

## OAK CREEK CLUBHOUSE RULES

The clubhouse may be reserved on a first come-first serve basis. A deposit, an amount determined by the size of the function, a signed Oak Creek Clubhouse Usage Agreement and a \$50 usage fee are required whenever functions include individuals other than Oak Creek property owners. For functions that are held exclusively for Oak Creek property owners a signed Oak Creek Clubhouse Usage Agreement will be required, but the security deposit and usage fee will be waived. For information or to make a reservation please contact the clubhouse committee member designated for this purpose.

- 1. The Clubhouse is a facility to serve the needs of the property owners. All activities must be approved by the clubhouse committee. The OCHA Board reserves the right to disapprove selected activities by a majority vote.**
- 2. Property owners must host, attend and remain at the function he or she is sponsoring. Property owners must sign the Oak Creek Clubhouse Usage Agreement and will be ultimately liable.**
3. Out of consideration to other property owners, it is requested that, upon cancellation of a planned function, seven days notice be given. This will allow other property owners who may have requested Clubhouse usage for that same date to have the opportunity to reserve the Clubhouse for their function.
4. A security deposit is required whenever a function includes individuals other than Oak Creek property owners. The security deposit amount is \$250.00 for groups under 100 and \$500 for groups over 100. The entire security deposit will be returned after an inspection is made by a Clubhouse Committee member and it is determined there are no cleaning or damage issues. A separate usage fee of \$50.00 will be retained by the Clubhouse Committee for each function held in the Clubhouse. These charges and the signed Oak Creek clubhouse Usage Agreement are due when the Clubhouse key is issued. It is the property owner's responsibility to pick up and return the key to a Clubhouse Committee Member. There shall be no transfer of the key from one property owner directly to another property owner. Loss of a Clubhouse key will result in a \$50 debit from the security deposit.
5. Absolutely no liquor may be served to people under the legal age. In addition, the sale of liquor in the Clubhouse is prohibited by any individual or organization. In the event that it is determined that this rule is being disregarded, the function will be terminated and all guests will be asked to leave immediately.
6. A Clubhouse Committee member will inspect the Clubhouse prior to and after all functions. The property owners may request to be present for the initial and final inspections.

7. All property owners using the Clubhouse shall be responsible for cleaning up (see Cleanup List) either after the function of on the following day, but no later than noon the next day or at such time as agreed by a Clubhouse Committee member.
8. All gatherings held on a Friday or Saturday should conclude by 1:00 AM on the following day. Gatherings held Sunday through Thursday are to conclude by midnight.
9. Hosts (property owners) are responsible for all Clubhouse furnishings and fixtures. The property owner reserving the facility will pay for any cleaning charges necessary or damages which may have been sustained to the premises. Said amount(s) will be deducted first from the security deposit. The property owner will be held liable for any damage in excess of the security deposit and will then be billed on his/her monthly assessment statement for said excess.
10. The Clubhouse shall be locked at all times when not in use. It shall be the responsibility of those who have reserved the facility to see that doors and windows are locked upon their departure.
11. No pets are allowed in the Clubhouse at any time.
12. The Oak Creek Homeowner's Association is not responsible for any articles left at the Clubhouse.
13. Property owners using the Clubhouse agree to abide by the above rules and assume full responsibility for personal injury and property damage or loss suffered by them, their family or their guests in connection with usage of the Clubhouse.

**The Oak Creek Clubhouse is a non-smoking facility. No open flames (candles) or sternos allowed.**

9/9/13