

RESERVATION PROCESS

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.

Reservations for all events will be made on a first come, first serve basis and can be done by email to the clubhouse manager, Charlotte Boswell, at hoolihancharlotte@yahoo.com or by calling her at - (985) 237-9557. 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. Any cancellations should be reported as far in advance as possible. Confirmation will be made when the calendar is checked. For all Rentals you must pay your deposit and sign an agreement to book your party with the facilities manager in order to reserve your space as to not allow parties to overlap. Deposits are required for all Rentals. The amount of the deposit is shown with each type of Rental. The deposit will hold your reservation and will be applied to your rental cost. If you do not cancel your reservation with 48 hours of your reservation date, you will forfeit your deposit. If additional cost is incurred due to your rental, charges will be due 10 days after your rental. Additional charges may be incurred due to failure to return the thermostat to RUN, misuse, damage or failure to perform all of the requirements of the Rental as set forth in the agreement. Agreement and Checks for Rentals can be sent to Charlotte Boswell, c/o River Oaks HOA, #1 River Oaks Drive, Covington, LA 70433 or place agreement and Check(s) in an envelope with Charlotte's name on it and leave it in the Mail Drop box on the outside Clubhouse wall. Do not leave cash.

YOUR REQUESTED DATE FOR CLUBHOUSE AND POOL USAGE WILL BE RESERVED AND CONFIRMED- UPON RECEIPT OF YOUR CHECK. THE CLUBHOUSE CAN BE USED EXCLUSIVELY BY ADULTS ONLY. THE CLUB AREA IS OFF LIMITS TO AGES 18 AND UNDER WHEN THE FACILITY IS CLOSED.

CLUBHOUSE and POOL RENTAL GUIDELINES (SUMMER) - Effective January 1, 2017

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.

For all Rentals you must pay your deposit and sign an agreement to book your party with the facilities manager in order to reserve your space as to not allow parties to overlap. Deposits are required for all Rentals. The amount of the deposit is shown with each type of Rental. The deposit will hold your reservation and will be applied to your rental cost. If you do not cancel your reservation with 48 hours of your reservation date, you will forfeit your deposit. If additional cost is incurred due to your rental, charges will be due 10 days after your rental. Additional charges may be incurred due to failure to return the thermostat to RUN, misuse, damage or failure to perform all of the requirements of the Rental as set forth in the agreement. Agreement and Checks for Rentals can be sent to Charlotte Boswell, c/o River Oaks HOA, #1 River Oaks Drive, Covington, LA 70433 or place agreement and Check(s) in an envelope with Charlotte's name on it and leave it in the Mail Drop box on the outside Clubhouse wall. Do not leave cash.

If your party numbers are larger than booked with Safewater Management, Inc. the lifeguard has the authority to keep party swimmers out of the pool until the sufficient amount of lifeguard coverage deemed necessary arrives.

Effective 1.1.2017 (Updated 3.27.17)

The clubhouse will be locked outside of lifeguard contract hours. **During the summer months, only members of the River Oaks HOA may reserve the clubhouse outside of lifeguard hours. See dates for lifeguard hours for the current year in the "Clubhouse and Pool Rules and Regulations" document.** No Non-resident or summer memberships are allowed a rental unless it is booked and attended by a homeowner. Pool party rentals of the club and pool must start on or after 7pm. **Lifeguards must be present and will cost \$30.00 each per hour. Parties will be capped at 75 swimmers.** Parties cannot be booked on holidays and no more than one party will be allowed from Friday thru Sunday. The pool will remain available to homeowners during private pool parties booked at night. If the party is only using the clubhouse and not the pool, the pool will remain available to homeowners by use of key access. A usage fee for clubhouse rentals with food and drink will be charged as follows:

Up to 35 people - \$100 / \$100 Deposit is required
Above 35 people - \$150 / \$150.00 Deposit is required
Above 50 people - \$200 / \$200 Deposit is required.

*******Clubhouse Only parties may not use the pool deck if no lifeguards are secured.*****
*****Video Cameras have now been installed in the clubroom and all areas around the Pool*******

If additional cost is incurred due to your rental, charges will be due 10 days after your rental. Additional charges may be incurred due to failure to return the thermostat to RUN, misuse, damage or failure to perform all of the requirements of the Rental as set forth in the agreement

The cleanup fee included in your rental cost is for CLEANING the clubhouse only. There will no wavier of cleaning cost. If you reserve the clubhouse, it is your responsibility to clean the outside area and return the pool chairs to the pool area if used. If the outside area requires cleaning, an additional fee may be required. Failure to comply with these rules can result in a fine of up to \$50. Renter will take full responsibility to ensure that the rules are followed during their usage. The pool and clubhouse are closed for maintenance on Mondays during summer months.

