

The Oaks Club House Use Guidelines
Revised 10-24-17

1. The Oaks Club House is for the use and enjoyment of the community.
2. The property owner's HOA dues must be current in order to use the Club House.
3. The fee to rent the club house for an HOA member in good standing is \$150. A \$50 deposit is required to reserve a date for use of the clubhouse. Payment in full is required prior to the event. The fee to rent the clubhouse for a non-member of the community is \$300 plus a \$100 deposit which will be returned after inspection if the facility is not damaged in any way.
4. All reservations of the Club House are subject to approval by The Oaks Board of Trustees.
5. Cancellation of an event must be made at least 2 weeks in advance, or the deposit fee will be forfeited.
6. Parties may not exceed 200 people.
7. Glass bottles or containers are not allowed in the pool area.
8. Pets are not allowed in the Club House, pool area or tennis courts.
9. Club House furniture, tables or chairs may not be removed from the Club House.
10. No swimsuits are allowed in the Club House.
11. Use of candles in the Club House is prohibited.
12. Use of the Club House for children's (under age 21) functions requires parental presence for the entire time of usage.
13. Please bag all garbage and place in the outside trash can. Any trash that does not fit in the trash can must be transported to your residence. No garbage is to be left inside the Club House. Garbage bags are **NOT** provided by the Club House. Please bring your own.
14. Any items brought into the Club House during the usage period must be removed when you leave.
15. Thermostats can be found in the foyer area. At the end of your usage period, please set them at **78** degrees in the summer and **65** degrees in the winter.

16. Light switches are to the immediate left of the front door. Please turn off all lights and fans at the end of the usage period.
17. The homeowner and/or person signing this agreement is responsible for any damage to the facility and will be billed for such damage.
18. Please sign the attached acknowledgement form and return with the deposit to The Oaks Homeowners Association at 24452 Club House Drive (leave in mailbox).
19. Access to the Club House will not be allowed until the fee has been received. Payment must be made at least one day prior to usage.
20. On the usage date, Club House keys may be obtained from Carol Ferrara (570-498-2744) or John Pembroke (228-596-1376) . Keys must be returned to the trustee you received them from after you leave the facility.
21. There are 3 rectangular tables 70 x 30 inches, 5 round tables 60 inches and 51 chairs. Some table cloths are available for rental. (\$10 per table cloth)
22. Access to the office side of the clubhouse (behind the fireplace) is now available.
23. Please do not tape anything to our NEWLY painted walls. You will be billed if there is damage to the paint.

Acknowledgement of Receipt

I hereby acknowledge that I have received a copy of The Oaks Club House Use Guidelines and agree to abide by all conditions of the document.

Renter Signature: _____

Renter Printed Name: _____

Contact info/email/ **phone** _____

Oaks Property Owner verified: Yes / No Sponsor: _____

HOA dues current: Yes / No

Address: _____

City: _____ State: _____ Zip: _____

Usage Date: _____ Time: _____ to _____

Rental Fee of \$150 paid: yes / No _____

Deposit of _____

Remainder due at time of usage _____

For key to be issued _____

FOR OFFICE USE ONLY:

Fee Check #: _____ Date received: _____ Amount: _____

Deposit Check # _____ Date received _____

Amount: _____ Key Returned to: _____

Inspection: _____

Damages billed to homeowner/contract signer: _____