

Bereavement Reception Guidelines

The Greens HOA will provide use of the Community Center and coffee without charge to the family for a light meal following the funeral service of a Greens resident (see Governance Policies).

The Sunshine Committee will do the following:

- A committee member will contact the family to:
 - Offer condolences on behalf of The Greens
 - Explain the availability of the Community Center and the guidelines for use, including room restrictions and that no cooking is to be done. With the family, determine if there will be a request for use of the Community Center.
 - Serve as the liaison between the family and The Greens and assist them in fulfilling their requirements outlined below.
- Set up and clean up the facility following the reception.
- Ensure that the front gate is open.
- Ensure that the garbage cans are brought to the curb following the reception.

The Family of the Deceased will:

- Notify the Sunshine Committee representative of the date and time they wish to use the facility and the estimated number of attendees.
- Indicate whom they wish to have attend (i.e. family/guests only or also invite The Greens community).
- Arrange for and secure all food, paper products and beverages (except for coffee).