

Clubhouse Use Policy

The Grand Oaks Summit clubhouse may be used by members of the Association (GOSOA) for private functions on a reservation basis. The Board of Directors has established the following policies to ensure maximum enjoyment of these facilities. The Board reserves the right to change any terms, conditions, and fees at any time.

Reservations. The clubhouse recreation room may be reserved by GOSOA members and eligible tenants only for private functions. No other facilities (pool, exercise room, etc.) are included in this reservation. Reservations are made on a first-come, first-served basis and are not final until the Grand Oaks Summit Owners Association has received a completed reservation form. Reservations should be limited to a four hour duration whenever possible. Reserving the clubhouse “all day” to set up for an evening party is prohibited out of respect for other wanting use on the same day. Special allowance can be made for all day reservations but must be cleared with the Board of Directors. An “eligible tenant” is a person designated by an owner as the responsible party renting a unit from the owner and who possesses the owner’s pool key.

Member use. The clubhouse will not be open for use by outside groups except that a GOSOA member may sponsor a group to which the member belongs.

Reservations Frequency

GOSOA members or a group of GOSOA members cannot reserve the Clubhouse for the same event more than once a calendar month in the peak hours. Peak hours are evenings from 5:00pm to 10:00pm and weekends. If a member has a regular monthly reservation and wants to reserve the clubhouse for a different event, they may do so, however no member shall be allowed to use the Clubhouse more than two times in any calendar month without permission from the Board of Directors.

Risk and Insurance. Members and guests use the facility at their own risk. Members or eligible tenants must certify that they have liability insurance with a minimum \$300,000 coverage which covers the event and the Association. Members will indemnify the Association and its representatives from any claims made in connection with the event.

Certificate of Insurance. A special event certificate of insurance listing the GOSOA as an additional insured may be required at the discretion of the community manager when the planned event may create unusual risk or liability (e.g., wedding receptions, bachelor parties, etc.).

Minors. There shall be one adult present for every five children under the age of 13. There shall be one adult present for every eight youth present between the ages of 13 and 18. To ensure their safety and prevent disturbance to surrounding neighbors, minors are to be supervised by the member who reserved the facility.

Other provisions.

- All individuals are prohibited from entering the recreation room when wearing wet bathing suits. (Moisture and chlorine damages upholstery, carpet, furnishings)
- All candles, oil lamps, or anything that has an open flame are prohibited, except candles on a birthday cake.
- Pets are prohibited in the clubhouse, except specially trained service animals.
- Guests of residents and children under the age of fourteen are strictly prohibited from using the exercise/weight room.

Cleaning policy. The clubhouse is to be cleaned in accordance with the posted “Clubhouse Clean-up Checklist” and left in a “ready-to-use” condition for the next group.

Adopted December 11, 2013

Clubhouse Clean-up Checklist

Please use this checklist to ensure that the clubhouse is returned to its original condition after you have used the facility so that it will be ready for the next group to arrive.

- All trash inside and outside has been pickup up and placed in appropriate containers.
- All furniture has been returned to its original position.
- Tape (if used) has been removed from windows, ceiling, walls, doors.
- Glass doors cleaned with glass cleaner if needed.
- Wastebaskets emptied. New liners installed.
- Full trash bags placed in outside garbage cans. If the garbage can outside the door is full, trash should be taken to the large trash cans located on the gym side of the Clubhouse.
- Countertops and tables wiped down and are clean.
- Stovetop, Microwave, Oven, Refrigerator, and Dishwasher are clean.
- All food removed from refrigerator, including unused ice.
- Kitchen floor swiffer mopped; washed if there were sticky spills.
- Carpet vacuumed.
- Gas Fireplace turned off.
- Windows locked.
- ALL lights turned off, including restroom lights (outside lights are on a timer and do not need to be turned off).
- Door to bathroom hallway closed and locked.
- Identify any spots or spills on carpet or furniture and report them to community manager.
- Report inoperable appliances or broken furnishings to community manager.
- Report any concerns encountered while using the facility to the community manager.

Please be aware that while it may be possible that the Clubhouse was not cleaned well upon your arrival, which we try to avoid, it is still your responsibility to leave it clean for the next member/owner. If the clubhouse is found in an unacceptable condition, please notify the management immediately or it will be the last member who uses the Clubhouse that will be responsible for any charges incurred in getting it back in usable condition.

Clubhouse Use Agreement

Member Name _____
 Member Address _____
 Member Telephone _____
 Member E-mail _____
 Key Card Number XSF (_____) _____ :

The Grand Oaks Summit Owners Association grants permission for the following use:
 Facility Clubhouse recreation room (not including pool or exercise room)
 Date _____
 Time _____
 Event _____

Property Owner (facility user) agrees to:

- Use the facility at their own risk.
- By signing this agreement, Owner or eligible tenant certifies that they have liability insurance coverage of at least \$300,000 which covers the event and the Association.
- Indemnify the Association and its representatives from and against any and all claims of any nature made in connection with the event.
- Provide a certificate of insurance if required by the community manager.
- Clean facility in accordance with the posted "Clubhouse Clean-up Checklist" and leave it in a "ready-to-use" condition for the next group.
- Comply with all provisions of the Clubhouse Use Policy and obey all laws and ordinances.
- Pay a fee of \$50 plus actual costs of repair and cleaning for any work the Association must perform as a result of this event to restore clubhouse to its original condition. Any charges made will be billed as, and subject to the same rules as, Association assessments.

Obligations and remedies available under this agreement are the same as those provided in the Bylaws and the Declaration of Covenants, Conditions, and Restrictions of Grand Oaks Summit Owners Association which are made part of this agreement by this reference.

MEMBER

GRAND OAKS SUMMIT OWNERS ASSN

Signature Date

Signature Date

Printed Name

Printed Name

