

OAK TREE PARK Association Inc.

Clubhouse/Pool Rental Policies

- 1. The pool and facilities are for the benefit of all Oak Tree Park Association Inc. members. Facilities are available for rental outside of normal summer pool hours to association members in good standing**
- 2. Use of all facilities is at the discretion of Oak Tree Park Association Inc., and/or its representatives (i.e. Pool management company/lifeguards).**
- 3. Maximum number of swimmers is 60.**
- 4. The homeowner renter agrees to verify with their homeowners insurance carrier that homeowner has liability insurance covering the use of the pool including any harm or injury to the guests and/or invitees for the activities and times for which the homeowner has reserved use of Oak Tree Park Association Inc. facilities.**
- 5. Homeowner agrees to indemnify Oak Tree Park Association Inc. and its pool management company from any and all actions, claims, damages or injuries arising from the rental/use by the homeowner and its guests and/or invitees in accordance with the insurance indemnity/ hold harmless provisions of the clubhouse/pool reservation form.**
- 6. A lifeguard must attend all pool parties. One lifeguard is required for 25 people. Two guards are required for 25+ people; however the maximum number of swimmers per party is restricted to 60. Lifeguard fees are \$15 per hour, paid for by the resident booking the reservation. The lifeguard fees should be paid directly to the guard at the end of the party. The head lifeguard will arrange for the required lifeguard coverage upon submission of the completed reservation/indemnity form and all associated fees.**
- 7. Alcohol cannot be served to anyone under the age of 21. Renters must report (on the reservation form) if alcoholic beverages are going to be present. Glass containers are not allowed. Patrons under the influence of alcohol will not be allowed in the water.**
- 8. Smoking is prohibited in the clubhouse. Outside smoking is allowed.**
- 9. Decorations without permanent attachments (nails, hooks etc.) are permitted. Please use tacky putty or other forms of tape that do not leave permanent adhesive or marks on the walls.**
- 10. Residents will be refunded their \$100 deposit following a post rental inspection by Oak Tree Park Association Inc.**

Reservations: Residents should reserve facilities 2 - 3 weeks in advance.

Check availability:

- A) Online at www.otphoa.org, click "Clubhouse/Amenities"
- B) Contact Clubhouse manager: Pam Teague. email pteague1@cox.net

Obtain reservation/ indemnity form:

- A) Online at www.otphoa.org, click "Clubhouse/Amenities"
- B) Clubhouse Manager: 760-3785

Fill out the forms completely and submit fees to Clubhouse Manager

The resident **MUST** sign the reservation form/indemnity agreement and pay all fees to the Clubhouse manager before reservations will be confirmed and a clubhouse key issued.

Residents are responsible for damages noted during the post rental inspection conducted by Oak Tree Park Association Inc. Renters may conduct a pre-rental inspection upon request and report problems to the clubhouse manager on the clubhouse damage rental report form.

Fees:

- A) \$100 Refundable deposit
- B) \$50 Facility use fee
- C) \$15/hour/lifeguard fee (1 guard per 25 people)
- D) \$50 fee for lost or non-returned key

Note: The refundable \$100 deposit fee will be returned following a satisfactory post rental inspection conducted by Oak Tree Park Association.

All checks are payable to Oak Tree Park Association Inc.

Please use a separate check for the \$100 refundable deposit.

The refundable deposit check will be returned to the renter upon completion of a satisfactory post party inspection by Oak Tree Park Association Inc. and return of the clubhouse key to the clubhouse manager. Please note that any lost or non-returned clubhouse keys will result in an additional \$50 charge in order to replace the door locks. Therefore, we request that the key be returned in person to the clubhouse manager or his/her representative as soon as possible following the completion of the rental.

Post Party Procedures:

Residents will be refunded the \$40 deposit if the clubhouse is cleaned thoroughly. It is expected that all renters will utilize the cleaning products contained in the kitchen cabinets and:

Gather and bag all trash

Remove food items from refrigerator

Place trash in outside green trash bins Replace indoor trash container bags Vacuum and mop floors

Wipe down counters, tables and chairs

Secure and unplug all games

Replace paper products

Inspect all areas

Lock outside gates and restroom doors (dead bolts and doorknobs)

Lock west Clubhouse door from inside

Set alarm (code on inside kitchen cabinet)

Exit east Clubhouse door & lock with key

RESIDENTS MUST CLEAN UP IMMEDIATELY AFTER THE RENTAL!

Residents are responsible for all damages beyond normal wear and tear. Please report all damage to the clubhouse manager on the clubhouse rental damage report form.

Complete the post rental clean-up check and secure all doors.

Report all damages or issues to the clubhouse manager with the return of the clubhouse key.