



# THE OAKS

Community Association

5607 Jackson Valley Road | Lone, CA 95640 | 209-274-6056 | office@theoaksione.com

## Clubhouse Rental Agreement

### 1. Resident & Event Information

- **Resident's Name:** \_\_\_\_\_ **Date of Use:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_ **Event Time:** From \_\_\_\_\_ to \_\_\_\_\_
- **Address:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_
- **Resident Use:** ☐ Yes ☐ No     **Purpose of Event:** \_\_\_\_\_

### 2. Fees & Deposits

- A **\$200.00 Security Deposit** and a **\$25.00 User Fee** are required.
- The **Security Deposit** will be refunded within 10 business days after the event, provided:
  1. No damage occurs to the clubhouse or its furnishings.
  2. The facility is left clean and orderly.
  3. The event complies with The Oaks Community Rules and Regulations.
- Any cleaning or repair costs will be deducted from the deposit.
- The **User Fee is non-refundable**.
- Both payments must be made to **The Oaks Community Association** and received **at least 10 days prior** to the event.

### 3. Keys & Access

- Keys must be picked up during office hours: **Monday-Friday, 9:30 AM - 4:30 PM**.
- The clubhouse is available for use from **9:00 AM to 9:00 PM** on the reserved day.
- Failure to follow community rules will result in **forfeiture of the security deposit**.

### 4. Alcohol Policy

- **Alcohol is strictly prohibited**, including beer and wine.
- Exception: Alcohol may be served **only if a \$1,000,000 liability insurance policy** is submitted, naming the Association as an additional insured.
- Violations will result in deposit forfeiture and may trigger further disciplinary actions.

### 5. Liability & Damages

- The Resident accepts full responsibility for:
  - Any damage to the facility.
  - Ensuring the clubhouse is clean following the event.
  - Compliance with all community rules, including parking restrictions.
- If total damage/cleaning costs exceed \$200.00, the Resident agrees to cover the additional expenses.

### 6. Use of Pool & Spa

- The **pool and spa are not reservable** for exclusive use.
- Guests may use them during the event with the following conditions:
  - **Children under 14** must be supervised by a responsible adult (18+).
  - **Residents have priority** access; guests may be asked to leave if capacity is exceeded.
  - **All pool and spa rules must be strictly followed** (outlined below).

## Pool & Spa Rules

The pool and spa are open **year-round**, from **9:00 AM to 10:00 PM**.

⊘ Strictly Prohibited:

- Smoking/vaping in the pool or spa areas.
- Glassware or food in the pool/spa area.
- Metal hair clips or sharp objects.
- Horseplay, diving, running, or inappropriate behavior.
- Obscene or vulgar language.
- Wet swimsuits in the clubhouse (please towel dry first).
- Cotton clothing in the pool (e.g., jeans, t-shirts), Approved swimwear only.
- Children under 14 in the spa; under 14 in the pool without adult supervision.
- Use of regular diapers (only swim-approved products permitted).

**Important:** The pool and spa **do not have lifeguards**. Use is entirely **at your own risk**, regardless of staff presence.

### Acknowledgment & Agreement

I have read and understand the Pool & Spa Rules. I acknowledge that failure to follow these rules may result in loss of my security deposit.

I hereby acknowledge and agree to all terms and conditions outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

### Key Sign-Out Acknowledgment

I, \_\_\_\_\_, hereby acknowledge receipt of **Key Set #**\_\_\_\_\_ for access to the clubhouse and pool facilities.

By signing below, I confirm that:

- I am responsible for the safekeeping of the keys.
- I agree to pay a **\$75.00 key replacement fee**, if lost.
- I will not duplicate the issued keys.
- I will ensure all doors are secured before returning the keys.
- Keys will be deposited in the **night drop box** following use. If this is not possible, I will return the keys to the Association office within **24 hours**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Clubhouse Clean-Up Checklist

Please complete the following tasks before leaving the facility.



### General Reminders

- ☐ Use tape only – **no nails or tacks** on walls or surfaces
- ☐ **Do not move** the pool table
- ☐ **No food or drinks** on game tables
- ☐ Towel-dry before entering – **no wet swimsuits** inside the clubhouse



### Main Hall & Lounge

- ☐ Wipe down all tables and chairs
- ☐ Vacuum all carpeted areas
- ☐ Remove all decorations, tape, and event materials
- ☐ Turn off all lights and set **A/C or heater to OFF**



### Kitchen Area

- ☐ Wipe down all countertops
- ☐ Clean sink and faucet
- ☐ If oven was used: wipe inside and clean exterior
- ☐ Remove any personal food or items from the fridge



### Restroom(s)

- ☐ Clean toilets, sinks, and counters
- ☐ Empty all restroom trash bins
- ☐ Wipe down mirrors if needed



### Trash & Waste

- ☐ Bag all trash from all areas
- ☐ Take **all garbage** home – **no on-site disposal available**
- ☐ Remove all leftover food, cups, and event waste



### Final Steps

- ☐ Close and **lock all doors**, including interior hallway door
- ☐ Close and **lock all windows**
- ☐ Return clubhouse **keys to the drop box** at the office