn for events.
- The Pickleball Court and Basketball Court may only be utilized by their respective clubs i.e. Pickleball Club and Basketball Club.
- Events may not exceed 4 hours. As a courtesy two hours before event for set up and one hour after event for clean up will be provided.
- Reservations shall not be effective until approved by the Lifestyle Director. Seville HOA reserves the right to approve or deny all reservations on an individual basis using their discretion.
- If the Club wishes to use an outside vendor they must note such on the reservation form and provide the Lifestyle Director with a COI from the vendor listing Seville at Tradition Homeowners Association, INC as the Certificate Holder in order to be approved.
- Events may only take place within the operational hours of the Amenity Center from 9 AM to 10 PM including clean up. An additional hour for clean up only is available at a rate of \$30 to cover the cost

of an additional hour of Security to ensure the Clubhouse is secured after the event.

EVENTS:

- Fundraising events for a valid 501© non-profit must be approved in advance by the Lifestyle Director and receipt of donation must be provided within 10 days of the event's conclusion. If a receipt cannot be provided the Club will no longer be able to generate funds.
- Gambling of any kind including 50/50 Raffles, Chinese Auctions, etc. are not permitted.
- Silent Auctions are permitted.
- A guest speaker may not encourage the sale of a product or service during any club meeting or event.
- All clubs are responsible for their own event supplies.
- If a club chooses to hold a ticketed event to cover the cost of their event, they are responsible for collection of payment and providing tickets. The HOA does not collect or hold money for any club.
- Tickets Events with the intent to make profit for the Club are prohibited.
- The club point of contact, or designated representative, must remain for all events until all vendors and guests have exited and space is turned back over with the exception of card clubs who meet on a more frequent non-event basis.
- All items brought into the club are to be removed by the end of the event, including decorations, food, coolers, dishes, trash etc. No storing of Club supplies in the Amenity Areas. This includes the catering kitchen refrigerators.
- It is the responsibility of the club to completely clean up after their event. Wipe down tables and take all decorations down. No nails, tacks may be used to decorate.
- No Glitter or confetti may be used.
- Catering Kitchen must be left as clean as the way it was received or a fee of \$50.00 will be assessed to the Club for outside cleaning to be done.
- It is the responsibility of the Club to bag up all trash and take out whatever additional trash cannot fit inside of the trash receptacle located in the room to a dumpster onsite.
- No prize money, gifts, awards, will be expensed to the Association.
- Seville reserves the right to have a Board Member or a member of the management company immediately conclude and shut down an event on site if ANY of the following occurrences are found:
 - The event is being used for any other purpose other than personal use such as political, religious, secret society, commercial, solicitation or illegal activities.
 - The event causes a nuisance or hazard to the community. The following is strictly prohibited: no illegal substances, no smoking, no sale of liquor or alcohol, no music at a level that is disturbing to others and no pets.

MARKETING:

- Lifestyle Director will add Club Events to the Seville HOA Website www.sevilleattradition.com with the option for residents to RSVP. The Lifestyle Director will provide the club with a list of attendees one business day (or at a single date earlier per their request) before the event.
- Clubs may submit new events, updates and announcements to the Lifestyle Director to be noted via e-blast. A singular e-blast will go out to announce the event and reminder of the event one week prior. Once Seville has 5 formed Clubs we will transition to a weekly Club E-blast that will contain all new events, updates, reminders and announcements for each club.

- The Lifestyle Director will post the event to the official Facebook Group once for announcement purposes only.
- The Lifestyle Director will create one 600 x 600 px marketing flyer for each club and will update with the new date and time of each monthly meeting. Additional marketing, changes or additions to information and design are the responsibility of the club. Clubs may submit their own marketing in the matching 600x600 pix format for approval.

MEMBERSHIP DUES:

- Clubs may generate funds for their organization through club dues. If a club chooses to generate funds, a check and balance system needs to be incorporated along with a club checking account. Fund raising events must be approved in advance by the Lifestyle Director.
- Any club that charges membership dues must submit a completed financial form for the year to the Lifestyle Director no later than February 1st of the new year. Upon request from any club member a completed financial form must provide members with financial details within 14 business days, from receipt of initial request date (forms may be submitted via USPS, scanned and emailed or delivered in person). The standard "Financial Report" form must be used to submit official records.

MISC:

- Clubs are not permitted to store any items within any community property.
- All clubs must be open to all residents. A Resident cannot be denied membership or participation in club events, though a club may limit participation to a specific meeting or event based on room capacity, but only on a first-come first-serve basis.
- Political, religious, secret society, commercial, financial, investment, solicitation, or illegal clubs or organizations are prohibited.
- Each club shall conduct meetings, events, and activities only in furtherance of its approved purpose as described in its approved Club Application. Clubs shall not sponsor or host events or activities that are unrelated to or inconsistent with their approved purpose. The Association reserves the right to deny or cancel any club meeting or event that, in its sole discretion, does not comply with this requirement.
- Clubs may collect fees from participants solely to offset the actual costs associated with a club meeting, event, or activity. Under no circumstances shall a club generate a profit or accumulate funds for purposes unrelated to its approved activities. The Association reserves the right to request financial documentation, including an accounting of all monies collected and expenses incurred, to verify compliance with this requirement.
- The Lifestyle Director must be notified of any changes that occur in the Club in writing including changes in contact information (email address, phone numbers), structure or leader.
- All Club Correspondence must be made by the Club President.

Club Terms

Approved Clubs agree to the following conditions and terms set forth by Seville Homeowner's Association, Inc.

1. CLUB has read and agrees to the Seville Club Rules above.

2. CLUB must ensure that they follow all rules set forth by the Association and adhere to with emphasis on Seville's Code of Conduct: All residents and guests must conduct themselves so as not to jeopardize or interfere with the rights, privileges and enjoyment of others. Everyone must refrain from loud, profane, or indecent language, must not harass or accost any other individual, and not compromise the safety of others. Abusive behavior towards staff or impeding the staff's ability to properly conduct business is inexcusable (e.g. being verbally degrading or hostile, refusing to scan amenity access or identify themselves upon request).
3. CLUB must address any occurrences where members or guests are not following the rules at their event immediately and is responsible to conclude the event if improper conduct cannot be resolved.
4. Failure to comply with any of these club Rules or Terms may result in a written warning, violation, requirement of onsite security for events at a cost of \$150 for 5 hours, or loss of CLUB status.

*Club Rules and Terms may be modified at any time at the discretion of the Lifestyle Director and or Board of Directors.

**Revised 07/11/2026