

OLCUOA Clubhouse Rental Use RULES and REGULATIONS

1. For Clubhouse use purposes, the area to be used (hereinafter referred to as the “use area”) shall include but be limited to the great room, front room, kitchenette and restrooms. The swimming pool area and the common and limited common areas adjacent to the Clubhouse are excluded from use area. **During the pool season, the pool remains open for community use and is not reserved for private functions.**
2. A security deposit of \$100.00 and a non-refundable fee of \$50 (one check for \$150) must accompany the application for use of the Clubhouse.
3. Any Unit Owner as an Association member (of Oakwood Lakes or The Landing at Oakwood Lakes) in good standing can reserve the use area for a private function. The use area is never available for overnight activity or lodging. **The Unit Owner must be present at all times during use of the clubhouse** and is solely responsible for the activities of guests.
4. Unit Owners may not reserve or use the Clubhouse for use by any outside organizations that are not affiliated with OLCUOA, for use by any nonresident or by any business organization, or for any personal business purpose.
5. The maximum number of people permitted in the Clubhouse at any one time is to be determined by local municipal or fire codes. At this time the maximum number is 81.
6. The Unit Owner or their agent must accompany caterers, florists, musicians and/or all others while in the use area.
7. **The Unit Owner and all guests must park only in the parking lot adjacent to the Clubhouse or in spaces designated for temporary visitors to the Oakwood Lakes Community. Street parking is never allowed.** Vehicles parked on the street are subject to towing at the vehicle owner’s expense **and unit owner will lose the entire deposit.**
8. The Unit Owner assumes full responsibility for any damage done to the Clubhouse, its contents, or the surrounding common or limited common areas. The Unit Owner shall hold OLCUOA harmless from, and shall indemnify the OLCUOA for, any claims against the OLCUOA for damages, including reasonable attorney’s fees and court costs suffered by the OLCUOA.
9. OLCUOA reserves the right to refuse future use of the Clubhouse to any Unit Owner if damage to the Clubhouse area or any other common or limited common area results from that Unit Owner being responsible for the damage.
10. Respect for community residents will be observed before, during and after any function.
11. The OLCUOA Board of Directors, Clubhouse Coordinator and/or Clubhouse Committee persons reserve the right to free access to all portions of the Clubhouse at all times.
12. Pets are not allowed in Clubhouse or the common or limited common areas except as being used as companions of physically impaired persons.
13. A rental event participant on the pool deck during pool season must wear a Pool ID tag and is subject to the pool rules. No wet bathing suits are permitted inside the Clubhouse, except for the restrooms and adjacent hallway. Violation of pool rules may result in a penalty or loss of pool and clubhouse use and rental privileges.
14. **It is the responsibility of the Unit Owner using the Clubhouse to ensure that it is left in the same condition as it was found prior to the function.**

- a. All trash, decorations and food are to be removed.
 - b. Rest rooms are to be left in a clean condition free of debris or trash.
 - c. Decorations of any kind may not be nailed or tacked to any surface, nor can transparent tape be used to attach anything to painted surfaces.
 - d. The Clubhouse fireplace is used at Unit Owner's own risk. The fireplace must be turned off prior to leaving the Clubhouse.
 - e. Unit Owner guests must evacuate the Clubhouse by 1:00AM and Unit Owner by 1:30AM. All doors and windows must be locked. Cleaning must not resume until after 6:00AM.
 - f. Cleaning must be completed with the Clubhouse condition restored and key placed in lockbox not later than 10:00AM the day following the function.
 - g. Attached checklist must be completed by unit owner to assure compliance with rules and regulations regarding post-rental condition of clubhouse.
15. Following the Unit Owner's use of the clubhouse, the security deposit will be refunded or applied in whole or in part to restore the Clubhouse to its original condition. The Clubhouse Coordinator and/or Committee will determine the condition of the Clubhouse after use. This determination will be done within 24 hours of the Unit Owner's use.
16. Costs for any cleaning and/or repair to the Clubhouse or adjacent common or limited common areas as a result of use by a Unit Owner and/or guests shall be assessed against the Unit Owner to the extent it exceeds the amount of the security deposit. Unit Owner consents that the assessment together with reasonable attorney fees, court costs and/or collection costs shall constitute a legal lien against the Owner's Unit and that any such lien may be foreclosed.
17. Violation of any rule or regulation will result in the forfeiture of part or all of the security deposit. This is in addition to any other remedy available to the Association, including the filing of a lien for any costs or damages suffered by the Association.
18. Alcoholic beverages may be served to persons of legal age and in accordance with State and Local laws but must never be sold under any circumstances. **Alcoholic beverages must be consumed within the great room of the Clubhouse only.** Actions of Unit Owner's guests attending generally and those consuming alcoholic beverages specifically are the sole responsibility of the Unit Owner. Any disturbance created by activity of the Unit Owner and/or guests of the Unit Owner shall be deemed sufficient cause to deny future use of the Clubhouse and may result in monetary damages being levied against the Unit Owner.
19. Unit Owners must be present during the inspection or forfeit the right to protest any withholding of the deposit in whole or in part and/or additional assessment for damage costs exceeding the amount of the deposit

Revised 15 Jan 2009

Clubhouse Rental Use Inspection Checklist

Updated 5/12/2008

The following is a checklist to be used following any event in the Oakwood Lakes Clubhouse. The facility is to be left essentially as it was prior to rental. Failure to clean and secure the building will result in a reduction to the amount of deposit returned as indicated below.

General Cleaning 0-\$50.

- carpet vacuumed
- hard floors cleaned
- kitchen cleaned (sink, counters, appliances)
- furniture arranged as original configuration
- all trash removed
- any leftover food removed
- all fans turned off
- all lights (except those on timer) turned off
- bathroom cleaned, toilets flushed

Safety Issues \$50.-\$100.

- all exterior doors locked
- windows shut and locked
- door from main room to bathroom hallway closed!**
- stove, oven, microwave, coffee pot turned off
- fireplace off
- thermostat reset to temperature as it was upon occupancy

Absolute No No's \$100.

- report of on-street parking
- misconduct of guests
- key and completed checklist not returned by 10AM of following day
- tape, tacks, nails in walls or evidence thereof.