How to Process Your Renewal

The following guide will assist your club in processing your renewal documents. After logging into your account, follow the steps below to generate your license document and make payments.

1. **Login to the website, arriving at the “My Account” page and click “View Details”**.

   ![Reservation Details](image)

2. **Review the Reservation Details and click “Accept”**.

   ![Reservation Details](image)
3. **Start Here:** Outlines the license creation process and lists the items you will need to finalize the reservation (i.e. club member addresses, phone numbers, and email addresses (if available)). Click “Next” to proceed to the “License Summary” tab.

4. **License Summary:** Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the term start/end dates are correct and click “Next” to proceed to the “Create License” tab.
5. **Confirm Amount:** Click “Create License Document”

![Create License Document](image)

Please review your license reservation amount above and click the button below to create your license documents.

6. **Review the license agreement, “Check” the box to agree to the terms and conditions, and click “Submit”**

![License Agreement](image)

RECREATIONAL LICENSE AGREEMENT

This Recreational License Agreement (“License”) sets forth the terms and conditions by and between the User, whose address is 8009 Lees Point Drive, Charlotte, NC 28273 (“Licenee”) and RAYONIER OPERATING COMPANY LLC (“ROO”), a Delaware limited liability company, acting on behalf of and as agent for the owner(s) and/or Lessee(s) of the land, whose address is 1 Rayonier Way, Wildlight, FL 32097 (ROO and the owner(s) and/or Lessee(s) of the land are collectively “Licensee”), by which Licensee grants to Licenee the right to enjoy access, entrance and use of approximately 250 (+/-) acres of real property located in Suwannee County, GA, more particularly described on Exhibit “A” attached hereto and incorporated herein (“Land” or “Lands”) for the limited purpose of conducting the recreational activity described on Exhibit “B” attached hereto and incorporated herein (“License Rights”). Licensee shall comply with the terms and conditions specified herein together with those specified on the attached exhibits.

IT IS UNDERSTOOD AND AGREED THAT:

1. LICENSE. This License shall begin on June 1, 2018 and end on May 31, 2019 (“Terms”), unless extended or sooner terminated in accordance with the terms of this License; provided, however, that no right to enter the Land shall exist until such time as Licensee and all of its members have fully executed Exhibits “C” and “D” attached hereto and incorporated herein and payment in full has been received by Licensor (the “Conditions of License”). Should Licensee or any of its members enter the Land prior to satisfying the Conditions of License, they will be deemed to be trespassing and may be subject to prosecution. Said Term and the right to use the Land is dependent upon Licensee’s compliance with all of the terms of the conditions contained herein, together with the legal liability of Section 6 and of the indemnity, defense and hold harmless provision as set forth herein (Section 4(b) and Exhibits “C” and “D” attached herein), so as to permit Licensee and its members and guests the use of the Land without risk of any liability to Licensor or any affiliated or related companies, as is the intent of the parties. If at any time during the Term and whether by reason of the act(s) or inaction(s) of Licensee or by reason of a change in applicable law, the effect of either or both of which would expose Licensee to any liability risk inherent in the use or occupancy of the Land by Licensee, its members or guests, then the Term of this License shall automatically cease, without barring Licensee from any recourse for recovery against Licensor or its members or guests, as appropriate. Termination of this License under this Section shall require no prior written notice to Licensee; any refund of the fee shall be governed under the terms of Section 13. The provisions of this License requiring action or forbearance of action by Licensee are equally applicable to Licensee’s members, agents, employees, agents, and contractors, or any one or combination of them.
7. Click "OK" that you agree to the agreement

![Click OK to agree to the agreement](image1)

8. Add all club members

![Add club members](image2)

9. Send all club members a link for the e-waiver

![Send email link](image3)
10. Click “Next” to view payment options

11. Payment Options: If you plan to mail your license payment, please follow the instructions under “Cashier’s Check/Money Order”. If you wish to pay online, click “Pay Online Now” next to your desired payment option.