

**Stonebrooke Owners' Association, Inc.**

**Common Area Guidelines & Rules**

**STONEBROOKE CLUBHOUSE (7818 S. Indian Ave)**

1. Booking of the clubhouse is for resident use only. The Stonebrooke resident who reserves the clubhouse must be present for the event.
2. Maximum occupancy of the clubhouse is limited to 40 people.
3. For reservations, the resident is to refer to the Stonebrooke website:  
[www.stonebrooketulsa.com](http://www.stonebrooketulsa.com) The reservation link is located under the "SERVICES" tab. The following information is required in the request: Resident's Name, Address, Date of Event, hours needed (from and to), purpose, and number of people.
4. For keys to the clubhouse, use contact information on the Stonebrooke website. A Reservation Coordinator will manage the reservations and keys.
5. Please be conscientious of noise level after dark, out of respect for neighbors nearby the building.
6. No tobacco use of any kind allowed in the clubhouse.
7. Any damage done to the clubhouse or bathrooms must be reported to a Stonebrooke Owner's Association Board Member. Repairs will be arranged by the association and paid for by the resident who made the reservations.
8. Upon leaving the clubhouse, the resident must follow directions on the "*Clubhouse Clean-Up Checklist*". Resident will be charged \$100, if the clubhouse is not cleaned according to the "*Clubhouse Clean-Up Checklist*".

**Clubhouse Clean-Up Checklist**

1. Remove all trashbags.
  2. Wipe down all surfaces.
  3. Sweep floor.
  4. Thermostat should be set at 60 degrees in the winter and 80 degrees in the summer.
  5. Turn off lights
  6. Take all personal items.
  7. Lock doors.
  8. Return keys to Reservation Coordinator.
9. Violation of these rules may lead to suspension of recreational privileges, as per Article 7, 7.1(b) of the Stonebrooke Owners' Association Bylaws.