

CVE Recreation Rules and Regulations

(Revised 2014)

TABLE OF CONTENTS

Clubhouse Schedule with Department Extensions	1
Important Phone Numbers	2
Monthly Payment Information	3
Recreation Rules & Regulations	4 thru 11
Clubhouse Emergencies	12
I.D.'s, Guest Passes & Pass Info	13 thru 15
Staff Office Information	16

CLUBHOUSE SCHEDULE

The Clubhouse is open 7 days a week

8:00 A.M. – 11:00 P.M.

(EXCEPTION: Closed Thanksgiving Day 8AM-11 PM

Closed Christmas Eve 5PM-11PM

Closed Christmas Day 8AM-11PM)

BAY MANAGEMENT/ADMINISTRATION	954-428-6892 Option 1
Monday – Friday	9:00 A.M. – 5:00 P.M.
STAFF INFORMATION OFFICE	954-428-6892 Option 2
Open 7 days a week	8:00A.M. – 11:00 P.M.
FITNESS CENTER	954-428-6892 Option 6
Open Monday thru Friday	7:00 A.M – 10:00 P.M.
Open Saturday, Sunday and Holidays	8:00 A.M. – 10 P.M.
CLASS REGISTRATION	954-428-6892 Option 4
Monday – Friday	9:30 A.M. – 8:00 p.m.
Saturday – Sunday	9:30 A.M. – 4:30 P.M.
I.D. OFFICE	954-428-6892 Option 3
Monday – Friday	9:00 A. M. – 4:30 P.M.
	Wednesday until 7:00 P.M.
TICKET OFFICE	954-428-6892 Option 5
Monday – Friday	9:00 A.M. 4:30 P.M.
	And one hour before Showtime
	11/1 thru 3/31 open Wednesdays until 7:00 P.M.

PLEASE NOTE: The Clubhouse will close when a hurricane warning is issued, but may be closed prior to the issuance of the warning if weather conditions warrant.

To determine if the Clubhouse is open or closed due to bad weather or emergency situations, you may call the Clubhouse @ 954-428-6892.

Important Phone Numbers

Revised 7/8/2014

Deerfield Fire & Rescue	Emergency 911	Non-emergency 954-480-4340
Broward Sheriff	Emergency 911	Non-emergency 954-765-4321
Broward County Courthouse-DFB		954-831-6565
Broward County Tax Appraiser		954-357-6831
Bulk Pick-Up		954-480-4391
City of Deerfield Beach		954-480-4200
Clubhouse Diner		954-421-0018
Comcast Cable		954-266-2278
COOCVE		954-596-0775
CVE Master Management/CVE Reporter		954-421-5566
East Coast Maintenance & Management		954-428-7015
Elderly Services:		
Broward County Elderly Services		954-537-2936
Aging & Disability Resource Center-Broward Co.		954-745-9779
Meals on Wheels		954-731-8770
Florida Power & Light		954-797-5000
Gate House	954-421-2556 (machine) / 954-421-3552 (person)	
Library (Century Plaza)		954-357-7740
Motor Vehicles	954-497-1570 or 954-765-4697	
NE Focal Point Senior Citizen Center		954-480-4449
Post Office		1-800-275-8777
Recreation Offices (Office hours are Monday thru Friday):	954-428-6892	
Bay Management Administration Office (9am-5pm)	option 1	
Staff/Information Office (8am-11pm)	option 2	
ID Office (9am-4:30pm & Wed evening 5pm to 7pm)	option 3	
Class Office	option 4	
Recreation Committee Office	option 8	
Ticket Office (9:00am-4:30pm)	option 5	
Athletic Office (leave message with Staff or Administration Offices)	option 6	
Show & Movie Information	option 9	(Show – option 1 Movie – option 2)
Ticket Sales plus Show & Movie Info on Web Site		www.cveevents.com
Seacrest Services		1-888-928-6465 (Pompano Office)
Seacrest Accounting Office		1-888-828-6464 or 1-561-697-4990
Security – Kent Security (non-emergency)		954-698-9823 Mon thru Fri 9am to 5pm
Security 24 Hour Emergency		954-421-3552
Social Security Office		1-800-772-1213
Transportation:		
Broward Transportation		954-357-8400
TOPS (Broward County Paratransit Service)		954-357-6794
Yellow Cab (Taxi)		954-565-5400
First Transit		Call Master Management
Voters Registration		954-357-7050

Your Mandatory CVE Recreation Monthly Payment

Bay Management Corp

Bay Management represents Holrod, the owners of the Recreation Facilities in Century Village. The Long Term lease is signed and assumed by all Unit Owners and covers the main Clubhouse, all pools, shuffleboard courts, tennis courts and all other items installed for the recreational use of all CVE (Century Village East) residents. Computer printed payment coupons and envelopes are given to all residents, automatic debit can also be arranged.

