

FOREST OAKS, SECTION II
RULES AND REGULATIONS
CLUBHOUSE RESERVATION CHECKLIST

The Forest Oaks Homeowners Association, Inc. clubhouse is a privately-owned entity, entirely funded by annual assessment paying Members. The Forest Oaks Board of Directors administer the Rules and Regulations of the clubhouse. Membership of the clubhouse is a privilege to Forest Oaks Homeowner's whose annual dues are paid in full and who are not in violation of any of the governing documents of the Homeowners Association. Eligible adult(s) must complete a registration form providing basic data for a proposed event. Registration indicates that Members understand and agree to abide by the Rules and Regulations governing safe and lawful operation of the clubhouse and assume responsibility for dependent minors and/or guests using the clubhouse. The Rules and Regulations have been established for the protection and benefit of all Members.

1. Only unit owners who are paid in full with respect to dues, fines, assessments, etc. may reserve the clubhouse.
2. The clubhouse may not be reserved for the purpose of sales of any kind.
3. Remove all trash and place plastic garbage bags in container outside or remove from the premises.
4. Place new plastic garbage bags in all trash cans.
5. Remove dust, fingerprints, crumbs, etc. from furniture. Use furniture polish if needed.
6. Sweep and mop all floors with only water.
7. Clean sinks, vanity tops, and mirrors in bathrooms.
8. Mop bathroom floors.
9. Clean appliances and countertops in kitchen.
10. Clean the refrigerator, and remove all contents including ice.
11. Check oven for remaining food.
12. If furniture has been moved, put it back in original position before leaving.
13. Make sure all outer doors and the door between the club room and hall to meeting room are locked when leaving clubhouse.
14. Only unit owners may reserve the clubhouse.
15. The unit owner must be present at all times and must remain present until all guests have vacated the clubhouse.
16. All activities related to the reserved use of the clubhouse must end by 12:00 midnight.
17. The noise level must be limited so as to not disturb unit owners near the clubhouse.
18. No parking is permitted on the grass.

19. Ceiling fans may not be used for hanging decorations, signs, or any other items.
20. Do not use tape on the walls.
21. Exterior signage is not permitted.
22. Any missing or damaged accessories or damage in excess of the deposit will be charged to the unit owner who hosted the event.
23. No candles or logs of any kind are to be lit in the clubhouse.
24. Reservation of the clubhouse does not include the pool area.

A \$50.00 reservation fee and a \$150.00 deposit are required at the time of booking. The fee and deposit must be provided on separate checks. Host/Hostess will meet with the clubhouse manager in the clubhouse to return the key and go over the responsibilities checklist at an agreed upon time. **If a scheduled reservation is not cancelled by notifying the clubhouse manager at least forty-eight (48) hours before the date of the reservation, and is a no show, the \$150.00 deposit shall be retained. No exceptions.**

FOREST OAKS, SECTION II
CLUBHOUSE RENTAL AGREEMENT

Name		Date of Application	
Street Address		Date of Reservation	
Home Phone		Anticipated Attendance	
Cell Phone			
Proposed Function			

I understand and agree to the terms above.

_____ UNIT OWNER

_____ DATE

This agreement is not valid until approved by the Forest Oaks, Section II Board of Directors and receipt of the \$50.00 reservation fee check and \$150.00 deposit check.

Return this form and deposit check to any member of the Board of Directors. The Board will notify the unit owner when approved or denied. The reason for any denial will be given at the time of notice.

For Board of Directors Use Only

Approved/Denied: _____

Date: _____

Comments: _____
