

Oakwood Park Condominium Association Clubhouse Rental Policy and Agreement

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.

To insure that your request to rent the clubhouse is promptly processed, the Board of Directors passed a board resolution on 11/21/2022 that a volunteer co-owner may be the point of contact for Clubhouse Rentals. The Volunteer will report directly to the Treasurer (or designee in his/her absence). In the absence of a volunteer the point of contact will be the Treasurer (or designee in his/her absence) as established on 4/28/2015.

The Clubhouse Rental Agreement must be submitted not less than **10** 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 signed 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.

If approved in writing, alcohol is permitted during the specified rental period but may not be supplied by the Association. Serving alcohol without written approval from the Association, including outside of the rental period, is strictly prohibited. The sale of alcohol is strictly prohibited as it requires a liquor license. Consumption of alcohol by any person less than twenty-one (21) years of age is strictly prohibited. If approved, the co-owner shall be responsible for monitoring the consumption of alcohol and prohibiting over consumption. Co-owner agrees to indemnify and hold harmless the Association and its directors, agents, and employees against any losses, claims, damages, or liabilities, including attorney fees, arising from the presence, use or consumption of alcohol at the premises during the co-owner's rental period. If a co-owner is holding an event that involves attendance by the public where alcohol will be served, it may be required for the co-owner to purchase a one day liability policy and list the Oakwood Park Condominium Association as an additional insured. This will be determined by the Board of Directors, and obtaining any requisite one day liability policy shall be a prerequisite to obtaining the Board of Director's approval for use of alcohol during the rental period. The co-owner shall be responsible for all costs associated with the one day liability policy and the co-owner may be required to pay such cost before the Board of Directors issues approval of this agreement.

CLUBHOUSE RENTAL DOES NOT INCLUDE USE OF POOL OR POOL AREA		
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

Date and time of Rental Event _____

Type of Event _____

Will extra time be needed for set up: Y N

Clean up directly after the event is the responsibility of the co-owner.

Deposit will be returned following inspection by a Board Member.

Will Public be attending Event: Y N
(per Fire Marshall and Regulation 2.06 capacity is 49)

Will Alcohol be on the premises: Y N
(Alcohol may only be on the premises during the event and may not be stored on the premises prior to or following the event)

Violation of this agreement may subject Co-owner to enforcement action under the condominium documents, including imposition of fines, or legal action.

Co-owner Signature _____

Co-owner Name Printed _____

Co-owner address _____ Date _____

TO BE FILLED OUT BY BOARD MEMBER

One Day Liability Insurance needed by co-owner with Oakwood Park Condominium Association listed as an additional insured: Y N

(Board of Directors will determine if single event insurance is needed prior to approval. Proof of insurance will be required prior to final approval.)

Board Treasurer Approval _____