Services Covered: The Recreation Lease includes activities in the Clubhouse, such as movies, stage shows, dances, classes, and a fully equipped gym. Other amenities available include tennis courts, swimming pools, shuffleboard courts, petanque courts, bocci courts, volley ball court and a horseshoe pitch. Costs are supervised and administered by a Recreation Committee consisting of seven members elected by the delegates to COOCVE (the condominium organization of CVE).

The monthly payment varies, depending on the apartment type and model owned. For additional information on payments call Bay Management at 954-428-6892 extension 1 or Seacrest Services at 1-888-828-6464 / 1-561-697-4990.

Recreation Rules and Regulations

*The Following rules and regulations may be amended /superseded by postings
at various recreational areas on an "As Needed" basis*

With more than 8500 units in Century Village East, it only makes sense to provide some rules, regulations and guidelines for residents who wish to take advantage of the wonderful and varied activities provided by the Recreation Department. Please be aware that these rules and regulations are designed for safety and consideration of the rights of all residents to enjoy life here using the recreation facilities and are subject to changes and additions as needed.

Recreation Facility's Rules and Regulations:

1. All persons using the Recreation Facilities are required to identify themselves by showing their I.D. cards. Anyone without a valid CVE ID will be asked to leave recreation property. Any ID card found in the possession of anyone other than the rightful owner of the card will be confiscated.
2. Shirt and shoes are required in the clubhouse at all times. November 1st through March 31st no shorts allowed for dances or shows. April 1st through October 31st, shorts will be allowed in all areas of the Clubhouse except for Saturday Night Dances. No T-shirts with offensive or inappropriate advertisements or logos; no political attire.
3. All persons using the Recreation facilities will follow the instructions and decisions of the Recreation Facilities Administrator and members of the Administrator's staff regarding the use of the facilities and the priority and length of time to use the facilities.
4. Any instructions, directions, or requests received from a security officer are to be complied with by all persons using the Recreation Facilities.
- 5. Smoking, including electronic cigarettes, is NOT permitted on any Recreational property.**
6. All persons using the Recreation Facilities do so at their own risk.
7. Residents and renters are responsible for the behavior of their guests and their adherence to the Rules and Regulations.
8. The Recreation Facilities shall not be used by any group, club, or association without the express written consent of Management.
9. No wagering, gambling, lotteries, or raffles may be conducted in any of the Recreation Facilities except where allowed and authorized by law.
10. No advertising, leaflets, papers, or other written matter shall be distributed in any of the Recreation Facilities without written consent of Management.
11. No signs of any sort shall be erected upon the Recreation Facilities without the written consent of Management.
12. The number of occupants in any part of the Recreation Facilities may be limited by the Management.
13. Management may require the use of areas of the Recreation Facilities from time to time.
14. Any vehicle illegally parked will be towed away at the owner's expense; no overnight parking.
15. No pets or animals, with the exception of Service Animals, may be brought upon or into the Recreation Facilities.
16. No food or drink allowed in the Clubhouse, except in designated areas.
17. All persons using the Clubhouse are expected to be properly attired at all times. All persons in bathing suits will wear a cover up and shoes while in the Clubhouse.
18. Individuals under the age of 18 are not allowed in the Clubhouse, with the exception of the Ping Pong room.
19. Vandals Will Be Prosecuted

- 20. No OVERNIGHT parking in the clubhouse parking lot unless authorized by management.
- 21. No Campers, Boats or Trailers allowed – NO EXCEPTIONS

ADDITIONAL RECREATION RULES AND REGULATIONS:

