

**Clubhouse Rental Agreement Rules & Regulations**

1. The clubhouse may only be reserved for events sponsored by a Royal Oaks Estates homeowner in good standing (all dues, fines, fees, and liens paid and current).
2. Damage due to the misuse of the facility is the responsibility of the homeowner and will be assessed accordingly. Repair costs are to be paid within ten (10) days of presentation of the invoice.
3. The Royal Oaks Estates homeowner, over the age of 21, must be always present during any use of the Clubhouse and shall be personally responsible for the behavior of their guests at any reserved function.
4. The homeowner will complete a reservation form and return to AMAG, with necessary fees at the time of reservation.
5. No homeowner may make a reservation with the intent of enabling some ineligible person to use the clubhouse, or to allow another homeowner to avoid paying fees.
6. The Royal Oaks Estates Clubhouse is to be used for gathering purposes only and may not be used as a guesthouse for overnight accommodation of a homeowner and/or guest.
7. Alcoholic beverages may be consumed in accordance with local and state laws and in accordance with Clubhouse Reservation form.
8. Because of the close proximity to the pool, glass objects (bottles, glasses, cups, etc.) are not permitted outside of the building.
9. Loud music must cease at 10:00 pm (Sun-Thurs) and by 11:00 pm on Friday and Saturday. Events will cease at 11:00 pm. An additional hour is allowed for clean-up.
10. Use of paint, tape, staples or tacks on the walls, ceilings or floors when decorating is prohibited. Use of blue painters’ tape and a type of “3M Command Adhesive” is allowed. Confetti, if used, must be completely cleaned up. Glitter is prohibited. Attaching anything to ceiling fans is prohibited.
11. Rule violations, including parking and excessive loud music/noise will result in forfeiture of security deposit and one (1) year suspension of Clubhouse use.
12. All balloons, strings, streamers, confetti, etc. must be removed at the conclusion of event including those caught in ceiling fans.
13. No pets are allowed in the Clubhouse. (ADA compliance is the exception)
14. No wet bathing suits are allowed on the furniture.
15. If the kitchen is used, it must be returned to its original condition. All personal food items and utensils must be removed from the refrigerator, microwave, cabinets, and countertops.
16. Please return all the furniture to its original position if moved. If you move the furniture, please do not push or slide it across the floor. Folding chairs and tables should be returned to the closet.
17. No smoking in the Clubhouse. Smoking is permitted in outdoor areas only and all smoking debris should be disposed of properly.
18. Absolutely no ROEHOA equipment, furniture or other property may be borrowed without the expressed written permission of the ROEHOA board.
19. In the event of time conflicts, a limit of eight (8) hours may apply. The Clubhouse Committee will have a final decision as to time limits if they are necessary.
20. Failure to comply with any of the rules and regulations will result in forfeiture of the renter’s security deposit.
21. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including but not limited to serving of alcoholic beverages) and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, past, present and future, from any injury or death and damage to or destruction of property arising from my use of the Club Facilities and its appurtenances.
22. I agree to defend, indemnify and hold harmless the Association, its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability (including, but not limited to, attorney's fees) for any injury, to either person or servants, guests, invitees or any member of the Association or any other person which arise from or in any way related to the use of the Club Facilities and its appurtenances.
23. I assume all responsibility for the actions and behaviors of all persons present at, attending or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, by-laws and Rules and Regulations. I acknowledge that violation thereof by any person present at, attending, or in any other way related to my function may, at the sole discretion of the Association's Board of Directors, result in forfeiture of my deposit.
24. I understand that when reserving the Clubhouse, I am being granted exclusive use for the time period described above. This use is subject to the right herein reserved by the Association to enter the Club Facilities and terminate my use thereof should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a nuisance or threat to any property.
25. I understand that my reservation of the ROEHOA Facility on the aforementioned date will not be confirmed nor will this agreement be binding until such time as AMAG confirms reservation to the applicant within 48 hours of request.
26. Keys and/or security codes to all Royal Oaks facilities are property of the ROEHOA and should not be duplicated or given to non-members.
27. Please have your guests park only in the designated parking areas and on the street on Oakwood Hills Trail and Oakwood Hills Drive. Please do not block driveways or park on unpaved areas. NO LOITERING IN PARKING AREAS.

**To make a reservation, complete this form and email to:** [CCR3@associationmgt.com](mailto:CCR3@associationmgt.com)

**Association Management Advisory Group (AMAG) Office #: 678-407-1115**

**USAGE FEES can only be paid through your owner portal. Rental fee is $75.00**

**SPECIAL USAGE PROVISIONS**

ROEHA Community events, Board Meetings and usage by board members are exempt from usage fees, however they are still responsible for cleaning the facility and must return all furniture to its original location.

**I have received and read the ROEHOA Clubhouse Rules and Regulations and agree to comply with ALL ROEHOA Clubhouse Rules and Regulations.**

I would like to rent the ROEHA Clubhouse facility:

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowners printed name & address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CLUBHOUSE CLEANING CHECKLIST**

# It is the responsibility of each renter to leave the clubhouse clean after their event.

*A Board member will inspect the facility after each event to ensure the following items are satisfactory and that no additional cleaning or repairs are necessary.*

Wipe all countertops/ cabinets

Empty and wipe out refrigerator/microwave

Wipe up any spills

Sweep floors

Replace furniture in its original position

Close and lock all windows

All trash must be bagged and placed in exterior large trash container

All trash on porch, outside and around building must be picked up and disposed of properly

NO TRASH OR FOOD CAN BE LEFT IN THE CLUBHOUSE OVERNIGHT

# \*\* Please turn off all interior lights and fans \*\*

If you have any questions or concerns about this checklist or the state of the clubhouse, please email: CCR3@associationmgt.com