



RECREATION OPERATING MANUAL

**Association facilities include:
Sandcastle Community Center and Pool
Cinder Creek Pavilion and Canoe Launch
Eagle Point Boat Launch
Rhett's Bluff River Landing**

June 2010

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Kay Narmour, Director**

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This manual is designed to give an overview of policies and procedures governing day-to-day operations of the KICA Recreation Department. It is meant to be a dynamic document and always subject to improvement and change. It contains:

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This manual was approved first by KICA's chief operating officer on May 20, 2008 (last updated June 2010) and the rules, fees, hours and other information contained therein are subject to change without notice at their discretion.

THE FACILITIES

The recreation department facilities include the Sandcastle Community Center and pool, Cinder Creek pavilion with canoe/kayak boathouse storage and launch, Eagle Point boat launch, and Rhett's Bluff river landing and boat launch. These exist for the social, educational and recreational enjoyment of members and their guests. The facilities provide a swimming pool, children's pool and play equipment, multi-purpose meeting spaces, full-service kitchen, fitness center, snack bar, decks, and canoe/kayak storage and launches, pavilions and docks. The Sandcastle offers a wide variety of educational and fun events for members. For your reading pleasure, the Sandcastle houses a circulating library consisting of member-donated treasures. The volunteer-managed library includes hardbacks, paperbacks, fiction, nonfiction, books-on-tape, VHS/DVD movies and even puzzles. This complimentary service is available for honor-system checkout. The library also contains the Cyber Stop, for your Web surfing enjoyment. Wireless and wired accesses are available.

The KICA Board of Directors establishes broad facility policies defining both recreation and facilities. Operational rules and regulations are approved by the chief operating officer, and are included in this document.

The Sandcastle is staffed by: director of recreation, member services operational staff, facilities operations staff, custodial staff and additional seasonal staff, such as pool attendants. A contracted fitness trainer conducts various fitness classes, and outdoor paddlesport opportunities, such as kayak and canoe tours, are also offered through independent providers.

Like all association departments, various general, administrative, policy and special policy resolutions established by the board, and/or other standard operating procedures, may also apply to KICA recreation operations and procedures. For example, the *Financial Controls Manual* provides policy and guidance for financial matters such as budget preparation and control, contracting and purchasing, expenditure controls, and establishment of user fees. Personnel matters are contained in the *KICA Employee Handbook*.

MISSION

KICA's Recreation Department is committed to providing premier service to its patrons in attractive, clean, safe and well-maintained, premier facilities. We will strive to:

- Develop, facilitate and host social, educational, and wellness activities; programs; and opportunities to improve the quality of life for members based on their interests.
- Maintain reasonable costs for Kiawah Island community groups, sponsored non-profit organizations, individual members and their guests to use the facilities.
- Provide clear, fair policies and establish appropriate procedures to protect resources and preserve members' enjoyment of Kiawah Island.
- Provide safe, effective and efficient operations in a user-friendly environment, which will maximize the number of members and guests who will take advantage of the facilities, services and activities offered.
- Regularly monitor the facility and perform preventive maintenance tasks to retain superior functionality. Seek out opportunities for facility and program enhancements to provide a premier member experience.

SANDCASTLE ADMISSION REGULATIONS

- Type "A" members, spouses, significant others, dependents and their guests are permitted entry to the Sandcastle building, pool and parking after appropriate fees and assessments have been paid to the Kiawah Island Community Association. Family members and other guests are welcome upon registration by the member. [*"Guests" are visitors invited to a member's property to which the member is extending hospitality during the course of their short-term visit and there is no exchange of any consideration, monetary or otherwise, relating to the visit. The term "guests" does not include renters, lessees, licensees, timeshare members, vacation club members or any other person who has paid, bargained or bartered for the right to use the member's property on a short-term basis.*] Permission forms may be obtained at the Sandcastle office located at 1 Shipwatch Road, and are available on the Web at www.kica.us (see *Departments*, then *Forms*).
- Long-term tenants (nine months or more) are welcome upon completion of a *Long Term Lease Addendum* and compliance with the terms therein. To reserve facilities for members and their authorized guests, persons renting for any period less than nine months are not considered guests and are not eligible for admittance to KICA facilities. Members participating in "club membership" ownerships are considered renters.
- Parking is reserved for vehicles displaying the following valid decals or passes: member, member guest, KICA employee, or commercial where a company is doing business at that facility. Unauthorized vehicles may be towed at the owner's expense.
- Business visitors must register with the office upon entry and exit of the facility.
- The fitness center is open to members and their guests 13 years of age and older. Photo identification is required as proof of age. Members' guests under 16 are welcome when accompanied by an adult age 18 and over, and when a *KICA Release and Waiver* is placed on file.
- Children under 13 are welcome in the pool and the Sandcastle's second floor when accompanied by an adult.
- For members' comfort, dry swim wear with cover-up, dry hair, and clean shoes are required when entering the second floor lounge and meeting rooms.
- Working dogs are welcome in the building and confines. Please leave other pets at home.