Clubhouse - Interior

Guests

- A Guest with a valid CVE ID may enter the Clubhouse without a resident. Guests not obtaining a CVE ID need to be accompanied by a resident; the resident must sign their guest(s) in at Clubhouse entrance. Guest(s) must have a personal photo ID and must show it to Security before they enter Clubhouse.
- Guests may NOT participate in Athletic classes or classes offered by the Class office.
- From 11/1 through 3/31, guests may only use Fitness Center equipment after 1 p.m.; from 4/1 through 10/31 guests may use the equipment in the Fitness Center at any time.
- All artwork must be “checked out” of Clubhouse via Security. Obtain release form from Staff Office, fill out and present copy to Security
- Residents will be considered responsible for the actions and behavior of their guests.
- No one under the age of 18 is allowed in the Clubhouse unless on a scheduled tour (accompanied by Security), or while using the Game Room

Billiard/Pool Room Rules

- Do not sit on tables
- Hang up cue sticks when finished
- No food or drink allowed

Fitness Center Rules:

- Fitness Center opens 7am to 10 pm Monday thru Friday, 8 am to 10 pm Weekends and Holidays – Locker rooms close at 10 p.m.
- A signed waiver is required to use the Fitness Center.
- Proper footwear required: rubber soled sneakers with laces/Velcro.
- Shirts are required at all times.
- Absolutely no bags are allowed on the floors in the exercise area; lockers for bags are available on a first come first serve basis-you must supply your own lock (shank size 3/8 inch or less).
- Use equipment at your own risk. Consult a doctor before starting any exercise program.
- Please sign up for the Athletic Orientation Class if you are not familiar with equipment.
- If asked to move to a different machine by the Athletic Director during orientation, your pleasant cooperation would be appreciated.
- Time limit for treadmills and elliptical is 30 minutes.
- Do not remove weights from exercise room; it will be viewed as stealing.
- Please bring a towel to work out. Wipe down equipment after use.
- Mats are not allowed in exercise equipment rooms
- No food or drink allowed. Bottled water only. Personal fans are prohibited.
- Do not sit on equipment to socialize. Equipment is for working out only.
- Please rotate between sets.
- Personal trainers are welcome and must check in at the Athletic Office; there will be NO gate passes issued for personal trainers.
- We are not a rehabilitation facility; therefore, we will not help you with your rehab prescription.
- Please help us to maintain a pleasant atmosphere during your workout.

Indoor Pool Rules (No Lifeguard on duty – swim at your own risk)

- Pool hours from 8 a.m. to 10 p.m.
- Please show your I.D. upon request.
- Proper swimming attire must be worn at all times.
- Please rinse before entering pool.
- No diving or jumping into pool; no ball playing or floats; no running.
- No bare feet allowed in bathrooms; no soap in showers.
- It is recommended that you do not swim alone.

Locker Room – Men's/Women's

- Open 7am to 10 pm Monday thru Friday, 8 am to 10 pm Weekends and Holidays.
- No Bare Feet Allowed.
- No food placed/stored in lockers.
- Residents must supply own lock.
- Lockers are available on a *first come, first serve* basis each day.
- Any locks left on lockers overnight will be cut off and locker contents taken to Staff Office Lost and Found
- Administration will not be responsible for items placed in lockers

Sauna Rules

- If you have a medical condition, please check with your Doctor before using the sauna.
- Do not use the sauna alone, bring a buddy!
- Maximum time period in sauna is 15 minutes.
- Proper hygiene is required. Please cover bench with a towel before sitting.
- **Do not add water to heating element – this is a dry heat sauna.**
- Please do not use sauna as a dressing room.
- Do not use sauna to dry your clothes or shoes, **it is a fire hazard.**
- Sauna door is to remain closed at all times.
- Use of sauna is not recommended after a strenuous workout. A cool down period of one hour is recommended.

Mezzanine/Computer use and Study Area

- No loud music or computer at a high volume.
- Do not speak in a loud and/or disruptive manner.
- Respect the rights of other residents and guests using the work space.

Ping Pong Room Rules

- Do not sit on tables
- Equipment available at Staff Office with ID.

