

OPCHA CLUBHOUSE GUIDELINES

For the determination of fees

(OPC Board approval 1/3/06)

The following guidelines have been developed for clubhouse usage:

FREE/USAGE

1) Any and all OPCHA sponsored events, including but not limited to, Recreation, Game Night, Board of Director meetings, Committee meetings. These events may not be cancelled with offer of rental.

Fee: None
Access: Open to all OPCHA members
Application: Not required
Attendee Limit: 150 persons
Time Limit: None
Early Access: No
Deposits: None
Setup: Immediately before
Cleanup: Immediately after
Chaperones: Required (1 adult per every 10 children under 18 years of age)

2) Events sponsored by and in honor of a member of OPCHA (in good standing with a signed GROL on file), including birthday, anniversary, retirement and other similar events.

3) Organized Youth Activities hosted by an OPCHA member (in good standing with a signed GROL on file), including, but not limited to, sports teams, school clubs, boy/girl scouts in which at least one child is a the child of a member of OPCHA.

Fee: None
Access: Open to all OPCHA members, outside guests by personal invitation only.
Dependent on availability of Activities Calendar. May be cancelled without notice if rented by OPCHA member or OPCHA sponsored event is scheduled. You must call the Clubhouse Manager to put your event on the Activities Calendar in order for you to receive notice of any possible cancellation.
Application: Not required
Attendee Limit: 25 persons
Time Limit: Four hours
Early Access: No
Deposits: \$200
Setup: Immediately before (within the 4 hour period)
Cleanup: Immediately after (within the 4 hour period)
Chaperones: Required (1 adult per every 10 children under 18 years of age)

MINIMAL RENTALS

1) Events sponsored by and in honor of a member of OPCHA (in good standing with a signed GROL on file), including birthday, anniversary, retirement and other similar events.

2) Organized Youth Activities hosted by an OPCHA member (in good standing with a signed GROL on file), including, but not limited to, sports teams, school clubs, boy/girl scouts in which at least one child is a member of OPCHA.

Fee: \$50.00
Access: By invitation only/private. Event may not be cancelled and is guaranteed once accepted by the Clubhouse Manager.
Application: Required. Must be submitted with checks to the Clubhouse Manager.
Attendee Limit: 50 persons by personal invitation only.
Time Limit: Up to but not to exceed six hours.
Early Access: No
Deposits: Security (\$200.00), Cleaning (\$50.00 voluntary)
Setup: Immediately before (within the 6 hour period)
Cleanup: Immediately after (within the 6 hour period)
Chaperones: Required (1 adult per every 10 children under 18 years of age)

FULL RENTALS

1) Events hosted by a member of OPCHA (in good standing with a signed GROL on file).
2) Organized Youth Activities hosted by an OPCHA member (in good standing with a signed GROL on file).

Fee: Full (\$150.00)
Access: By-invitation/private. Event cannot be cancelled and is guaranteed.
Application: Required. Must be submitted with checks to the Clubhouse Manager.
Attendee Limit: 150 persons
Time Limit: 16 Hours (9a.m. - 1a.m.)
Early Access: Yes - same day; Yes - day before with permission/availability
Deposits: Security (\$200.00), Cleaning (\$75.00 mandatory)
Setup: Immediately before unless early access permitted
Cleanup: Immediately after unless by hired staff. Staff may clean next day unless rented.
Chaperones: Required (1 adult per every 10 children under 18 years of age)

Definitions:

Application - Required for Minimal and Full Rentals. Please submit two weeks in advance of the function.

By-invitation Access - Only invited persons may attend. No open invitations.

Chaperones - required for all youth events.

Cleaning Deposit - \$50.00 – for Minimal Rentals. Refunded after inspections.

Cleaning Fees - \$50.00 for Minimal Rentals/\$75.00 for Full Rentals.

Clubhouse attendee capacity limit - 150 persons

Due dates of deposits and fees -- two weeks before the event

Full Rental Fee- \$150.00

Minimal Rental Fee - \$50.00

Open Access - OPCHA members not participating in the event shall not be denied access nor be discouraged from concurrent usage.

Priority Ranking - OPCHA Holiday functions, Full Rental, Minimal Rental, Free Usage.

Private Access - OPCHA members may not enter unless personally invited.

Security Deposit - \$200.00