MEMBER ACCESS

- **Primary members** (in good standing), spouses, significant others (SO), dependent children, dependent grandchildren and dependent parents may be issued member access cards at the Sandcastle office. Dependents must reside full-time with the member.
- **Designated primary members** of jointly-owned properties: The primary member (in good standing), spouse, SO and/or dependent children may be issued a member access card.
- **Secondary members** of jointly-owned properties may be issued member access card after the payment of the applicable fee:
 1. Annual access: an amount equal to the annual amenity assessment for the current year.
 2. Monthly access: \$50.

ADMISSION REGULATIONS (continued)

- Verification is required at registration using a photo ID (driver's license, for instance) and provision of a Kiawah address. KICA reserves the right to check identification at its discretion.
- Laminated replacement member access cards: \$10.
- * KICA defines significant other as a person with whom the member shares a long-term intimate relationship that includes living together as a couple with shared recognition of that relationship through the same address and other similar public confirmations of the committed relationship. Proof of joint residency is required. The SO's member access card provides access to the Sandcastle and its pool only. It does not provide any other member privileges, e.g., voting privileges, which are the prerogative of the member and spouse only.

GUESTS

- Guests of the member may be issued a guest pass at the Sandcastle office upon presentation of photo identification. Guests may bring their family plus two guests over 12 years of age.
- "Guests" are visitors invited to a member's property to which the member is extending hospitality during the course of their short-term visit and there is no exchange of any consideration, monetary or otherwise, relating to the visit. The term "guests" does not include renters, lessees, licensees, timeshare members, vacation club members or any other person who has paid, bargained or bartered for the right to use the member's property on a short-term basis.
- Guests are classified in two groups:
 - **Immediate Family Member Guests:** Parents, grandparents, adult children and spouses, siblings and grandchildren of the member and spouse. See *Family Member Permission Request* for full details and terms.
 - **Sponsored Guests:** Extended family and friends. Please refer to *Sponsored Guest Application* for complete details and terms.

PASS USE

- To assure privileges, members and guests must carry their passes and present them upon request of staff.
- Special events admission may be granted to non-members based on the special event agreement signed by the member at the time of the booking. Please ask staff for assistance.
- The security staff is happy to assist with gate pass arrangements. Please contact KICA's main security gate at 843-768-5566.



SANDCASTLE COMMUNITY CENTER
MEMBER ACCESS CARD APPLICATION

Date: _____

PLEASE PRINT LEGIBLY

Household Member Name(s): _____

Date of Birth ____/____/_____

First and Last Name _____

Date of Birth ____/____/_____

Kiawah Property Address: _____

Kiawah Phone: _____ No Phone?/Lot: Y / N

Kiawah Fax: _____

Cell Phone: (____) _____ (His) (____) _____ (Hers)

E-Mail: _____ (His) _____ (Hers)

Permanent Address, If Other Than Kiawah: _____

(City) (State) (Zip)

Phone At Permanent Address, If Other Than Kiawah:

(____) _____ (Home) (____) _____ (Fax)

(____) _____ (His Daytime) (____) _____ (Her Daytime)

Dependents: Children, parents, grandparents, who live with you full-time:

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____

**PLEASE REMEMBER TO KEEP KICA INFORMED OF ANY CHANGES TO THE ABOVE INFORMATION.

Sandcastle Family Member Permission Request (continued)

