

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

Alcohol is permitted but may not be supplied by the Association. 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. Co-owner is 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 consumption of alcohol at the premises. If you are 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 association as an additional insured. This will be determined by the Board of Directors.

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 and/or President of the board of Directors. In the absence of a volunteer the point of contact will be the Treasurer 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 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

Co-owner Signature _____ Board Treasurer approval _____

Co-owner Name Printed _____

Co-owner address _____ Date _____

Single Event insurance needed by co-owner Y or N (will be determined by the Board of Directors-with association listed as an additional insured.)

**Oakwood Park Condominium Association
Clubhouse Rental Information**

Form B: Event Details

Type of Event: _____

Approx. No. of Guests: _____

Day/Date of Event: _____

Hours of Event: **FROM:** _____ am/pm. **TO:** _____
am/pm

Co-Owner's Name: _____

Tenant Signature (If Applicable) _____

Street Address: _____

Phone(s): _____

Email(s): _____

Single Event insurance needed by co-owner Y or N (will be determined by the Board of Directors-with association listed as an additional insured.)

I AGREE TO THE DETAILS OF THIS CLUBHOUSE RENTAL AGREEMENT

Co-Owner Signature

DATE

Board Treasurer Signature

DATE

*Co-Owners are primarily responsible for all clubhouse rentals and are signing on behalf of their tenants and or resident's and guests.