**BINGO REGULATIONS**

[ ]  The Association shall designate up to three members of that organization to be in charge of the games, one of whom shall be present during the entire session at which the games are conducted. The organization conducting the games is responsible for posting a notice, which notice states the name of the organization and the designated member or members, in a conspicuous place on the premises at which the session is held is played. A caller in a bingo game may not be a participant in that bingo game.

[ ]  Bingo cards shall be charged as follows:

 $5 for Full bingo card – Double Sided

 $3 for Single bingo card – Single Sided

 $2 for Jackpot bingo card

[ ]  The Association through its designated representative shall collect money from participants in exchange for bingo cards. The designated representative shall give a receipt to each participant for the payment

[ ]  The Association through its designated representative will commence the Bingo game. Numbers shall be drawn by chance, one by one, and announced

[ ]  The Association shall provide time for the players to cover or mark those numbers on the bingo cards which they have purchased until a player receives a given order of numbers in sequence that has been preannounced for that particular game.

[ ]  The Association shall provide time for player to call out “bingo” and is declared the winner of a predetermined prize

[ ]  More than one game may be played upon a bingo card, and numbers called for one game may be used for a succeeding game or games.

[ ]  The Association shall confirm that the Bingo card shall be flat paper or posterboard and have not fewer than 24 playing numbers printed on it. Numbers shall range from 1 through 75, inclusive. More than one set of bingo numbers may be printed on any single piece of paper.

[ ]  Within 24 hours of each Bingo session the Chairperson shall deliver the entire proceeds derived from the conduct of such games, less actual business expenses for articles designed for and essential to the operation, conduct, and playing of bingo or instant bingo, and deposit it into the Association’s separate bank account created for bingo.

[ ]  In no case may the net proceeds from the conduct of such games be used for any other purpose whatsoever. The proceeds derived from the conduct of bingo games shall not be considered solicitation of public donations.

[ ]  Any net proceeds remaining after paying prizes may be donated by the association to a charitable, nonprofit, or veterans’ organization which is exempt from federal income tax under the provisions of s. 501(c) of the Internal Revenue Code to be used in such recipient organization’s charitable, civic, community, benevolent, religious, or scholastic works or similar activities or, in the alternative, such remaining proceeds shall be used as specified in subsection (3).

[ ]  If at the conclusion of play on any day during which a bingo game is allowed to be played under this section there remain proceeds which have not been paid out as prizes, the Association shall at the next scheduled day of play conduct bingo games without any charge to the players and shall continue to do so until the proceeds carried over from the previous days played have been exhausted. This provision in no way extends the limitation on the number of prize or jackpot games allowed in one day as provided for in subsection (5).

[ ]  A jackpot shall not exceed the value of $250 in actual money or its equivalent, and there shall be no more than three jackpots in any one session of bingo.

[ ]  There shall be no more than three jackpots on any one day of play. All other game prizes shall not exceed $50.

[ ]  The number of days per week during which organizations authorized under this section may conduct bingo shall not exceed two.

[ ]  The Association shall conduct the bingo game in the county, or within a 15-mile radius of, where the bingo game is located.

[ ]  No one under 18 years of age shall be allowed to play any bingo game or instant bingo or be involved in the conduct of a bingo game or instant bingo in any way.

[ ]  The Association may refuse entry to any person who is objectionable or undesirable to the Association, but such refusal of entry shall not be on the basis of race, creed, color, religion, sex, national origin, marital status, or physical handicap.

[ ]  The bingo game shall be conducted on Association property or common area.

[ ]  No bingo funds shall be used for salary, tips or other means of compensation for operation of such bingo game.

[ ]  Authorized expenses means and refers to the cost of equipment and supplies actually used in the conduct of bingo games at the bingo hall, bookkeeping and accounting fees for records and reports, advertising, cost of security personnel, insurance, and utilities, cost of refreshments served at no cost to patrons and volunteers, cost of food and non-alcoholic beverages.

[ ]  Complete financial records must be kept according to generally accepted accounting practices. Consecutively numbered duplicate receipts must be prepared for each sale, with the patron receiving one receipt and the permittee keeping the duplicate receipt. All money received from sales shall, within 24 hours of when such money was received from a patron, be deposited in a separate bank account used created by the Association for bingo funds. No credit or extended payment terms shall be extended to any patron at any time. All expenditures related to any bingo game or the charity's operation of bingo games, including, but not limited to, bingo prizes, utilities, and all other costs of operation shall be paid by pre-printed consecutively numbered checks written on the separate bingo bank account of the Association.

[ ]  For each bingo session, a written record must be kept setting forth the date, starting and ending times, the number of patrons present, the total amount of money received, the prizes awarded, the check numbers of the checks used to pay the bingo prizes, and the designated member of the Association that conducted the game and be signed by the designated members at the conclusion of the bingo session.

**BINGO GAME PROCEDURES**

 Each bingo game shall be conducted in accordance with the following rules:

[ ]  Bingo balls whether drawn or ejected shall be essentially equal as to size, shape, weight, and balance and as to all other characteristics that may control their selection from the receptacle. If the bingo balls are not essentially equal as to size, shape, weight, and balance and as to all other characteristics that may control their selection from the receptacle, the bingo game shall be cancelled

[ ]  Bingo balls shall be 75 balls or other precision shapes that are imprinted with letters and numbers in such a way that numbers 1 through 15 are marked with the letter “B,” numbers 16 through 30 are marked with the letter “I,” numbers 31 through 45 are marked with the letter “N,” numbers 46 through 60 are marked with the letter “G,” and numbers 61 through 75 are marked with the letter “O.” If the bingo balls are not numbered and marked as required, the bingo game shall be cancelled

[ ]  The caller shall cancel any game if, during the course of a game, the mechanism used in the drawing or ejection of objects becomes jammed in such a manner as to interfere with the accurate determination of the next number to be announced or if the caller determines that more than one object is labeled with the same number or that there is a number to be drawn without a corresponding object. Any player in a game canceled pursuant to this paragraph shall be permitted to play the next game free of charge.

