

Oakwood Park Condominium Association Clubhouse Rental Policy

The Oakwood Park Clubhouse is an amenity created for the enjoyment of co-owner families, and families occupying units owned by non-resident co-owners. This policy is intended to insure that this facility is maintained and preserved for use in accordance with the March 2011 Oakwood Park Bylaws, Article VI, Restrictions, Section 7, Common Element Maintenance, and Rules and Regulations, Section 2.06, Clubhouse Rules and Conduct. Please note, for reasons of liability, ***no alcoholic beverages*** may be brought to the clubhouse or consumed by any person(s) on these premises per a legal opinion obtained by the Board of Directors.

To insure that your request to rent the clubhouse is promptly processed, the Board of Directors has passed a board resolution on April 28, 2015 establishing that the Treasurer shall serve as the point of contact for Clubhouse rentals. The Clubhouse Rental Agreement must be submitted not less than **15** days prior to the scheduled event. Reservation of the Clubhouse for exclusive use at a specified date and time will be confirmed ***only upon receipt*** of the Clubhouse Rental Agreement and payment of the applicable rental amount and deposit with the following exception. **There shall be no charge to Co-owners for Board-approved use of the Clubhouse for Co-owner events. Published rental and security deposit fees shall apply to all other events attended by non-residents.** No other arrangements are permitted. The attached signed Clubhouse Rental Agreement and payment of the required rental fee and deposit must be submitted to the Treasurer (or designee in his/her absence). Cancellation of the event prior to the scheduled date will result in a full refund of the rental fee and deposit.

The following rental rates and deposit shall apply until such time as amended by the Oakwood Park Board of Directors:

Rental Rates & Available Times		
Day	Available Time	Fee
Sunday	2:00 – 7:30 PM	\$ 50.00
Monday – Thursday	2:00 PM – Midnight	\$ 50.00
Friday – Saturday	2:00 PM – Midnight	\$100.00
Deposit		
All Dates	All Times	\$300.00

No deviation from the stated timeframes above is permissible without prior written approval from the Board of Directors. Use of the facilities in the Clubhouse (refrigerator, range, microwave, and fireplace) must be indicated in the Clubhouse Rental Agreement. At no time will any rental request be approved without payment of the required rental amount and deposit. The Clubhouse will be inspected both prior to and following the scheduled event to insure that the premises are clean, and in the same condition as prior to the rental. Any damages or clean-up will be deducted from the deposit. Failure to comply with the terms of the Rental Agreement and/or procedure may result in forfeiture of the deposit and referral to the Oakwood Park Association's attorney, as appropriate.

This Clubhouse Rental Policy shall prevail until such time as amended by the Oakwood Park Board of Directors. Receipt and acknowledgment of this policy shall be confirmed by the co-owner or non-resident co-owner family member initialing and dating this policy.

Co-owner/non-resident co-owner resident: _____
Initial

Date: _____