

## **RANCHO SANTA TERESA SWIM AND RACQUET CLUB ASSIGNMENT OF MEMBERSHIP USE PRIVILEGE TO TENANT**

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A member may assign his/her membership use privileges of Rancho Santa Teresa Swim & Racquet Club to a single family tenant. By doing so, he/she relinquishes his/her right to use the Club facilities while the assignment is in effect.

In order to assign member use privileges of RSTS&RC, the following must be satisfied:

1. The owner/Assignor's member account must be current.
2. The owner/Assignor member must notify RSTS&RC with:
  - a. the name(s) of the Tenants residing in his/her membership residence
  - b. a contact phone number for the primary Tenant
3. Either the member or the tenant may obtain from RSTS&RC an ASSIGNMENT AND ASSUMPTION OF MEMBERSHIP USE PRIVILEGE OF RANCHO SANTA TERESA SWIM AND RACQUET CLUB form. **If the tenant obtains the form, the tenant shall complete ONLY the tenant/Assignee portion and MUST submit the form to the Club office for the Office Coordinator to mail to the owner/Assignor for completion.**
4. The ASSIGNMENT form must be completely filled out, including the name of each person who is being assigned membership use privileges along with all appropriate signatures. (All persons must be from the same immediate family. If more than one family is renting the property, only one family may be assigned membership use privileges; all others residing at the property will be considered guests and will be subject to all the rules of guests as outlined in the Rules & Regulations section of the RSTS&RC Policies & Procedures Manual.)
5. The **Secretary of the Board of Directors** of RSTS&RC will sign the ASSIGNMENT form after the Board approves the assignment upon verification of information. A copy of the ASSIGNMENT form will be mailed to the owner/Assignor. And the tenant/Assignee will be notified by phone.
6. Once the ASSIGNMENT form is on file in the office of RSTS&RC, the tenant/Assignee and each member of his/her immediate family listed on the form must come in person and show identification to be entered into the Computer Photo ID System. Once entered into the system, they must check in at the office each time they use the Club facilities. Use of the Club facilities indicates agreement to adhere to all RSTS&RC Rules & Regulations.
7. The owner/Assignor's member account must be current for the Assignee and/or any member of his/her immediate family to gain entrance to the Club.
8. The ASSIGNMENT may be canceled at any time for any reason by the owner member by sending a written notice to the office of RSTS&RC.
9. When the ASSIGNMENT has been canceled by the owner/Assignor or the tenant/Assignee no longer lives in the membership residence all corresponding pictures will be removed from the Computer Photo ID System.