Terms and Conditions

1. The immediate families of KICA members in good standing are welcome to visit the Sandcastle unaccompanied by the member.
2. Immediate family is defined as: Parents, grandparents, siblings, adult children and spouses, and grandchildren of the member and their spouse. Family member guests are herein referred to as "guest(s)."
3. "Guests" are visitors invited to a member's property to which the member is extending hospitality during the course of their short-term visit and there is no exchange of any consideration, monetary or otherwise, relating to the visit. The term "guests" does not include renters, lessees, licensees, timeshare members, vacation club members or any other person who has paid, bargained or bartered for the right to use the member's property on a short-term basis.
4. Each guest will be issued a pass for the duration of stay. Adult guests will be asked to provide photo identification.
5. Family guests are subject to all applicable fees in effect at the time of visit. Please inquire with the Sandcastle staff for current rates.
6. Non-potty-trained children are welcome in the children's pool. They are not permitted in the big pool. "Accidents" require that the pool be closed, per state regulations. We are unable to allow exceptions.
7. The fitness center is available to your guests, with certain age restrictions. Please refer to *Fitness Center* section herein for full details and terms.
8. Additional guest rates apply for structured fitness classes and other activities.
9. Members may choose to have their guests pay per use, or to have all guest fees applied to the member's account, along with a nominal monthly service fee. Account charges are payable within 30 days of receipt. Please make your selection on the reverse side.
10. Each family member guest may host a maximum of five guests age 13 and above per day.
11. Guests may park in the Sandcastle parking lot when displaying valid member guests passes. Unauthorized vehicles are subject to towing at owner's expense and liability. Members must arrange for a security gate guest pass independently. Please contact the gate at 843-768-5566 or by fax 843-768-1670.
12. KICA reserves the right to change these regulations at any time without notice. Fees and regulations in effect at the time of visit apply.
13. Members and guests agree to protect, defend, indemnify and hold KICA and its directors, employees, and agents harmless from and against any and all losses, claims, obligations, demands, liabilities, costs, assessments, damages and expenses (including attorneys' fees and expenses) asserted by reason of, resulting from, or in connection with any and all of the following:
 - a. Any bodily injury, death or damage to property (including KICA's property) caused by any negligent act or omission (including strict liability), gross negligence or willful misconduct relating to or arising out of the indemnitor's use of KICA's property, the use of KICA's property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability;
 - b. Any third party claims with respect to bodily injury, death or property damage arising out of indemnitor's use of KICA's property, the use of KICA's property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability; and
 - c. Any claims with respect to employer's liability or worker's compensation filed by any employee of indemnitor or any of its subcontractors.
14. Guests are subject to all association covenants, rules and regulations, available for review on request. Violations can result in suspension of guest privileges, in the sole discretion of KICA management.

For Association Use:

Data Entered On: _____ By: _____



SANDCASTLE SPONSORED GUEST APPLICATION 20__
 (PLEASE PRINT CLEARLY)

TO: KICA "Sandcastle" Community Center
 1 Shipwatch Road
 Kiawah Island, SC 29455 Ph: 843-768-3875 Fax: 843-768-3889
www.kica.us Sandcastle@kica.us

Today's Date: _____ Dates of Guests' Visit: _____

Member's Name: _____

Kiawah Property Address: _____
 (where guests will visit)

Member's Day Phone _____ Member's E-mail _____

Guest's Day Phone _____ Guest's E-mail _____

I hereby authorize the following **sponsored guests** permission to use the facilities at the Sandcastle Community Center, as unaccompanied guests, without my being present. I acknowledge my guests are **not** short-term renters (less than nine months) and that they are subject to the following *terms and conditions (including fees in effect at time of use)*:

Please list the names of expected guests, along with ages of children under 18. There is a limit of five sponsored adults per visit. (please print legibly)

Guests' Names	Age if Under 18

I have read, understand, and agree to the Sandcastle Community Center *Sponsored Guest Application* terms and conditions herein, in my own behalf and on behalf of my guests. I will provide my guests with a copy. My failure to do so does not constitute a waiver of responsibility on behalf of my guest(s).

Member's Signature _____ Date _____

(continued)

