

**LAUREL OAK RANCH HOMEOWNERS ASSOCIATION
CLUBHOUSE APPLICATION AND AGREEMENT**

APPLICANT: (Property Owners Only)-PLEASE PRINT THIS SECTION

Name _____
Address: _____
Phone: Home: _____
Alternate: _____
Date Requested: _____
Type of Function _____

Hours of Use (Include set-up and clean-up times):
_____ to _____

Number of Guests: _____

Is alcohol to be served: Yes ___ No ___

If yes; I understand that I am responsible for complying with all federal, state and county laws governing alcohol.

GENERAL INFORMATION & RESTRICTIONS

1. The clubhouse is for the use of the Association, its members and their guests for personal and private functions.
2. Application for reservation is made through the Property Manager and must be made by an Association member only. Checks to be made to "LAUREL OAK RANCH HOA" Reservations may be made up to six (6) months in advance with the exception of major holidays and prime event days (New Years Eve, New Years Day, Easter, July 4th, Thanksgiving Day, Christmas Eve, Christmas Day, Super Bowl Sunday). Reservations for holidays and prime events will be accepted ninety (90) days in advance. **THE APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE PERIOD THE CLUBHOUSE IS IN USE UNDER SUCH RESERVATION.**
3. Association sponsored functions have priority for reserving the clubhouse. Association DUES MUST BE CURRENT in order to make a reservation or use the clubhouse. If you become delinquent during the reservation process, your reservation will be cancelled.
4. The use of the clubhouse may be restricted at the discretion of the Board of Directors.
5. Clubhouse use is restricted to inside the building only.
6. Use of controlled substance is prohibited.
7. Use of clubhouse for commercial sales activities is NOT PERMITTED.
8. Firearms or any kind of weapon(s) ARE NOT PERMITTED in clubhouse or common areas.
9. **THE CLUBHOUSE OCCUPANCY LIMIT IS 90 PERSONS.**

RESERVATION & SECURITY DEPOSIT

1. A member may use the clubhouse unlimited times per year. **Fee: \$50 per use for non holiday or special event days; \$75.00 for holiday and special event days plus \$150.00 security deposit. Two separate checks are required.** Check MUST be from property owner. First come, first served basis. **Please make the checks payable to Laurel Oak Ranch Homeowners Association.**
2. A pool member may reserve use of the swimming pool after 8:00 PM at a fee of \$25.00 plus \$20.00 per hour for a lifeguard.
3. A reservation is **NOT** considered firm until signed agreement and security deposit have been received by Property Manager. Agreement and security deposit must be received at least 5 working days in advance of the reservation date.
4. There is no fee for civic, volunteer events, or socials open to the entire neighborhood.
5. If a member becomes in arrears with Association dues during the reservation period, the reservation will be cancelled.
6. Reservation cancellation must be received 72 hours in advance of function.
7. Refund of security deposit is subject to compliance to the rules and restrictions.
8. Deductions from your security deposit may include, but are not limited to; additional clean-up and/or carpet cleaning. In the event clubhouse is not left in satisfactory condition, member will **NOT** be contacted and appropriate fees will be withheld.
9. Renters cannot sign the form. The property owner must sign on behalf of the renter.
10. Only property owners registered with the Association may reserve the clubhouse.

**LAUREL OAK RANCH HOMEOWNERS ASSOCIATION
CLUBHOUSE APPLICATION AND AGREEMENT**

PERSONS UNDER 21

1. When the Clubhouse is reserved for the use of persons under the age of 21, 1 PARENT PER TEN PERSONS UNDER AGE 21 MUST BE IN ATTENDANCE AT ALL TIMES.
2. Consumption of alcohol that does not comply with all applicable federal, state and county laws is PROHIBITED.

RESERVING MEMBER'S RESPONSIBILITIES

1. Clubhouse checklist **MUST BE SIGNED AND LEFT ON TABLE IN MAIN AREA**. Clubhouse keys **MUST** be mailed to Property Manager in the provided envelope. Failure to check-off and sign the checklist will result in forfeiture of part or all of your security deposit.
2. Reserving member **MUST** be in attendance at all times and will be responsible for completion of the checklist.
3. Common courtesy for surrounding neighbors prevails as to the length of parties and to the sound level of the entertainment.
4. **Hours of use:** **Sunday through Thursday** **8:00am to 11:00pm**
 Friday and Saturday **8:00am to midnight**
 New Years exception only
Staying past allotted hours will result in loss of deposit.
5. No pets allowed. Seeing eye-dogs are allowed. No wet bathing suits allowed.
6. Decorations must be removed including tape and staples.
7. In the event of glass breakage, it is the responsibility of the Association member to secure board-up service in order to secure the facility to protect it from vandalism, animals or weather damage. You are to notify a Board member or Property Manager immediately.
8. All furniture is to be returned to its original position. Furniture must not be removed from the clubhouse without Board approval.
9. All clean-up **MUST** be completed by the stated time on this reservation form.
10. **No decorations or other items are to be taped, pinned, nailed, stapled, glued, or otherwise affixed to the walls, ceiling, or any other part of the interior or exterior of the clubhouse in any manner which will damage the walls, ceiling, or any part of the interior or exterior of the clubhouse.**
11. Parking is not permitted on any residential property. Emergency vehicles must have access at all times to the Clubhouse area in case of emergency.
12. Reserving member agrees not to hold Association liable for guest's behavior or any associated incident.

CLEAN-UP AND LOCK-UP

1. **Clubhouse checklist MUST be completed, left on table, and key returned for return of security deposit.**

PLEASE READ AND SIGN

I hereby agree to be financially responsible for any damages that occur as a result of using the Clubhouse and further agree to indemnify and hold harmless the Laurel Oak Ranch Homeowners Association and its Board of Directors and agent in the event of loss or liability. I certify that I have received and read the rules and regulations regarding Clubhouse facility usage and do hereby agree that I will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our group to the premises. I understand that any violation will result in immediate closing of the facility and result in forfeiture of part or all of my security deposit. I further understand that any damages exceeding the security deposit will be billed to the Association member and if such charges are not paid within (7) days of notification of cost, loss of Clubhouse privileges will result and a lien or court action may be brought against me by the Association.

**LAUREL OAK RANCH HOMEOWNERS ASSOCIATION
CLUBHOUSE APPLICATION AND AGREEMENT**

Only the Property Owner, as registered with the Association, may sign this agreement.

Signature of Association Member	Date
Signature of Association Member	Date
Signature of Property Manager	Date

OFFICE USE ONLY:

Deposit Check # _____; Date _____ Rental Check # _____; Date _____

Deposit check returned: Amount: \$ _____ Date: _____

Checks to be made payable to:
LAUREL OAK RANCH HOA

Return form to:

Slatter Management
PO Box 29447
Greensboro, NC 27429

Attn: Kristi Needham

Fax: 336-378-5975
Email: kristi@slatterinc.com

In addition to the furniture at the clubhouse, we now have available four square folding tables & 16 chairs as well a 6ft folding table.

If you require any of the above to be available to you whilst renting the clubhouse, please detail below:

No of Square Tables (circle one)	1	2	3	4
No of Folding Chairs (circle one)	4	8	12	16
6ft Folding Table (circle one)	Yes	No		