



**SAVANNAH HOMEOWNERS ASSOCIATION
CLASS APPLICATION**

Name of Class: _____ Purpose/Mission: _____

Instructor Name: _____ Instructor Phone: _____

Instructor Address: _____ Instructor Email: _____

Proposed Class meeting time: _____

Proposed meeting location: _____

To start a new class or be added to the waiting list to start a new class:

1. Fill out and submit this application to the CA office along with the required documentation
 - Certificate of Insurance with FirstService Residential named as the Certificate holder as proof of \$1M in liability insurance (FirstService Residential 3102 Oak Lawn Ave, Dallas TX 75219)
 - Worker’s Compensation Insurance (if company holding the classes have employees who will be at the facility property)
 - Certification of CPR training
2. Contact the HOA office to confirm an available time for your class to meet.
3. Class Roster. Please note that Classes must maintain 75% Savannah Residents
4. If your class has children in attendance, a background check must be performed. It will be good for 3 years. Please respond to HOA management that you need this performed so she can arrange the link to be sent to you by our HR department. This is at no cost to you.
5. Await approval of Board of Directors.

The class instructor will be responsible for leaving the amenity as neatly as he or she found it. If the amenity is left untidy or improperly secured, the class will be on probation through its next meeting, and will be cancelled after the second incident that occurs within one year.

The Savannah Multi-Purpose Room (20 people maximum), is available to instructors free of charge (with Board approval) in order to benefit Savannah residents by offering instructional classes. The facility is private and not open to the public. All participants must be 75% Savannah residents. Savannah Community Association will not endorse or recommend any class activities and has the right to refuse amenity use for activities it deems inappropriate or those activities which may put the CA at any type of risk. The CA requires that a parent or legal guardian of participants under the age of 18 years remain in the clubhouse building during the class. The Association may allow similar classes to meet in its facilities. A class attendance report taken from sign-in sheets will be posted regularly and the class schedule will be re-evaluated every other month before each publication of the Magnolia Times newsletter and calendar. This class may be cancelled at the discretion of the Board of Directors.

As an independent instructor of this class, I understand that this is not an agreement for any specific length of time and I may be asked by the CA to reschedule or cancel my class at any time for any reason. I will make a diligent effort to notify class participants of any class cancellations and will not expect the CA to notify the participants. I agree to all the above requirements and understand that these policies may change in the future.

Instructor Signature: _____ Date: _____

For HOA Use Only. Do not mark in this area.

Approval by BOD agent _____ Date: _____