SANDCASTLE SPONSORED GUEST APPLICATION *(continued)*

Terms and Conditions

1. Extended family and friends of KICA members in good standing qualify as sponsored guests and are welcome to visit the Sandcastle unaccompanied by the member. "Guests" are visitors invited to a member's property to which the member is extending hospitality during the course of their short-term visit and there is no exchange of any consideration, monetary or otherwise, relating to the visit. The term "guests" does not include renters, lessees, licensees, timeshare members, vacation club members or any other person who has paid, bargained or bartered for the right to use the member's property on a short-term basis. Members pre-register their guests using this application.
2. Each guest will be issued a guest pass for the duration of stay. Adult guests will be asked to provide photo identification.
3. Unless accompanied by a member, sponsored guests are unable to access Sandcastle facilities for seven days before and seven days after a major holiday. Major holidays are Easter, Memorial Day, July 4, and Labor Day.
4. Sponsored guests are subject to all applicable fees in effect at the time of visit. Please ask Sandcastle staff for a fee sheet. Please refer to fitness center section herein for full terms and details.
5. Your guest's charges will be applied to your account. Account charges are payable within 30 days of receipt.
6. Each member may sponsor a maximum of five guests age 13 and above per visit.
7. Each member is limited to two sponsored guest requests per month.
8. Guests may park in the Sandcastle parking lot when displaying valid member guest passes. Unauthorized vehicles are subject to towing at owner's expense and liability.
9. Short-term renters/vacationers are not eligible guests and cannot be admitted. A short-term renter/vacationer is an island visitor who is paying to rent a unit for any period of time less than nine months.
10. KICA reserves the right to change these regulations at any time without notice. Fees and regulations in effect at the time of visit apply.
11. Member and guests agree to protect, defend, indemnify and hold KICA and its directors, employees, and agents harmless from and against any and all losses, claims, obligations, demands, liabilities, costs, assessments, damages and expenses (including attorneys' fees and expenses) asserted by reason of, resulting from or in connection with any and all of the following:
 - a. Any bodily injury, death or damage to property (including KICA's property) caused by any negligent act or omission (including strict liability), gross negligence or willful misconduct relating to or arising out of the indemnitor's use of KICA's property, the use of KICA's property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability;
 - b. Any third-party claims with respect to bodily injury, death or property damage arising out of indemnitor's use of KICA's property, the use of KICA's property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability; and
 - c. Any claims with respect to employer's liability or worker's compensation filed by any employee of indemnitor or any of its subcontractors.
12. Guests are subject to all association covenants, rules and regulations, available for review upon request. Violations can result in suspension of guest privileges, in the sole discretion of KICA management.

ELIGIBILITY TO RESERVE ROOMS

The following categories are eligible to reserve space for events at the Sandcastle, Cinder Creek and/or other KICA facilities.

Full rental information, including event rules and regulations, are found in the *Sandcastle Rental Guide*, attached as an exhibit to this master *Recreation Operating Manual*.

- Type "A" KICA member(s) reserving for an activity involving other Type "A" members, e.g., a Kiawah private *party*. (Generally, a Type "A" member is the owner of a residential home, villa, condo or lot.)
- Kiawah-based organization reserving for activities involving Type "A" members, e.g., a POPS party, a town meeting, an Exchange Club dinner.
- Non-type "A" entities reserving for activities of direct interest to a significant number of Type "A" members, e.g., reserving one dinner reservation for a Thursday Night Dinner.
- Type "A" KICA member reserving for a non-commercial activity of no direct interest to a significant number of other Type "A" members, e.g., a wedding reception. These functions are considered "non-profit."
- Type "A" KICA member-sponsored request for reserving the use of the facility to display commercial wares or explain professional services of interest to a significant number of Type "A" members, e.g., fashion trunk show, estate planning services, or art exhibit.
- Non-members who are sponsored by a KICA member for a private event.

[Eligibility to reserve space for events at the Sandcastle, Cinder Creek and/or other KICA facilities is a prerequisite to consideration of a rental application, but space availability and approval of a rental application or contract are not guaranteed.](#)

Please refer to the specific venue's rental guide for full terms and conditions.

SANDCASTLE FITNESS CENTER

HOURS

Winter: Labor Day to Memorial Day

Summer: Memorial Day to Labor Day

Monday - Friday: 7 a.m. to 6 p.m.
Saturday: 8 a.m. to 6 p.m.
Sunday: 11 a.m. to 6 p.m.

Monday – Friday: 7 a.m. – 7 p.m.
Saturday: 8 a.m. – 7 p.m.
Sunday: 10 a.m. – 7 p.m.

FEES

	Member	Family-Member		Member-Sponsored
		Guest	Family *	Guest
Day	--	\$5	---	\$10
Week	--	15	---	30
Month	--	45	---	90
Quarter	--	100	---	---
Half-Year	--	150	---	---
Annual	--	300	\$225	---

* *Family includes husband, wife, significant other and dependents (as defined by admissions regulations) regularly residing full-time with member.*

Please observe these courtesies:

- Scan member ID and register in card scanner system.
- Wear appropriate attire (includes shirt and closed-toe shoes).
- Remove body oils or lotions before using the equipment.
- Wipe off equipment after use with materials provided.
- Use equipment in a safe, careful manner.
- Wear clean, sand-free shoes and shirts in the center.