POOL PARTIES- Effective January 1, 2017

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.

The pool may be reserved for large parties ONLY after 7pm while the pool is open, April 1 -October 15. **Lifeguards must be present and will cost \$30.00 each per hour. Parties are capped at 75 swimmers.** The Lifeguard will be provided by Safewater Management. The number of lifeguards will be determined by the number of people in your party and whether your guests consist of children or adults. For parties of 35 or less, a minimum of 2 Lifeguards is required. For parties of 36 or more, a minimum of 3 Lifeguards are required. More Lifeguards may be required for parties of 36 or more depending on the number attending the party. Lifeguards will be paid by the Homeowner obtaining the rental. Checks for Lifeguards must be sent to Safewater Management along with your Rental deposit to reserve your date and Lifeguards.

If additional cost is incurred due to your rental, charges will be due 10 days after your rental. Additional
Effective 1.1.2017 (Updated 3.27.17)

charges may be incurred due to misuse, damage in the pool area or failure to perform all of the requirements of the Rental as set forth in the agreement

Pool birthday, etc parties are permitted during lifeguard hours but they must be limited to **10 (ten)** people or less. This applies to both residents and non-resident Summer memberships. Non-resident Summer members will pay a guest fee Of \$2 per guest. Non-resident Summer members may book small parties only during lifeguard hours. Notification to pool manager is required during lifeguard hours and non-lifeguard hours in order to avoid overlapping of parties due to limited space. Please limit your activities other than swimming to the picnic area. In the event that the party is outside of lifeguard contract hours, the clubhouse is not available unless booked and paid for. The pool and clubhouse are closed for maintenance on Mondays during summer months.

PLAYGROUND USE GUIDELINES (WINTER) - Effective January 1, 2017

All parties occurring in the playground when the pool is closed require the approval of the facilities manager and will be required to pay a \$20.00 fee for bathroom use only. No Deposit is required.

*****Video Cameras have now been installed in all areas around the Clubhouse*****

CLUBHOUSE RENTAL GUIDELINES (WINTER) - Effective January 1, 2017

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.

Winter or periods outside of summer season clubhouse rentals are for homeowners only. The homeowner can sponsor a non-resident but must be present for the whole event and take full responsibility. The reservation and the payment must be made by the homeowner. Homeowners can use the rental key that is located in a lockbox by the front door. A usage fee for clubhouse rentals with food and drink will be charged as follows:

Up to 35 people - \$100 / \$100 Deposit is required

Above 35 people - \$150 / \$150.00 Deposit is required

Above 50 people - \$200 / \$200 Deposit is required

*****Video Cameras have now been installed in the clubroom and all areas around the Clubhouse*****

If additional cost is incurred due to your rental, charges will be due 10 days after your rental. Additional charges may be incurred due to failure to return the thermostat to RUN, misuse, damage or failure to perform all of the requirements of the Rental as set forth in the agreement

The cleanup fee included in your rental cost is for CLEANING the clubhouse only. There will no waiver of cleaning cost. If you reserve the clubhouse, it is your responsibility to clean the outside area and return the pool chairs to the pool area if used. If the outside area requires cleaning, an additional fee may be required. Failure to comply with these rules can result in a fine of up to \$50.

Renter will take full responsibility to ensure that the rules are followed during their usage.

RIVER OAKS CLUBHOUSE COMPLIMENTARY USE AGREEMENT - Effective January 1, 2017

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.

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED FOR THE 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 where no food or drink is involved and the attendance is less than 10 or the size of the troop in the case of cub scout and girl scout troops. These groups should sign an agreement for use. For on-going groups (One agreement per year) and a separate agreement for each use for one time groups that meet. These groups are required to clean the clubhouse after using. Please refrain from using tape on the walls and windowsills. Do not use any type of confetti on the floors inside or outside the clubhouse. IF YOU USE THE CLUBHOUSE FOR ART PROJECTS, PLEASE USE THE TABLES OUTSIDE IF POSSIBLE. COVER THE TABLES WHEN USING PAINTS, GLUE GUNS, ETC. The trash should be placed in the WM container (side of building), the furniture straightened and carpet vacuumed if needed.