

## **Additional Social Event Procedures**

**1/26/2015 amended 7/10/2017**

1. All SOCA events shall state on the sign-up sheet and the flyer the closing date for signing up for the event, any fee and if necessary, the limit on the number of attendees.
2. All event fees must be paid with a check **before deadline**. No cash will be accepted. No checks will be accepted at door(time of event).
3. Only the payment of the fee will reserve your spot for the event.
4. Residents who sign up for events that do not have a fee have an obligation to let the office staff know if they can not attend and/or remove their name from sign-up sheet.
5. No event fee will be accepted after the cut-off date of the event. No call reminders will be made by office staff. Any exception will have to be made by the SOCA Board or the Life Style Coordinator.
6. No refunds for an event will be given by the Snowden Overlook office once the count has been given to the caterer or the deadline for sign-up has ended.

### **LIMITED SOCA EVENTS**

- 1.. SOCA events may have a limit on the number of attendees due to space, fire restrictions, safety or type of event, or at the SOCA Board discretion.
  - a. Both sign-up sheet and flyer shall state the limit on the number of attendees and the dead line for signing up.
  - b. If event has a fee, only the payment of the fee will reserve the spot for the attendee and no fees will be refunded after deadline. See exception below (3.)
  - c. After the limit of paid attendees has been reached, a waiting list shall be kept.
2. The limitation of attendees at SOCA social events will be determined by the

Social Committee and the SOCA Social Director based on past experiences and safety. The SOCA BOARD may override the limitation.

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3. After the event is closed and the paid attendee cannot attend the event, the paid attendee should let the office know. The paid attendee may then contact the first person on the waiting list to see if they would like to attend. The substitute person can pay the fee to the paid attendee and will notify the office of the change.

I hereby certify that this policy was duly adopted by the SOCA Board of Directors at its regular meeting on the 26th day of January, 2015, amended July 10, 2017

Secretary\_\_\_\_\_July 10, 2017