An independent fitness trainer is available for consultation regarding individual wellness programs and group activities. Call 843-768-3875 to schedule an appointment. The Sandcastle offers aerobics, body shaping, yoga, pilates and senior fitness classes. A schedule is available at the fitness center or online at www.kica.us/events_classes_fitness.htm.

The center is open to members and guests age 13 and over. Users age 13-15 years must be accompanied by an adult age 18 or older. Users under 18 must submit a *KICA Release and Waiver* co-signed by a parent or guardian, even if accompanied. All users are required to sign a *KICA Release and Waiver*. Please see a staff member for assistance.

Member amenities include showers, soap, hair dryers and hand towels. After-hours access is available for adult (18 and over) members. Please see staff for assistance.



WAIVER AND RELEASE

DATE OF ACTIVITY, FUNCTION OR EVENT (*if applicable*): _____

DATE OF WAIVER/RELEASE: _____

TYPE/PURPOSE OF ACTIVITY, FUNCTION/EVENT: _____
(*e.g., but not limited to: fitness room/related equipment, aerobics, Earth Day, pet expo, etc.*)

PARTICIPANT: _____

In return for permission to access (site) _____ on Kiawah Island, South Carolina, and/or to participate in the above-named class and/or event, I, (print) _____ hereby waive and release any claim or cause of action that I, or my personal representatives, heirs, and assigns, have now or may have in the future, for personal injury, wrongful death, property damage, or any other type of damages or loss of any nature against the Kiawah Island Community Association, Inc., its board members, employees, agents, members, and assigns, regardless of whether such claim, damages, or injury, is known or unknown, or has accrued or will accrue in the future. The undersigned hereby fully and completely assumes the risk of any injury, damages, or losses, regardless of whether they are caused by, or contributed to, by conditions which are known or unknown, open or hidden, or due to the inadvertent or intentional acts of others. By signing this *Waiver and Release*, the undersigned recognizes and agrees that they fully understand its contents and agree to all of its terms.

Information specific to fitness, aerobics and other activities requiring physical exertion:

I understand and accept the following: (*please initial on line provided*):
_____ Programs and exercises may involve and/or require vigorous physical activity. Strength, flexibility and aerobic exercise, including the use of equipment, is a potentially hazardous activity. Such fitness activities inherently involve risk of injury and/or possibly death. I am voluntarily participating in these activities and using equipment and machinery with knowledge of the potential dangers involved. I acknowledge that my physical condition permits me to participate in these programs and exercises. I am aware that exercise should be undertaken with the advice and approval of a physician and that I have either had a physical examination and have been given my physician's permission to participate or that I have decided to participate in activity and/or use of equipment without the approval of my physician. KICA recommends exercise participants undergo an annual physical. If at any time I am having physical difficulty, I will immediately inform the class instructor, fitness coordinator or a manager. I certify that I have no physical disabilities, am capable of participating in fitness/exercise programs, and expressly assume all risks of all such activities.

Signed Participant

Guardian (if under 18)

KICA Representative

Kiawah Address

Phone

E-mail

Full-time address, if not Kiawah

POOL HOURS AND RULES

DAILY HOURS:

7 – 9 a.m.	Lap swim/ Adult swim
10:15 a.m. – 9 p.m.	General swim
6 - 9 p.m.	Lap swim upon request
9 p.m. – 7 a.m.	POOL CLOSED *

** Private events may be arranged in advance. Please see the director of recreation.*

Aqua Aerobics: 9:15 a.m.-10:15 a.m. Schedule available online at www.kica.us.

Attendant Hours: 8 a.m. – 9 p.m. (Daily - Memorial Day through Labor Day)

Permissible Use: Residential members, long-term renters and authorized guests. Short-term vacationers do not qualify as guests.

Check-In: For authorized access, please present member pass or guest pass before using pool and facilities.

Dress: Please wear proper swimwear at all times.

Children: For their safety, children 12 years of age and under must be accompanied at all times by a parent or other responsible adult with proper access.

Non-toilet trained children are welcome in the children's pool. For health reasons, these children may not use the adult pool at any time.

Food: Enjoy your food and beverages on the picnic deck, pavilion and wood deck areas. For your safety, glass containers are not permitted in the pool area.

