

VII. RULES FOR RESERVING AND USE OF THE CLUBHOUSE

PART ONE

A. ELIGIBILITY

Only Lot Owners of The Oaks Improvement Association, who are Members in Good Standing, or Tenants of Members in Good Standing, may reserve the Club House for private parties and private functions. Tenants must submit written permission completed by the Lot Owner prior to being able to rent the Club House. No person under the age of twenty-one (21) may reserve the Club House unless that person is head of a household and has obtained the approval of the Board of Directors. The Board of Directors / Property Manager will make the final determination as to the eligibility of all potential users of the Association Club House.

B. PRIVATE PARTIES AND/OR FUNCTIONS

Private parties and/or functions are defined as activities not directly sponsored by the Association such as, but not limited to, wedding receptions, baptisms, political meetings, graduation parties, family reunions, family parties and celebrations.

C. INSURANCE

Any resident using the Club House for a private party or private function at which a non-resident will be present must forward any claims arising from personal injury at such private party or private function to the organization providing his or her personal liability insurance. Proof of insurance must be presented prior to the date of the intended private party or private function.

D. ATTENDANCE OF RESIDENT RESERVING THE CLUBHOUSE

The resident (Lot Owner or Tenant of a Lot Owner) in whose name the reservation is made MUST be present at all times during the private party or private function.

E. WHAT THE CLUB HOUSE CANNOT BE USED FOR

The Club House may not be used for private parties or political fund raisers with the idea or promotion of private and/or personal regular business, for example: Tupperware, Avon, Amway or other profit making activities without a formal written request being presented to the Board of Directors for formal Board approval. Additionally, the Club House may not be rented for the purpose of subletting. No entrance fee or head charge may be imposed without prior written Board approval.

F. CHILDREN AND YOUNG ADULT PRIVATE PARTIES

Private parties and private functions for children or young adults under the age of twenty one (21) must have full time adult supervision. A minimum of two (2) adults must be present at all times, with one of the adults being the Lot Owner reserving the Club House.

G. LIMITS ON RESERVATIONS

The Club House may not be reserved more than twice a month for a private party or private function by the same resident without prior, specific written authorization from the Board of Directors. It is the responsibility of the resident wishing to exceed the limit set forth above to petition the Board for an exception.

H. MINIMUM AND MAXIMUM ALLOWABLE TIME FOR RESERVING THE CLUB HOUSE

Reservations must be booked with the Club House Events Coordinator or Property Manager not less than ten (10) days prior to the intended date for the private party or private function. Provided that proper attendants can be scheduled. Exceptions to this Rule may be granted by the Board of Directors and/or its designated agent provided that no more than one (1) exception is granted to any one resident in any calendar year.

I. RESPONSABILITIES OF RESIDENTS BOOKING THE CLUB HOUSE

The resident booking the Club House is responsible for making necessary arrangements to (a) complete all required paperwork and make all required payments and (b) arranging for post private party or post private function clean up during the one (1) hour clean up period provided.

The resident booking the Club House is responsible for turning off all lights, the oven, burner, making sure the attendants lock all doors and removing all decorations, tape, garbage and refuse resulting from the private party or function. All refuse is to be placed in the large dumpster located west of the Club House near the Pool House. All folding tables and chairs are to be returned to their respective storage rooms at the end of the private party of function.

The resident and all private party or private function guests using the Club House have the responsibility to obey the Parking Rules. It is the sole and complete responsibility of the resident booking the Club House to ensure compliance with such Parking Rules. The Lot Owner renting the clubhouse is responsible for making sure all cars are legally parked.

J. MAINTENANCE OF ORDER

Private parties and private functions using the Club House must refrain from creation of excessive noise. Whether or not noise is excessive will be determined by the Attendant(s) on duty or any Director of the Association. The resident booking the Club House will be held completely and solely responsible for maintaining order during any private party or private function.

K. CLUB HOUSE CURFEW; MUSIC CURFEW

Sunday through Thursday any private party or private function at the Club House must end no later than 10:00pm and any music must cease no later than 10:00pm. On Friday or Saturday any private party or function at the Club House must end no later than 11:00pm and any music must cease no later than 11:00pm.

L. MULTIPLE SCHEDULING

No more than one (1) private party or private function may be booked for the Club House on the same day, unless specific arrangements are made in advance with the Board of Directors.

M. ATTENDANTS

One or more Attendants are required to be present at all private parties and/or private functions (unless waived by the Board of Directors or by the Property Manager in accordance with written policies to that effect). The Association will assure that such Attendants arrive no later than fifteen (15) minutes prior to the scheduled start time for the private party or private function.

The cost for the Attendants will be paid, in advance, by the resident booking the Club House at the rate established by the Board of Directors. There shall be a four (4) hour minimum charge for Attendants at all private parties and/or private functions.

Attendants must be present at all times. No one may release the services of the Attendant other than the Director assigned to the Club House duty for the private party or private function in question. Failure of the Attendant to be in attendance throughout the private party or private function, as a result of being dismissed by the resident booking the Club House or a guest, shall result in the forfeiture of the Security Deposit.

During the clean up hour only one attendant is needed to be present. Such time shall be paid to the Attendant at the regular hourly rate, established by the Board of Directors.

PART TWO

A. BOOKINGS

Club House bookings shall be taken on a first come, first served, basis from Members in Good Standing in the Association. If the resident wishing to reserve and use the Club House is a Tenant of an Owner both the Tenant and the Owner must be in good standing with the Association. There are absolutely no exceptions to this Rule and the Board of Directors shall not grant a waiver of this Rule under any circumstances.

- All bookings shall be on forms designated and provided by the Association for that purpose (See Forms Appendix)
- The Board of Directors or its designated agent(s) shall be responsible for informing the residents who are not in good standing that they are not able to reserve and use the Club House.
- The Board of Directors or its designated agent(s) shall not allow any resident to book the Club House more than twice in any given calendar month for a private party or function (unless such resident is given written permission from the Board of Directors or its designated agent(s) granting such permission).
- The Board of Directors or its designated agent(s) shall maintain a Club House Reservation Book which shall, at a minimum, contain twelve (12) month revolving calendar and shall contain all relevant reservation forms relating to each private party or function that has been booked.
- The Board of Directors shall have sole and complete authority to establish the amount of (a) Club House Rental Fee, (b) Security Deposit, (c) the number of attendants required and their compensation, and (d) the allowable occupancy level for the Club House functions. Any and all Club House rental forms used by the Association for the rental of the Association Club House are incorporated into these Rules and Regulations as though more fully set forth herein in their entirety.

I have read these Rules and Regulations and agree to abide by all of the terms stated within.

Signature

Date

Address