

OAK RIDGE MEADOWS HOA CLUBHOUSE RENTAL POLICY

Policy Purpose

The purpose of this policy is to document the clubhouse rental policy. This is an operating policy and does not supersede the Oak Ridge Meadows Articles of Incorporation, By-Laws, or Declarations of Covenants, Conditions and Restrictions.

SCOPE

WHEN RENTING THE “CLUBHOUSE” THE ONLY AREA BEING RENTED IS THE UPPER FLOOR WHICH INCLUDES THE KITCHEN, 2 BATHROOMS, MAIN MEETING ROOM AND THE DECK. ACCESS TO THE DOWN STAIRS AREAS AND THE FENCED IN AREA INCLUDING THE POOL ARE NOT INCLUDED IN THE RENTAL AGREEMENT AND ARE STRICTLY OFF LIMITS.

RULES

1. Oak Ridge Meadows homeowners in good standing may rent the clubhouse. Tenants may rent the clubhouse, however, they must notify their landlord or rental agent of their intentions. The rental fee will be assessed to the homeowner account upon confirmation of the reservation.
2. The clubhouse is a **non-smoking** environment. Smoking is permitted outside the building only. Ashtrays are provided outside for the proper disposal of smoking debris.
3. All residents and guests shall use the clubhouse at their own risk. The Association is not responsible, without limitation, for loss, theft, or damage to persons or personal property.
4. Maximum occupancy of the clubhouse is 120.
5. All fire and safety regulations must be met at all times. Knowledge of such regulations is the responsibility of the renter. A fire extinguisher is located in the kitchen. No open flames at any time.
6. Rental of the clubhouse includes **only** those areas described above in the Scope.
7. Nothing can be attached to the walls, doors, woodwork, fans. Hooks have been placed on the side of some door frames to hang items with string and may be used. Any damage to the walls or paint will result in an assessment charged to the homeowner for damages.
NO GLITTER ALLOWED
8. The Association provides all bathroom supplies.
9. Parking is not permitted on the grass around the clubhouse/pool. Parking is permitted in visitor and unmarked spaces only. Reserved owner parking spaces are not available for clubhouse events.
10. The clubhouse can be rented up to one year in advance.
11. The clubhouse rental period is one day. Time for set up/prep and cleanup must occur within the rental period.
12. One person may have no more than 4 clubhouse rental reservations at once.

13. Events sponsored by the Board of Directors or one of its sanctioned committees are not subject to the clubhouse rental fee.
14. Malicious damage to the clubhouse facility or surrounding common area can result in permanent privilege suspension and/or prosecution at the discretion of the Board of Directors.
15. Persons who violate this policy are subject to having rental privileges suspended by the Board of Directors.
16. **All rentals are subject to the City of Greensboro Noise Ordinance. It is the renter's responsibility to review these ordinances set by the City. The most current noise ordinance can be found by searching the following url: <http://library.municode.com/index.aspx?clientId=10736>.**

CLUBHOUSE RENTER'S ROLE AND RESPONSIBILITY

The individual renting the clubhouse *must*:

1. **Be in attendance throughout the duration of the function.** It is expected they will monitor guests' behavior to ensure compliance with the clubhouse rules and prevent damage. The renter's privileges may be suspended or revoked for guest violations of clubhouse rules or damage caused by their guests.
2. Be responsible for the safety of the attendees. Arrange safe transportation for any intoxicated persons.
3. Empty and clean the refrigerator after each rental. Turn the ice maker to off.
4. Remove all litter/garbage/decorations from the clubhouse after each rental. Garbage should **not** be placed at the clubhouse – **the renter must remove the garbage to his or her own unit or take to the trash compactor.**
5. Properly lock the clubhouse when the rental period has ended including deadbolts on French doors and main doors.
6. Return the thermostat to 68° (winter) or 75° summer at the conclusion of the event.
7. Turn off all lights and fans except for the deck/porch lights.
8. Clean the clubhouse after the rental. This includes the kitchen appliances, floors and bathrooms. A vacuum cleaner is available for use in the storage closet. The renter should provide all other cleaning materials. The furniture cannot be removed from inside the Clubhouse and must be returned to original location. Rugs are not to be moved whatsoever.
9. All amenities i.e. food, plates, serve ware are the responsibility of the renter. One extra large capacity trash bag is provided; the renter is responsible to bring extras.
10. Do not place wet or hot items directly on wood furniture. Hot food items/dishes should remain in the kitchen and vases/glasses should be placed on plates or coasters to prevent water rings.

FEES

The rental fee will be assessed to your homeowner account. You may pay that anytime between confirmation of reservation and when your next homeowner dues are paid. A cleaning fee of \$150 may be charged following your event to cover any additional/excessive cleanup that may be required as a result of not completing the checkout instructions. Damages will be charged over and above cleaning for any necessary repairs or replacements. Fees for excessive cleaning and/or damages will be subject to inspection of the clubhouse following your event.

Rental Fee

Effective September 1, 2015 a graduated rental fee structure is being instituted as follows:

- 25 or fewer guests -- \$50.00
- 26-50 guests -- \$75.00
- 51-120 guests -- \$100.00

For multiple rentals the fee is based upon the number of rentals that the renter has had in the calendar year.

- Rental 1 – 5 full rental rate based on the graduated rental fee structure
- Rental 6+ - 20% discount based on the graduated rental fee structure