Floats: Non-swimmers are welcome to use small flotation devices. Large floats are not permitted.

Note: There are no lifeguards on duty. Patrons swim at their own risk.

CASTLE GRILLE

Hours of Operation

Hours are generally as follows and may be shortened or extended based on activity.

1. Open for full food and beverage service – 11 a.m. to 3 p.m.
2. Limited menu, including snacks and beverages – 3 to 4 p.m.
3. Closed at 4 p.m.

Alcohol Service

1. All applicable state and local laws must be complied with and permits must be obtained.
2. All attendants will be at least 18 years of age. All personnel opening or pouring alcohol will be at least 21 years of age.
3. Consumption of alcohol on premises by staff (on or off-duty) is prohibited.
4. Beer and/or wine will be served only between the hours of 12 to 8 p.m., Monday through Saturday. (This does not apply to private parties that book the pool area or upstairs ballrooms.) Upon closing at 8 p.m., KICA staff shall collect and dispose of all unconsumed alcoholic beverages. There is no alcohol sold on Sunday.
5. In order to purchase alcoholic beverages, **all** patrons must provide, in person, proof of age. The minimum age requirement is 21 years of age. Driver's license, passport, state I.D., military I.D., or Sandcastle member access cards are acceptable forms of I.D. When uncertain, seek assistance from your manager on duty (MOD).
6. Persons under age 21 are prohibited by state law from purchasing and/or consuming alcohol.
7. Patrons exhibiting disorderly conduct or questionable sobriety will not be served alcohol and will be referred to the manager on duty. Patrons who exhibit slurred or loud speech, red or glassy eyes, difficulty walking or are rowdy, may be intoxicated and will not be served alcohol. If under these circumstances the patron continues to request service or attempts to drive a vehicle from the premises, the MOD will call KICA security for assistance. MOD shall advise patron not to drive and if patron elects to do so, the MOD shall make note of the make, model and license plate of the vehicle and transmit that information to KICA security.
8. Staff reserves the right to refuse service of alcohol to anyone, with or without cause.
9. Glass containers are prohibited in the pool area.
10. Food and beverage consumption is limited to pavilion and wooden deck areas.
11. Patrons may bring coolers containing alcohol to the pool area.
12. Patrons may not leave the Sandcastle premises with beer or wine purchased on the premises.
13. Those found in violation of the above policy guidelines will be asked to leave the premises. ~~Repeated~~ violations could result in suspension of privileges at the Sandcastle Community Center, in the sole discretion of management.

ART DISPLAYS

Art Shows

A maximum of four art shows annually are encouraged to allow for member artists and craftsperson's work to be viewed. Multiple-date shows are preferred over one-day shows.

The chief operating officer (COO) has the discretion to determine time/dates, rules for fairness, and other administrative details, such as submission limitations (e.g., a sculpture's weight may limit its access to the site, etc.)

During shows, the entire second floor will be used and, for security purposes, individual rooms containing art will be locked overnight.

Rotating Displays

Rotating monthly and quarterly art displays will be allowed in the following association properties at the COO's discretion:

- a. The Sandcastle's first-floor lobby or second-floor library,
- b. The association's administrative offices on Beachwalker Drive,
- c. The association's Web site, and
- d. *Kiawah Island Digest*.

(Artists may also contact the mayor about displaying in Kiawah's Town Hall.)

Staff will determine the method for hanging and displaying art. Art will not be displayed in the second floor meeting rooms except during approved shows.

Artist Selection

COO will invite interested association members to submit their works. Artists and crafters will be selected by lottery for rotating displays and art shows. Artists must submit a valid release and waiver.



ART WAIVER AND RELEASE

I, (please print) _____, have read, understand, and agree to adhere to the regulations regarding art displays and/or shows on KICA property. I further understand and agree that violation of such rules and guidelines will result in forfeiture of my right to exhibit.

I hereby waive and release the Kiawah Island Community Association, Inc. from any and all responsibilities for the well being of my art and/or photography approved for display on KICA property. I understand that KICA assumes no responsibility for lost, stolen and/or damaged exhibits. As such, I have insured them at my own expense, and/or accept full responsibility for their well being.

