

Laguna Oaks Clubhouse Rental Information and Rules

1. Residents may reserve the clubhouse between the hours of 10 AM and 10 PM. Max capacity of 60 guests in assembly, or 30 guests for dinner/dancing. From May to September, the clubhouse may not be reserved on Sundays. If you'd like to set up/prepare the day prior to your event, verify (get approval) with the Laguna Oaks Homeowners management company that no one is using it ahead of your reservation.
2. No public holidays may be reserved unless for a Laguna Oaks community event.
3. No overnight use. No long-term reservations will be accepted.
4. No resident may directly/indirectly use the clubhouse for any commercial selling/business.
5. The resident making the reservation must be personally present at all times as host/hostess for the event. No one under 21 years of age will be permitted to use the clubhouse without a resident present.
6. A resident may reserve the clubhouse up to 4 times per year, on a first come, first served basis.
7. Reservations must be submitted in writing, with a \$250 deposit, at least 1 week in advance. The form is available on the Laguna Oaks website and/or from the LOHA management company.
8. The Board reserves the right to deny a reservation if it interferes with the use and enjoyment of the area by other residents, or it is in contravention of the rules stated here.
9. The resident making the reservation is responsible for all cleanup. (See Cleaning Policy & Checklist.)
10. The resident will be responsible for kitchen equipment used, and for all costs incurred for repair of damages to the facilities and furnishings by themselves, their guests, employees, caterers, and for loss of property entrusted to them.
11. No smoking; No wet clothing in the clubhouse. No pets in the clubhouse, or surrounding recreation areas.
12. You will receive 1 key for the clubhouse. Return the key within 5 days of your event.
13. Party games are not to be played in the pool area/deck/grass. Party games must be played in the clubhouse, or on the grass around the sports court and the tennis court.
14. A bounce house may only be set up in the grass to the right of the clubhouse/sports court.
15. While you and your guests may use the pool for swimming (10 people max), you may not overflow onto the pool deck. Your party must stay in the clubhouse, or overflow onto the grass in front, or to the right of the clubhouse/sports court.
16. **NO** lifeguard is on duty at the pool/spa. YOU are responsible for every person at your party/event.
17. Laguna Oaks residents may use the pool & the grass around the clubhouse at any time, even during your party/event.
18. There are 2 closets in the clubhouse. One of them is locked, which you may not use. The other closet is open and has 25 folding chairs and 5 tables that you may use indoors only. Please wipe down these items after use and return to the closet. You may move the furniture in the clubhouse around if you wish as long as it is returned to its original location when you leave. Do not bring the pool furniture from the pool area into the clubhouse; it is for pool use only. Also, do not bring the furniture out to the pool area.
19. Cleaning supplies, brooms, vacuum cleaner, wet mop are provided for you in the closet. The Cleaning Policy & Checklist is attached.
20. Use only painter's tape for all decorations.
21. All, or a portion of your contingently refundable \$250 deposit may be withheld for non-compliance of any of the above.

Laguna Oaks Clubhouse – Cleaning Policy & Checklist

Reminder: You provided a \$250 contingently refundable deposit for the use of the clubhouse. In order to receive all, or a portion of your deposit back, you are required to complete all of the items on the following list. The clubhouse is subject to inspection following each event. If after the post-rental inspection, any of the items below are found to have not been satisfactorily completed, you will be asked to return to the clubhouse to complete the noted items. If you choose not to, a minimum of \$100 will be withheld from your deposit.

- Dry sweep, vacuum, and then wet mop floors
- Remove all trash when leaving; do not throw trash in receptacles around the clubhouse or pool
- Return all furniture to its original location
- Remove all decorations, tape, etc., from the walls/clubhouse
- Clean counters, sink, tables, chairs, microwave, fridge, stove, and oven. Take all food from the kitchen and refrigerator when you leave
- Check and ensure that both the top and bottom pins of both doors are locked when leaving
- If used, turn off the heat, air conditioning, and/or fireplace
- Check all perimeter gates to make sure they are closed
- Turn off all the lights
- Set the alarm to “AWAY” (a button on the alarm keypad)
- Email the Laguna Oaks Homeowners Association management office (sandra@hoaservices.net) when your event is complete; they will schedule a post-rental walkthrough

I certify that each of the above items has been completed _____

Resident Signature