

## RIVER OAKS CLUBHOUSE COMPLIMENTARY USE AGREEMENT

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED WITH EACH PRIVATE USE OF THE CLUBHOUSE WHERE NO RENTAL FEE WILL APPLY - SMALL HOMEOWNER GROUPS SUCH AS BUNKO, CUB-SCOUTS, GIRL SCOUTS ETC. OR TO MEETINGS THE ATTENDANCE IS LESS THAN 10 OR THE SIZE OF THE TROOP IN THE CASE OF CUB SCOUT AND GIRL SCOUT TROOPS OR THE APPROVED ATTENDANCE COUNT FOR ASSOCIATION SANCTIONED EVENTS. Homeowner should understand that if they have an outstanding balance for homeowner's dues or assessments of any kind they lose their right to use or rent the Pool and/or Clubhouse. Members not in good standing will have their use of facilities privileges suspended or revoked accordance with the 14th Amendment of the Restrictive Covenants.

PLEASE COMPLETE THE FOLLOWING IN REFERENCE TO YOUR RESERVATION:

Printed name of Resident making arrangements: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

\_\_\_\_\_ Clubhouse Only for an on-going use without cost. \_\_\_\_\_ Clubhouse Only for a one time use without cost.

**\*\*\*CLUBHOUSE ONLY PARTIES MAY NOT USE THE POOL DECK\*\*\***

\_\_\_\_\_ # of people attending \_\_\_\_\_ # of resident's attending \_\_\_\_\_ Name of Group

**\*\*\*To Reserve the Clubhouse, you must be a resident and at least 50% of the Attendees must be Residents except Troops \*\*\***

**\*\*\*Video Cameras have now been installed in the clubroom and all areas around the Pool. \*\*\***

1. Email the clubhouse manager, Charlotte Boswell, at [hoolihancharlotte@yahoo.com](mailto:hoolihancharlotte@yahoo.com) or by calling her at - (985) 237-9557 to make reservations. If you wish you can also call the clubhouse answering machine at (985) 893-4459. See web site (<http://www.riveroaksestates.org/>) for more information. There is a rental key in a lockbox by the entrance. The code to the lockbox is XXX. The Facilities Manager will provide you the code to lockbox and the alarm. See the alarm information sheet for arming and disarming the alarm system. Please remember that the inside bathroom doors are connected to the alarm system so if you unlock those doors they must be relocked before you leave.
2. Persons making pre-rental visits for decorations, etc must be accompanied by a resident. Please refrain from using tape on the walls and windowsills. For art project, please use the tables outside if possible; cover the tables when using paints, glue guns, etc.
3. **No Food or Drinks will be allowed for these types of uses except by permission of Facilities Manager. If food is approved, cleanup of the entire kitchen area and make sure to take all food and party supplies home following the event.**
4. No smoking is permitted in the clubhouse at any time. If guests smoke outside, please provide ashtrays to prevent butts from being tossed on the ground. It is your responsibility to pick up cigarette butts after a party.
5. The clubhouse must be chaperoned by an adult(s) at all times during the usage of the facilities by minors. Sufficient number of adults must be present to cover all areas used for the event. At no time will the serving of alcohol to minors be permitted. Property owner is responsible for the behavior of his/her guest.
6. The property owner reserving the clubhouse must be present throughout the entire event and at least 50% of the attendees must be property owners. Approximate number of attendees when known must be given to Facilities Manager before rental date.
7. Guests must park in the provided area. Please refrain from parking on the grass.
8. If it is necessary to move the furniture, picnic tables and tables on the porch, please arrange it in the original configuration.
9. Use of the pool is **not permitted** with complimentary use of the Clubhouse. Use is limited to three (3) hours. The pools maybe open at the time of the party, but homeowner is responsible to make sure attendees do not go into the pool area.
10. Bag all trash and put it in the Waste Management containers next to the clubhouse making sure the top is secured. Please include all trash from inside and outside of the clubhouse including the picnic area.
11. Instructions for changing the temperature of the HVAC system are posted near the thermostats. Return the air conditioning or heat to the RUN mode on both thermostats on both side of the main room, if you have adjusted the temperature.. **A surcharge of \$15 will be charged if the thermostat is not returned to RUN.**
12. Turn off all lights. Check and lock all doors and gates. Return the key to the **lockbox. You have to push the clear button down and then enter the Lockbox code again and hold down the open tab to get the Lockbox cover to go back on the Lockbox**

If you reserve the clubhouse, it is us your responsibility to clean the clubhouse, the bathrooms and the outside area if used. If the clubhouse or outside area requires cleaning after your use, an additional fee may be required except for Association sanctioned events. Failure to comply with these rules can result in a fine of up to \$50. I will take full responsibility to ensure that the rules are followed during my usage. The homeowner renting the clubhouse will be responsible for repairing any damage during my usage

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

Effective 1.1.2017 (Updated 3.27.17)