[ ]  Prior to commencement of any bingo session, the member in charge shall cause a verification to be made of all Bingo balls to be placed in the receptacle and shall inspect the Bingo balls in the presence of a disinterested person to ensure that all Bingo balls are present and that there are no duplications or omissions of numbers on the Bingo balls. Any player shall be entitled to call for a verification of numbers before, during, and after a session.

[ ]  The Bingo card or sheet on which the game is played shall be part of a deck, group, or series, no two of which may be alike in any given game.

[ ]  All numbers shall be visibly displayed and vocally announced after being drawn and before being placed in the rack. When a caller has started to vocally announce a number, the caller shall complete the call. If any player has obtained a bingo on a previous number, such player will share the prize with the player who gained bingo on the last number called.

[ ]  A bona fide bingo shall consist of a predesignated arrangement of numbers on a Bingo card or sheet that correspond with the numbers on the Bingo balls drawn from the receptacle and announced. Errors in numbers announced or misplaced in the rack may not be recognized as a bingo.

[ ]  Numbers on the winning cards or sheets shall be announced and verified in the presence of another player. Any player shall be entitled at the time the winner is determined to call for a verification of numbers drawn. The verification shall be in the presence of the member designated to be in charge of the occasion or, if such person is also the caller, in the presence of an officer of the licensee.

[ ]  Upon determining a winner, the caller shall ask, “Are there any other winners?” If no one replies, the caller shall declare the game closed. No other player is entitled to share the prize unless she or he has declared a bingo prior to this announcement.

[ ]  Seats may not be held or reserved by an organization or person involved in the conduct of any bingo game for players not present, nor may any cards be set aside, held, or reserved from one session to another for any player.

 In addition, a continuous VHS recording (with both audio and video being recorded) of each bingo session shall be made, starting five minutes before the beginning of the session and ending no earlier than five minutes after the end of the session. At the beginning of the VHS tape, a placard must be displayed before the video camera showing the date and time, and an audio statement must be recorded stating the date, name of the charity, the name of the person(s) conducting the session, and the number of patrons present. The remainder of the VHS video portion of the tape shall show the numbers being drawn in the conduct of bingo games. The audio portion of the VHS recording shall record the voice(s) of the designated member(s) of the charity conducting the bingo session. Before the end of the VHS recording, but after the end of the session, a designated member of the charity must make an audio statement setting forth the date, name of the charity, name of the person(s) who conducted the session, the number of patrons present, the number and amount of prizes awarded, and the numbers of the checks used to pay prizes to patrons. Two of the designated members of the charity must state on the audio portion of the VHS recording their names and a statement that the information stated regarding the bingo session is accurate. In addition, those two designated members of the charity must sign off before close of business that day as to the accuracy of the receipts, expenditures and all other bookkeeping records relating to that bingo session. Forms for such sign off shall be as prescribed by the city. All bookkeeping records, including, but not limited to, all the written records, sign off forms, bank statements, cancelled checks, check books, duplicate receipts, deposit tickets and receipts, and all leases and agreements shall be maintained on the premises of the bingo hall for a period of no less than three years. All VHS tapes of bingo sessions must be labeled with the date of the session, the beginning and ending times of the taping, and the name of the charity conducting the bingo, and they must be maintained on the premises of the bingo hall for a period of no less than six months after the bingo session recorded on the VHS tape. All bookkeeping records and VHS tapes of bingo sessions shall be available for inspection and copying by the city and by state and county law enforcement personnel or their designees at all times that the bingo hall is open for business.

APPLICATION FOR APPOINTMENT AS BINGO REPRESENTATIVE

 The following information is required to conduct a background check to become a Bingo Representative for the Cypress Chase Condominium Association D, Inc.

Please Print Clearly

Name First Middle Name Last (Maiden)

 Print All Former Names Used (1) (2)

 Social Security Number: Sex Race

 Date of Birth:

 Phone Number:

 Current Street Address City State Zip

 Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of Issuance

 Email Address:

 Print Residences in the previous 5 years to include City & State:

 Street Address City State Zip

 Street Address City State Zip

 1. Have you ever been convicted of any crime or offense: Yes No

 2. Have you ever been involved in a Criminal Action as the Defendant:

 Yes No

 3. Have you ever been involved in a Civil Action as the Defendant for any gambling related offenses:

 If you answered Yes to Numbers 1 or 2, provide the Case Numbers, Date of Action, City & State, Disposition and Current Status below:

 Please explain. If more space is needed, please use the back of this form to continue explanation:

 By signing below, you are certifying that the above information is true and correct:

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**BINGO RULES AND REGULATIONS FOR MEMBERS**

1. No immoral, improper, offensive or unlawful use shall be made during the Bingo session
2. No participants shall obstruct or interfere with the rights of other participants at the Bingo session
3. No participants shall annoy, offend, yell, curse, make derogatory comments or unreasonable noises at the Bingo session
4. Nor shall any participates undertake any use or practice which shall create and constitute a nuisance to any other participant of which shall interfere with the peaceful use of the common area for the Bingo session
5. Any participant who violates the rules and regulations may be removed from the Bingo session and prohibited from participating in future Bingo sessions