Room Reservation Requirements

The Party Room, Multipurpose Room, all General Purpose rooms, as well as the Music rooms require reservations; the forms are to be filled out at the Staff Office

- No food allowed in Clubhouse except for written consent acquired from Bay Management for special events; these events can only be held in the Party Room or General Purpose Room N (GPN).
- No gambling in any area of the Clubhouse except for events sanctioned by Bay Management.
- Residents of approved Clubs/Organizations may request a room. Any special requests for room set up must be addressed at signup or within a reasonable time prior to the scheduled reservation date. All speakers/guests must be approved through the Staff/Information Office. Once all information has been provided and the request is approved, a reservation slip and guest pass will be issued the day of the reservation. The reservation slip must be

presented to the Security Rover or Staff member to gain access to the assigned room. (Please come 15 minutes early so Security/Staff can let you into the room.)

- Clubs and groups may not be exclusive; any club or group meeting in the Clubhouse must be open to membership for any resident wishing to join.
- Reservation slips take precedence over anyone using the room without a reservation.
- Residents have the right to access all rooms and cannot be barred from entering any room regardless of room reservations. However, participation is limited to the group that has reserved the room.
- There is no solicitation allowed in/on Recreation property.
- All guests and speakers must park in the main parking lot.
- Management/Recreation reserves the right to deny the use of the Clubhouse to any resident or guest for noncompliance of the rules.
- A Deposit/Security Fee may be required when reserving a room, please check with the Staff Office for further information.

Theater Rules and Regulations

- Shorts are not allowed during stage shows from 11/1 to 3/31; shorts will be allowed during stage shows from 4/1 to 10/31.
- No food or drink allowed in theater.
- No lighters.
- All pagers, alarms, beepers, and cell phones should be turned off.
- Cameras are prohibited.
- Ushers will assist residents to seat and remove walker to back of theater – residents should put a label or name tag on walker prior to coming to theater.
- Do not place gum under seat, arm rest, on wall, or place gum on floor or carpet.
- Broken seats should be reported to usher, Staff office – provide description of problem and aisle/seat number.
- No talking during movie or performance.
- Leaving theater prior to end of the show is rude and disruptive.
- Arriving late is rude and disruptive; please allow sufficient time to arrive and **proceed to your seat prior to the performance or start of the film**. Special needs residents should come with their companion/aide early so they may be seated with the least disruption.
- Do not yell out comments to the performers during the show.
- Your seat is assigned to you when you purchase your ticket – **NO SEAT CHANGING ONCE THE SHOW BEGINS, VIOLATORS ARE SUBJECT TO REMOVAL**.
- Remember the “Golden Rule”; simple courtesy and patience will go a long way toward enhancing your enjoyment of the theater offerings.
- No tours of theater allowed during a performance or movie.

Ticket Office Rules and Regulations

- No line cutting.
- There will be a surcharge on all guest tickets; at times there may be a limit to the number of guest tickets that can be purchased.
- Tickets for all shows are available for purchase at the Box Office, by mail, and online at www.cvevents.com.

Additional Facilities Available For Your Enjoyment

- Art Room/Pottery/Clay Rooms
- Art Gallery
- Card Rooms
- Music Room with piano
- Library
- Sewing Room
- Stain Glass

- Lapidary

Clubhouse - Exterior

Clubhouse Outdoor Pool Rules (No Lifeguard on duty – swim at your own risk)

Use of pool facilities restricted to residents with proper I.D.s and guests with proper passes: These must be presented on request and violators will be considered trespassers and will be asked to leave the pool area.

- Pool hours from 8 a.m. to 10 p.m.
- Chairs and lounges may not be reserved or used for personal belongings.
- The removal of chairs/lounges from pool area will be viewed as stealing and can result in confiscation of I.D.s/passes as well as prosecution for theft.
- No personal chairs, lounges, tables or umbrellas allowed.
- Rinse before entering pool; sunscreen/oil user's rinse after each application; towels must be used to protect chairs/lounges.
- No diving or jumping into pool; no floats, running, ball playing, bikes, skateboards or roller blades.
- Do not sit on; leave shoes or slippers, etc. on or in front of pool steps.
- No chairs/lounges within three (3) feet of pool edge.
- Do NOT stack chairs.
- No one under 18 allowed at Clubhouse pools.
- No bare feet allowed in bathrooms; no soap/shampoo in showers.
- No eating/drinking in pool area.
- No Animals allowed
- No Weapons allowed
- No Smoking on Recreational Property, this includes Electronic Cigarettes