I hereby waive and release any claim or cause of action that I, or my personal representatives, heirs and assigns, have now or may have in the future, for personal injury, wrongful death, property damage, or any other type of damages or loss of any nature against the Kiawah Island Community Association, Inc., its board members, employees, agents, members, and assigns, regardless of whether such claim, damages or injury, is known or unknown, or has accrued or will accrue in the future. I hereby fully and completely assume the risk of any injury, damages, or losses, regardless of whether they are caused by, or contributed to, by conditions which are known or unknown, open or hidden, or due to the inadvertent or intentional acts of others.

By signing this *Waiver and Release*, the undersigned recognizes and agrees that he or she fully understands its contents and agrees to all of its terms.

Signed Participant Guardian (if under 18) KICA Witness

Kiawah Address Phone Email

Full-time address if not Kiawah

Date Witness

NOTARY

State of _____ County of _____

Before me appeared _____ on this, the ____ day of _____, 20__.

THE CYBER STOP AT THE SANDCASTLE COMMUNITY CENTER

Wireless Access

The wireless connection can support an unlimited number of users, so there is no time limit on usage. Connections can be made from nearly anywhere in the facility, relieving congestion or distraction for those wishing to read in a quiet environment. You can even surf the net from the verandah while enjoying Kiawah's surf, or while catching rays on the pool deck.

System Requirements:

- A laptop with an Ethernet port or wireless connectivity.
- A wireless network adapter—802.11b compatible.
- Windows 98 Second Edition or higher.

Wired Access

Two ports are available in the second floor library. They are located in the white - cube end table in the seating area.

System Requirements:

- Your laptop must have a network port and you will need a network cable.
- If you wish to consider installing a PC card Ethernet port, you can purchase one for your notebook computer at any local electronics store.

Users are asked to be considerate of time if others are waiting for wired access.

General

Staff is unable to provide user support or equipment with this complimentary service.

All Sandcastle policies, available for review in the *Recreation Operating Manual*, apply to the use of the upstairs lounge.

Please have all users under 18 supervised by an adult 18 or older.

Macintosh users should be able to access either option with no difficulty.

All members are asked to sign in at the front desk before using facility. Sandcastle staff reserves the right to request photo identification.

Rules are subject to change without notice.



Tenant Name _____

Property Address _____

Community residents who do not own property but rent on Kiawah Island for a period of nine months or more are eligible to use the Sandcastle Community Center. Terms and conditions are contained in the *Long-Term Lease Addendum* below.

LONG-TERM LEASE ADDENDUM

This addendum is included with and becomes a part of any lease pertinent to condos, villas, cottages and single-family homes located within the community of Kiawah Island.

I. The Property:

All long-term tenants/leaseholders occupying Kiawah Island rental property, for nine months or longer, are notified that the *Community Association and General Covenants* and *Rules and Regulations* of Kiawah Island are applicable to them. Further, that any willful violations - after having been notified by the Kiawah Island Community Association, Inc. ("KICA") in writing of such violations - will abrogate this lease making it null and void. The tenant(s) agree(s) to vacate the premises immediately when notified that the lease has been abrogated because of covenant and/or rule violations.

The lessee further agrees to indemnify the landlord against any costs incurred in enforcement of the foregoing paragraph.

The Covenants and rules and regulations are set forth in the booklets:

- Community Association and General Covenants*
- Handbook of Frequently Encountered Rules and Regulations*
- Single-Family Covenants*
- Multi-Family Covenants*
- Patio-Home Covenants*
- Any pertinent subdivision covenants*

Pertinent excerpts from the above-cited booklets are indicated below:

1. Leaseholders may not park the following types of vehicles in a visible location such as a driveway, yard or street:
 - a. Motor homes/recreation vehicles,
 - b. Boats,
 - c. Trailers of any sort, and/or
 - d. Vehicles (trucks) larger than two-ton load capacity
2. Leaseholders may not solicit on the island.
3. Pets must be secured by a leash or within 20 yards of a responsible person and able to be brought to heel immediately by voice command.
4. Leaseholders must obey all state of South Carolina traffic rules and posted speed limits while driving on Kiawah Island, as well as all rules and regulations as outlined in the *Handbook of Frequently Encountered Rules and Regulations* adopted March 30, 1990, with the latest revisions dated November 10, 2003, by the board of directors of the community association.
5. Leaseholders are responsible to reside in a quiet manner.
6. Leaseholders are responsible for preventing the development of unclean, unsightly or nuisance conditions of their rental property.
7. Rules prohibiting littering are strictly enforced. *(continued)*
8. Penalties/fees for infractions of any covenant, rule or regulation may be imposed.

