

Woodland Hills Condominiums

Clubhouse Rental Policies

Revised 01/29/2025

Effective 2/1/2025

1. The clubhouse is available for use by only **residents** in good standing.
2. A resident shall be denied use of the clubhouse for the following reasons:
 - Delinquency in payment of Association Assessments.
 - History of damage to the clubhouse.
 - Other reasons deemed substantial by the Board of Directors.
3. Scheduled Woodland community events take precedence over personal events. Only exception is the use of the clubhouse for a funeral of an immediate family member.
4. Reservations can be made up to 6 months in advance.

5. The clubhouse lessee shall be determined by a lottery for the following days:

THANKSGIVING

LABOR DAY

CHRISTMAS EVE & DAY

FOURTH OF JULY

NEW YEAR'S EVE & DAY

EASTER & MEMORIAL DAY

6. A \$100.00 (money order/check) **non-refundable** rental fee will be due the day of the rental. Fee will be waived in the event of a funeral or death of an immediate family member.
7. A **\$150.00 check will be due within 3 business days of making your reservation.** Security deposit is required and will be collected upon signing the clubhouse rules. *NOTE: There will be a \$50 non-sufficient fund fee charged for any checks returned. This will be attached to your COA monthly fee.*
8. Cancellation of rental without penalty must be done no later than 10 days prior to your reservation. *Any cancellation after that is subject to a \$50.00 Cancellation fee and the rest of your deposit will be refunded by the property management company.*
Note: A \$50.00 non-sufficient fund fee will be added to your account with your HOA fees.
9. **THE RESIDENT RESERVING THE CLUBHOUSE SHALL**
 - *Be the only point of contact
 - *Be the only one permitted to have the key
 - *Be the only one permitted to sign contract for rental
 - *Be present for set up as well as the entire event time.
10. Each resident is limited to one (1) Friday, Saturday, or Sunday every thirty (30) days.
11. **For events held on Friday, Saturday or Sunday, the key will be picked up the morning of at 10am, unless otherwise discussed.**
12. **ONLY blue painters tape is permitted for hanging decorations.**
13. If the furniture is moved & damage to the floor occurs, the renter will be charged.
14. **NO SMOKING INSIDE THE CLUBHOUSE OR USE OF CANDLES.**
(NO OPEN FLAME OF ANY TYPE)
15. **Members and/or guests are absolutely NOT allowed in the pool during a function.**
Cameras are watching and you will lose your deposit.
16. Closing time for private functions is 11:00 p.m. The ground should be cleaned up and vacated by 12:00 a.m. **CAMERAS ARE IN USE.** Please see the clean-up check list attached.
17. **The security key should be dropped in the secure mailbox located on the porch of the clubhouse.**
18. Alcoholic beverages are not to be sold on the premises at any time.

19. No animals are permitted in the clubhouse.
20. For the safety of children, the porch should not be used as a play area. We ask that the children not play in the parking lot, however if they do it is the parent's responsibility.
21. DEPOSIT REFUNDED:
- The onsite coordinator will inspect the clubhouse on the next business day, UNLESS rental falls on a weekend and there are multiple reservations.
 - If there is no damage etc., your security deposit will be refunded within 5 business days and may be picked up at the office during office hours ONLY, Monday -Thursday, 8:30am-5:00pm.
 - If damages/cleaning occur, you will receive a refund check to the address on file, minus fees for damages/cleaning from the property management company.

The Board of Directors, on behalf of the Association, reserves the right to amend, change, delete, or make additions to these rules & regulations.

NON-COMPLIANCE WITH THE ABOVE RULES AND REGULATIONS MAY RESULT IN FINES.

I understand & agree to abide by the above rules & regulations & understand I am responsible for any damage or loss to the clubhouse property which may occur because of this function.

Lessee: _____ LESSOR: _____

Date of booking: _____ Date of event: _____

Deposit Received: _____ Non Refundable rental fee received _____