

FOREST OAKS, SECTION II

Clubhouse Rules and Regulations and Reservation

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 Members who are in good standing. All dues, fees, fines, and assessments are paid, and the Member is not in violation of any of the governing documents. Members must complete a registration form providing basic data for the proposed event and sign a Usage Agreement. Signing the Usage Agreement 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 in good standing may reserve the clubhouse.
2. The clubhouse may not be reserved for the purpose of sales of any kind.
3. The unit owner must be present at all times and must remain present until all guests have left the clubhouse.
4. Guest may park in the Clubhouse parking or guest parking. Parking by guest is not permitted on the street, in the grass, or in a homeowner's carport area.
5. The noise level may not disturb owners/residents near the clubhouse.
6. All activities related to the reserved use of the clubhouse must end by 12:00 midnight.
7. The conference table in the main room of the clubhouse or the dining table in the room next to the bathrooms may not be moved. These tables must remain where they are placed. The small card tables, small accessory tables, and chairs may be moved. All other furniture is to remain as positioned.
8. Any furniture that is moved must be put back where it was when you arrived.
9. Candles or logs of any kind are not to be lit in the clubhouse.
10. Clubhouse décor or cleaning supplies are not to be removed from the premises.
11. Homeowners using the Clubhouse are responsible for:
 - Remove dust, fingerprints, crumbs, etc. from furniture. Use furniture polish if needed.
 - Sweeping and moping all floors, including the bathrooms, with only water.
 - Cleaning bathroom sinks, vanity tops, and mirrors.
 - Cleaning kitchen appliances and countertops.
 - Removing food from the refrigerator, freezer, and oven. Removing ice placed in the freezer. Leaving ice in the freezer that is in the freezer upon the arrival of the

host/hostess.

Remove all trash and place plastic garbage bags in container outside or remove all trash from the premises. Place new plastic garbage bags in all trash cans.

Check the thermostat directions and leave it on and the temperature set accordingly.

Turning all lights off in the main room, kitchen, side room, bathrooms, and hall.

12. When leaving the door between the main clubhouse room and hall to meeting room is to be locked. All exterior doors to the Clubhouse are to be locked, including the deadbolt.

13. Report any damage to the Clubhouse Manager.

14. The Clubhouse Usage Agreement is to be signed and returned to the Clubhouse Manager, prior to receiving the Clubhouse key and use of the facility.

The deposit for using the clubhouse is \$150.00 and is required at time of the booking. If you need to cancel your reservation prior to use, please do so at least 48 hours prior to your reservation or you will forfeit your deposit.

The Member will meet at an agreed time with the Clubhouse Manager at the clubhouse to get the key and to check that the clubhouse is in order.

After the event the Member will meet at an agreed time with the Clubhouse Manager at the clubhouse to return the key and to review that the clubhouse is in order. Upon return of the key and a satisfactory review of the Clubhouse the deposit check will be returned to the Member.