Bar-B-Q/Picnic Area Rules

1. Picnic area hours are 8 a.m. to 10 p.m.
2. Reservations are **required** and can be made by residents only through the Staff Information Office. I.D. card will be required.
3. Cleanup of the area is the responsibility of the party in which the reservation has been made.
4. No alcoholic beverages allowed.
5. No loud music.
6. No skateboarding, rollerblading, bicycling, running or rough play allowed.
7. Do not move picnic tables.
8. No Weapons allowed
9. No Smoking on Recreational Property, this includes Electronic Cigarettes
10. No Animals allowed

Bocce Court Rules

- Equipment available in Staff/Information Office; an I.D. card needed to take out equipment.
- Equipment **MUST** be returned; I.D. returned to resident **ONLY** when equipment is returned.
- Reservations are **required** and can be made by residents only through the Staff Information Office. I.D. card will be required.
- No Animals allowed
- No Weapons allowed
- No Smoking on Recreational Property, this includes Electronic Cigarettes

Horseshoe Pitch Rules

- Reservations are **required** and can be made by residents only through the Staff Information Office. I.D. card will be required.
- Horseshoes available in Staff/Information Office; an I.D. card needed to take out equipment.
- Equipment **MUST** be returned; I.D. returned to resident **ONLY** when equipment is returned.
- No Animals allowed
- No Weapons allowed
- No Smoking on Recreational Property, this includes Electronic Cigarettes

Petanque Court Rules

- Reservations are **required** and can be made by residents only through the Staff Information Office. I.D. card will be required.
- Equipment available in Staff/Information Office; an I.D. card needed to take out equipment.
- Equipment **MUST** be returned; I.D. returned to resident **ONLY** when equipment is returned.
- No Animals allowed
- No Weapons allowed
- No Smoking on Recreational Property, this includes Electronic Cigarettes

Shuffleboard Court Rules

- 1 shuffleboard kit only per court; an I.D. card needed to take out equipment; equipment is available from the Security guard stationed at the West door (nearest Shuffleboard Courts).
- All shuffleboard equipment **MUST** be returned; I.D. returned to resident **ONLY** when equipment is returned.
- Only one set of disks may be played on a court.
- Blackboards **MUST** be erased after playing.
- Do not write with chalk on green courts.
- Children **MUST** be accompanied by a resident...
- Children may only play on the four courts closest to Clubhouse. (**Guests under 18 must be accompanied by a resident with proper I.D.**)
- Reservations are **required** and can be made by residents only through the Staff Information Office. I.D. card will be required.
- No Animals allowed
- No Weapons allowed
- No Smoking on Recreational Property, this includes Electronic Cigarettes

Satellite Pool Rules (No Lifeguard on duty – **SWIM AT YOUR OWN RISK**)

Use of pool facilities restricted to residents with proper I.D.s and guests with proper passes. These must be exhibited on request and violators will be considered trespassers and will be asked to leave the pool area.

- Pool Hours are 7 a.m. to 10 p.m.
- Chairs and lounges may not be reserved or used for personal belongings.
- The removal of chairs/lounges from pool area will be viewed as stealing and will result in confiscation of I.D.s/Passes as well as prosecution for theft.
- No personal chairs, lounges, tables or umbrellas allowed.
- Rinse before entering pool; sunscreen/oil user's rinse after each application; towels must be used to protect chairs/lounges.
- No diving or jumping into pool; no floats, running, ball playing, bikes, skateboards or roller blades.
- Do not sit on or leave shoes or slippers, etc. on or in front of pool steps.
- No chairs/lounges within three (3) feet of pool edge.
- Do NOT stack chairs.
- Infants must wear "swimpees" when in pool.

