

CLUBHOUSE USE/RENTAL PROCEDURE

(Note: these procedures apply to residents of both Oakwood Lakes and the Landing at Oakwood Lakes, and are intended to supplement and clarify the Rules and Regulations published online and included in all contracts.)

1. **PURPOSE.** The clubhouse may be used for either rentals for *private functions* by unit owners, or for *resident functions* such as Association meetings, committee meetings, and social functions. The Rental Rules and Regulations apply to all functions, with the person holding the key being responsible for the clubhouse.
2. **SELECTION OF DATE.** Refer to the events calendar on the website to verify that the date requested is available. This is not a guarantee that a date will be confirmed. OLCUOA reserves the right to deny a rental or use of the clubhouse . (See Guidelines for Clubhouse Reservation.)
3. **RENTALS FOR PRIVATE-FUNCTION USE.**
 - (a) A Rental Contract must be completed by any resident requesting personal, *private-function* use of the clubhouse and can be accessed and printed by visiting www.oakwood-lakes.com.
 - (b) Read the ENTIRE Contract, including Rules and Regulations.
 - (c) Submit the first page only, along with rental/deposit check (one check for \$150). Check should be made out to “OLCUOA Clubhouse” and mailed to OLCUOA, 7050 White Oak Ct., Mason OH 45040.
 - (d) Include your e-mail address and phone number on the contract. You will be notified when the contract is received and accepted. Notification by e-mail is preferred. If the date is not confirmed, your deposit and fee will be returned unless another date has been chosen and confirmed.
 - (e) After the rental, refer to the checklist at the end of the Rules and Regulations to be sure you have left the premises in order. Fines on rentals will be strictly enforced as there is no daily custodial service provided.
 - (f) Inspection of the clubhouse will be done as soon as possible after 10AM on the day following your rental or sooner, if the key is returned earlier. Renter may be present if desired or forfeit the right to protest any decision of deposit withholding or assessment for damage costs. Refund of deposit will be by mail only and in the amount indicated by contract language.
4. **RESIDENT-FUNCTION USE.** Unit owners who have reserved the clubhouse for *resident-function* use are not subject to deposit or fines but may lose the privilege of future reservations if violations of the Rental Rules and Regulations or late cancellations are repetitive or OLCUOA deems the violation severe.
5. **KEYS.** Applicable to either type of clubhouse use: if a rental for *private-function* use, or if a key is not already held by a unit owner involved in the *resident-function* use, the key can be picked up by phone arrangement or e-mail arrangement with the clubhouse rental coordinator, Sharon Lander (398-8843, slander@cinci.rr.com). This key shall be returned by 10AM on the day following your rental or use to the drop box outside of the back door of the clubhouse (parking lot side) or directly to the person who distributed the key.

GUIDELINES FOR CLUBHOUSE RESERVATIONS

The clubhouse is for the use of residents of Oakwood Lakes, The Landing at Oakwood Lakes, and their guests, primarily for social use and enjoyment in accordance with the Declarations and By-laws of OLCUOA.

OLCUOA operates and maintains the clubhouse in accordance with its Declarations and By-Laws and in accordance with the contractual agreement with the Landing. Rules, regulations and guidelines for clubhouse operation apply to both communities. Cooperative input and suggestions are always welcome and will be considered for the benefit of all.

1. Rental contracts can be submitted and approved at any time in advance of the date requested. If cancelled, the rental fee of \$50 will be forfeited.
2. *Resident- only* social event dates can be requested and approved at any time in advance of the date requested.
3. Regular meetings of a Board of Directors can be scheduled at any time in advance of the date. To provide maximum opportunity for residents to schedule social events or private rentals, special or additional meetings of Boards may be scheduled at any time in advance of the date needed, provided that the date is firm.
4. Association committee meetings will be scheduled no earlier than one month in advance, providing maximum opportunity for residents to schedule social events or private rentals.

In some circumstances, meetings or events can be scheduled at the same time using separate rooms, or the same day at separate times. The parties involved will need to agree to this arrangement.