

**OAK CREST ASSOCIATION
COMMUNITY ROOM
RULES AND REGULATIONS
AGREEMENT CONTRACT FORM**

RULES AND REGULATIONS

1. Use of the room shall be restricted to the homeowners of Oak Crest Estates and lessees who have obtained the agreement and disclaimer signed by the homeowners.
2. **NO ALCOHOLIC BEVERAGES PERMITTED ON PREMISES**
3. Furniture is not to be removed from the premises for any reason.
4. No wakes, fund raising, religious services or political functions will be permitted.
5. Any social function for young adults or children must be chaperoned by an appropriate number of adults.
6. All food and/or refreshments served in the Community Room shall be pre-cooked; the stove is to be used for warming purposes only.
7. All functions must be scheduled between **8:00 a.m.- 11:00 p.m.**

DECORATING RULES AND REGULATIONS

1. Nothing can be taped, pinned or attached to the **walls or ceiling panels** of the Community Room.

CLEAN UP RULES AND REGULATIONS

Refer to cleaning checklist

1. All trash (inside and outside) must be in trash bags and placed in the "green" trash dumpster.
2. All floors must be swept clean.
3. Kitchen and Bathroom counters and appliances must be wiped clean.

Failure to comply with these rules and regulations may result in the loss of part or all your \$150.00 security deposit.

Lessee Name (print)

Signature of Lessee

Date

BOOKING REQUIREMENTS

1. All HOA dues must be current, and the member must be in “**Good Standing**” with the association to utilize the Community Room.
2. The Community Room will be booked on a first come, first serve basis.
3. A certificate of proof of Homeowners Insurance is required.
4. The **\$150.00 deposit** to hold the room is due at the time the contract is returned. Payments, contracts, and homeowners’ insurance must all be returned 2 weeks prior to the event.

SCHEDULE OF FEES

1. All fees are to be paid in the form of a money order, cashier’s check, or personal check.
No cash will be accepted.
2. **The minimum cost to rent the Community Room is \$200.00 for up to five hours. If there is additional time usage past the allotted 5 hours, homeowners will be charged an additional \$40.00 per hour and/or part of an hour, as an overage charge.**
3. Decorating and cleaning are included in the 5-hour period
4. If room is rented for a party and you plan on using the pool, there will be an additional fee for a lifeguard of **\$30.00 per hour**. You will be given wristbands for the guests entering the pool facilities. Your guests need to have a wristband on so that the lifeguard knows they are with your party. **There will also be additional charges depending on the number of guests entering the pool facilities.**
5. The \$150.00 security deposit along with the Community Room Application and homeowners’ insurance is required at the time of scheduling the room. The deposit is to offset any damage or cleaning to the community room.
6. Any damages exceeding the amount of \$150.00 will be charged to the Homeowner

All Oak Crest Rules and Regulations apply.

AGREEMENT AND DISCLAIMER FOR USE OF COMMUNITY ROOM

I, _____ owner/lessee, hereby understands and agrees to the terms and conditions to renting/leasing the Oak Crest Estates Community Room and to Rules and regulations (attached) for the use of the Community Room.

I agree that no alcoholic beverages will be served, and that no one will enter the premises with alcohol either in an open or unopened container. Failure to comply will result in the loss of the complete deposit and any charged over the \$150.00 will be charged back to the homeowner responsible for the event.

I understand that a fee of \$200.00 and security and cleaning deposit \$150.00, must only be payable in the form of a money order, cashier's check, or personal check. These payments must be paid two (2) weeks prior to utilization of the room, as well as the application, Certificate of Insurance and signing of the disclaimer.

The \$200.00 must be made payable to Oak Crest Estates. You may leave the \$150.00 check or money order blank, as this will be returned to you.

The Property Manager, ensuring that no damage has occurred, and if the room is left clean, will refund the \$150.00 deposit the next business day. An inspection will be completed by the Oak Crest Employee prior to closing the clubhouse.

I, the undersigned, agree to indemnify and hold harmless Oak Crest Association, it's Board Members, Property Manager or members for any damages to the Community Room facility and its surroundings and for any cost incurred, included reasonable attorney's fees, for any suit, threatened suit, claim or payment made to or by any person by reason of personal injury and/or damage or loss of personal articles made by any person arising from homeowners/lessee's use of the Community Room herein, liability for such costs incurred being the sole responsibility of the homeowner/lessee.

Requests are made to reserve the Community Room for the following day:

Date: _____

Time: From: _____ am/pm to _____ am/pm

Name of Lessee (Print)

Employee responsible for opening/closing

Signature of Lessee

Employee phone number

Address

Phone number