- Guests under 16 must be accompanied by a resident.
- No bare feet allowed in bathrooms; no soap/shampoo in showers.
- No eating/drinking in pool area allowed.
- In case of emergency, use the red emergency phone located by the water fountain at all pools.
- No Smoking on Recreational Property, this includes Electronic Cigarettes
- No Animals allowed
- No Weapons allowed

Tennis/Pickle Ball Court Rules

- Tennis/Pickle Ball related activities only; no skateboards, rollerblades, bicycles, etc.
- Tennis play begins at 7:30 a.m.
- Pickle Ball has time allocated on a specific court; players must go to Staff/Information Office to reserve court and pick up equipment (I.D. must left with Staff Office); equipment **MUST** be returned; I.D. returned to resident **ONLY** when equipment is returned.
- Shirts must be worn, as well as proper footwear – no cleats on artificial surfaces.
- Reservation of courts by residents can be made through the Staff Office.
- Reservations take precedence for court use; court must be vacated immediately if a valid reservation slip is presented; however, if the person reserving a court is not there after the first ten (10) minutes, the reservation is voided and the court can be used
- Guests may not register for use of courts; however, guests may play on courts not in use but must vacate if a valid reservation slip is presented.
- Tennis courtesy is always required
- Contact Security if there are any issues with compliance
- No Smoking on Recreational Property, this includes Electronic Cigarettes
- No Animals allowed
- No Weapons allowed

Volleyball Court Rules

- Reservations are required
- Volleyball available in Staff/Information Office; an I.D. card needed to take out ball.
- Volleyball **MUST** be returned; I.D. returned to resident **ONLY** when ball is returned.
- No Smoking, this includes Electronic Cigarettes
- No Animals allowed
- No Weapons allowed

Miscellaneous Rules

- All passes are the property of CVRF/Bay Management. Security is authorized to confiscate passes per management. No loaning or copying of IDs – violators are subject to suspension of Recreation privileges.

**NON-COMPLIANCE WILL RESULT IN THE CONFISCATION OF YOUR IDs/PASSES AND THE
SUSPENSION OF YOUR RECREATIONAL PRIVILEGES**

Contact the Recreation Administration office if you have any questions

CVE CLUBHOUSE EMERGENCIES

Anyone in the Clubhouse requiring assistance, please follow these procedures:

1. Notify Security immediately
2. Give a brief explanation and the location of the emergency
3. Security will come to you immediately with an Incident Report; you must have ID's available.
4. Security will assess the situation and call 911 if necessary
5. Security will meet the police or ambulance and take them to the emergency location
6. Injured residents can generally sign a waiver or be transported to the hospital for treatment

It is the Clubhouse policy that Security personnel place the calls to 911 for fire emergencies or injuries to residents. Procedures are in place for giving information to the Security Staff who then coordinate with fire rescue, ambulance and police.

If someone from Security is not in sight, there are "Red Phones" throughout the Clubhouse that ring directly into the Staff Information Office. These phones can be used (**for emergencies only**) by picking up the phone and listening until the Office Staff answers. Explain the situation to them and they will immediately contact Security. If the above options are not readily available and you feel you must call 911 on your own cell phone, please notify Security as soon as possible.

Clubhouse Administration and Staff would greatly appreciate your cooperation in making the Clubhouse a safe place for all residents and staff.

I.D.s and Guest Passes

All Owners / Renters **MUST** have an ID to enter the Clubhouse. All guests **MUST** have personal ID on their person at all times. Admittance to the Clubhouse will be denied if the appropriate ID is not available and presented to Security for review.

Clubhouse Tours

All persons wishing to tour the Clubhouse must be accompanied by a C.V.E. resident and the tour should last no longer than one hour. The resident's I.D. must be left with the guard prior to the tour and picked up at completion of tour. If there is a minor coming on the tour, a security guard will need to accompany the party. There is a guided tour of the Clubhouse Monday through Friday at 10 a.m. No charge and no age limit. Apply at the tunnel entrance accompanied by a resident with a valid I.D.

Guests

1 Day Pass	\$5
2-14 Day Passes	\$10

Reminder: After 29 days, a guest is considered an occupant and, in terms of clubhouse use, a background check must be done.

1 day pass can be issued upon entering the Clubhouse by the I.D. Office (if the I.D. Office is closed, the 1 day pass can be obtained at the Staff Information Office). A pass for more than 14 days is at the discretion of your Board of Directors of your building (only). Approval form must have the signature of the building president and the building seal. Each additional week will be \$25. Guest must always be accompanied by CVE resident to the I.D. Office or a letter from the home owner (when not in residence) giving permission to occupy the condo is required, along with the building president's signature and the building seal. Approval form is available at the I.D. and Staff Offices.

Occupant

Any individual residing in a unit more than 29 consecutive days is considered an "Occupant". A background check is required for recreational facility use.

