

Forest Oaks Homeowners Association Clubhouse Rules and Regulations

The Forest Oaks Clubhouse is available to all the residents of Forest Oaks for hosting private parties and gatherings up to 40 persons (maximum fire law capacity). In order to maintain the Clubhouse for this purpose, it is necessary for everyone to adhere to the following guidelines:

1. The Clubhouse can be reserved **ONLY** for functions at which the principal resident will be in attendance for the duration of the activities. All functions for which the Clubhouse is reserved must be stopped in time to have the Clubhouse cleaned and vacated by 12:00 midnight.
2. Residents should note that they may reserve for exclusive use only the Clubhouse. No resident may be guaranteed the exclusive use of the swimming pool. Residents desiring to have "pool parties" at which guest will be using the Clubhouse and/or pool may do so only on weekdays (Monday-Friday) or after 5:00 PM on Saturdays, Sundays, or holidays.
3. A Clubhouse Reservation Form must be completed and a reservation deposit of \$100 (made payable to Allenton Management) must be deposited with Allenton Management along with a \$40 User Fee prior to pick-up of the key to the Clubhouse. An inspection of the Clubhouse will be made after each function to determine the disposition of the deposit. Any damages or the need for excessive cleaning will cause an appropriate amount to be withheld from the deposit and/or additional moneys to be paid if necessary.
4. The reserving Resident assumes full responsibility for conduct of guests using clubhouse facilities and full responsibility for return of the Clubhouse to the same condition as upon arrival for a function.
5. All keys to the Clubhouse will remain in the sole possession of the reserving Resident and **WILL NOT** be relinquished to other invited guests.
6. The maximum number of guests for a pool party will be 10.
7. Residents are expected to use discretion in using the Clubhouse and Pool, and are urged to inform the Board concerning any doubts about a proposed use of the Clubhouse. No "advertising" (posters, public announcements, or ticket sales) should be conducted in connection with use of these recreation areas.
8. Use of tape, tacks, nails etc. on the walls of the Clubhouse is prohibited.
9. Consumption of alcohol at Clubhouse functions is discouraged. If reserving Resident permits consumption of alcohol, they assume full responsibility for the actions of their guests and for any liability. Consumption of alcohol must be confined to the interior of the Clubhouse **ONLY**.

10. Stereos and other musical equipment for private functions must be kept inside the Clubhouse; sound may not be of such level that it disturbs nearby residents.
11. Smoking is prohibited in the Clubhouse.
12. Parking: All guests for private functions are required to park in the Forest Green parking lot or in marked spaces on Forest Oaks Drive side of Clubhouse. Invitations should direct guests to this lot and inform them of parking regulations. There are signs in the Clubhouse indicating that no parking is permitted in the residential areas or on the streets. These signs must be placed out by the curbs on Forest Oaks Drive and Forest Green Drive prior to the function, and removed after the function. The reserving Resident is responsible for insuring that guests observe parking regulations. During the event, the reserving Resident should make regular checks of parking. A \$50 penalty may be withheld from the deposit for any parking infraction occurring during a Clubhouse function.
13. The reserving Resident shall check the following items at the end of his/her function:
 - PARKING SIGNS: Return to storage in Clubhouse
 - FURNITURE: If moved, return to original locations.
 - HEAT/AIR CONDITIONING: Return the Clubhouse thermostat to 55 degrees (during heating) or 80 degrees (during cooling) before leaving.
 - REFRIGERATOR: Remove ALL food/drinks. Do not overcrowd freezer with too many bags of ice.
 - FIREPLACE: The fireplace is for looks only and must not be used for a fire.
 - CLEANUP:
 - Vacuum Carpet (Vacuum Cleaner in storage room)
 - Damp Mop Vinyl Floors (Kitchen and Baths)
 - Sweep and/or damp mop wood floors
 - Wash off countertops, range, etc. in kitchen.
 - Wipe off all tabletops.
 - Remove all decorations, inside and outside (Balloons, banners, etc.)
 - Return folding tables to storage, if used.
 - Flush all toilets (plunge if necessary).
 - Consolidate ALL trash and deposit in trash compactor and consolidate all recyclables and deposit in appropriate recycling bins
 - Turn out all LIGHTS (including porch) before closing Clubhouse
 - LOCK ALL DOORS to Clubhouse before leaving, including sliding glass patio doors and door leading to inner hall near kitchen. (Please make sure brown clips at bottom of sliding door track is locked into place)
 - RETURN CLUBHOUSE KEY to Allenton promptly after function.

**Forest Oaks Clubhouse
Reservation Form**

Name of Reserving Resident _____

Phone Number: (Home)_____ (Work)_____

Address of Reserving Resident: _____

Date of Function:_____ Time of Function: _____ To _____

Type of Function: _____ Number Attending: _____

I have read the attached Clubhouse Rules and Regulations and I agree to abide by these and complete the Checklist prior to returning the key to Allenton.

I understand that my or my guests' failure to comply with any of these Rules and Regulations may cause the forfeiture of my \$100 reservation deposit as well as my privileges to the future use of the Clubhouse and recreational facilities.

(Signature Reserving Resident)

(Date)