Guest Privileges

A guest pass entitles the holder to the use of all facilities, with some limitations.

Fitness Center: November 1 through March 31, Guests can only access the Fitness Center after 1pm; April 1 through October 31, guests may use the Fitness Center during the Center's regular hours.

Show Tickets: If space is available, Guests exhibiting a guest pass will be able to purchase show tickets; without the guest pass, guests must be accompanied by a resident or tenant. Guest tickets may have a surcharge added to purchase price.

Classes: Guests with or without a guest pass cannot participate in any classes offered by Recreation, including tennis, swimming or aerobics.

Gate Pass

Relatives who are frequent visitors of a CVE resident must show a valid Florida Driver's License or proof of residency within a 50 mile radius, a Gate Pass form signed by the CVE resident and the Building President and affixed with the Building Seal. Gate Passes are renewed on a yearly basis at the management's discretion. Cost is \$25 per year. Gate Pass form is available at the I.D. Office.

Companion / Nurse / Aide Pass

The Companion Pass requires a 30 day Companion Form signed by the resident. The companion form must also have the Building President's seal. First time Companion Pass requires a picture I.D. This pass can be renewed every 30 days for a \$5.00 fee by presenting the completed form, including the President's seal. The Companion Pass only allows entrance to the Village; it does not provide any recreational privileges.

Car Sticker Regulations

BAR CODE: When you change cars, you must return your bar code (decal) even if in pieces. Remove your bar code and return to the I.D. Office in order to be issued a new bar code at a charge of \$5.00. Un-returned bar codes will be replaced at a charge of \$10.00.

Renter Pass Requirements

1. Signed lease: must not be for less than three (3) months.
2. Certificate of Approval with Building Seal.
3. Owner's I.D. turned in to I.D. Office
4. Cost is \$50 per person per year, which includes a bar code.
5. Background check is required.
6. All tenants must register their vehicle with the ID Office.

When selling your unit

All I.D.s, passes and bar codes must be turned in to the I.D. office prior to closing. Every outstanding item will incur a \$25.00 fee payable at the closing.

There will be no fee exceptions once a unit has closed – i.e. if an item is found and turned in AFTER the closing there will be no refunds.

CONDITIONS

The IDs issued by the I.D. Office belong to Recreation and are held by the resident only so long as it is being used properly and their account is in good standing. Bay Management reserves the right to limit or deny an ID for continued misuse. Bay Management also reserves the right to withhold the issuance of any pass/I.D. card due to rude and inappropriate behavior.

Bay Management / Security is authorized to confiscate all I.D. cards and passes expressly for, but not limited to, the following reasons:

- ◆ Inappropriate Behavior
- ◆ Expired Passes
- ◆ Violation of CVE and Clubhouse Rules
- ◆ Illegal Passes, etc.
- ◆ Smoking, including Electronic Cigarettes on Recreation Property

NO WEAPONS OF ANY KIND ALLOWED ON RECREATION PROPERTY

NO ANIMALS ON RECREATION PROPERTY

NO SMOKING, INCLUDING ELECTRONIC CIGARETTES ON RECREATION PROPERTY

ALL RULES AND REGULATIONS BY ORDER OF BAY MANAGEMENT CORP

STAFF INFORMATION OFFICE

For information regarding: Community CVE Bus Schedule's Theater, Dances, Bingo, Classes, Athletics, Club Meetings, and Special Activities including Room Reservations, Community T.V. Ads and Bulletin Board Ads, please speak with someone in the Staff Information Office.

AARP Tax Assistance is available from January through April.
 Broward County Voters Registration Assistance is available.
 Broward County Property Tax Assistance is available.
 You must contact the Office to schedule an appointment.

All reservations should be made at the Staff Information Office – residents with a valid reservation have priority on use of the specified courts for the time allotted for the reservation.

Bar-B-Q reservations should be made at the Staff Information Office.

The Following Items may be borrowed from the Staff Information Office:

For use inside of the Clubhouse:

Microphones (& other technical equipment)
 Sewing Kits, Irons, Ping Pong sets, Cards

Equipment for Outside Activities:

Horse Shoes; Volley Ball; Pickleball; Bocce

In order to borrow these items you must leave your I.D. card in the Office.

For Residents' convenience, swimming noodles are available for purchase in the Staff Office