

**A. RULES FOR RENTING OPC CLUBHOUSE FOR PRIVATE FUNCTIONS**

1. OPC members in good standing are permitted to rent the OPC Clubhouse for private member-hosted functions during open dates on the OPC Clubhouse Activities Calendar. A date is considered “open” until either a. OPC sponsors an event or b. any OPC member has submitted and been approved for said date. No rental is confirmed until the application (including 3 checks) has been submitted and approved by the OPC Clubhouse Managers.
2. All OPC events will be entered in the OPC Clubhouse Activities Calendar first and shall have priority over rental functions. Rentals will be placed on the OPC Clubhouse Activities Calendar on a first come, first served basis (for available dates) after an application has been approved. **No more than four pending reservations (Rentals or Non-Rentals) are allowed at any onetime, unless approved by the board.**
3. Applications for rental of the OPC Clubhouse may be obtained from the OPC Clubhouse Managers. A completed application (including 3 checks) must be submitted to the OPC Clubhouse Managers before approval is granted, and must be submitted at least two weeks prior to rental. There will be no refunds for cancellations made less than two weeks prior to rental. Three checks must be submitted with all applications: Rental Fee \$50 for minimal rentals or Rental Fee \$150.00 (approved by OPC Board of Directors Jan 2006) for full rentals; Security Deposit \$200.00; Cleaning Deposit (minimal rental) \$50.00 or Cleaning Service (full rental) \$75.00. Rentals are then approved/denied.
4. The OPC Board must have on file a current, notarized “Release of Liability” form for every member who submits an application. Persons who have not signed a recent “Release of Liability” may obtain a new form through the OPC Treasurer. All OPC members agree to hold OPCHA harmless for any and all damages, apparent or perceived, to OPC members and their guests. All OPC members accept full responsibility for the OPC Clubhouse, the grounds surrounding the OPC Clubhouse, furnishings, equipment and any personal belongings on the premises. All OPC members are responsible for their guests and their guests’ conduct. Any personal injury incurred during the usage of the OPC Clubhouse is the sole responsibility of the OPC member renting the OPC Clubhouse at the time of the incident. All OPC members must sign the application agreeing to accept full responsibility for any and all damages.
5. The OPC Board may deny use of the OPC Clubhouse to any OPC member when such action is considered to be in the best interest of the OPCHA. The OPC Board/Clubhouse Managers will also hold mandatory a cleaning check in the amount of \$75.00 for cleaning of the OPC Clubhouse after a minimal rental for any resident for whom the OPC Board has deemed it necessary. **Please note that for all rentals, “Renter” liability is not limited to the amount of the deposit/fee but will extend to any and all damages which occur as a result of the rental.**
6. The OPC Clubhouse will be opened and closed for rental events by the OPC member(s) hosting the rental function. The OPC member must be in attendance any time the OPC Clubhouse is open and in use during the rental period. No decorations, posters, pictures, etc., shall be attached to the walls with tape, tacks, or in any other way. An additional fee of \$25.00/hour will be charged by the cleaning staff for removal of any decorations left in/at the OPC Clubhouse.
7. Adult functions may not be scheduled to continue past 1:00 a.m. Any event that needs additional time must be approved by the OPC Board/Clubhouse Managers. Alcoholic beverages may only be served at adult functions to persons 21 years of age or older.
8. Miscellaneous rules:
  - a. No entrance or admittance fee may be charged to invited guests at the door.
  - b. No “open” invitations shall be authorized for rental functions.
  - c. No food, beverages, or any other thing shall be sold on the premises without the specific authorization of the OPC Board.
  - d. Wedding receptions are restricted to the tossing of birdseed in lieu of rice, confetti or flowers.
  - e. OPCHA is not responsible under any circumstances for the personal property of members or guests.
  - f. Rental functions are limited to maximum of **150 guests**.
  - g. With all rentals, Clubhouse Managers or another member of the Clubhouse Committee will complete a pre-event inspection and a post-event inspection.
  - h. Renters are required to take trash bins and recycling bins to the curb on Sunday evening in time for Monday morning pick-up, and return bins to the Clubhouse on Monday evening.
  - i. Rental of the OPC Clubhouse is restricted to OPC member-hosted events only. So called “sponsored rentals” are not, nor have they ever been, sanctioned by the Clubhouse Committee or OPC Board of Directors. Residents are reminded that rentals are the privilege of OPC residents only. Residents who rent the Clubhouse for functions must sign rental agreement, submit 3 checks, have signed, notarized Release of Liability on file, be in attendance for the duration of the event, and are ultimately responsible for the event. It is the OPC resident, and only the resident, who holds the keys, opens the Clubhouse, closes the Clubhouse at the end of the event, and who maintains contact with the Clubhouse managers.

**A. RULES FOR RENTING OPC CLUBHOUSE FOR PRIVATE FUNCTIONS (con’t)**

9. The OPC member is solely responsible for leaving the OPC facility and grounds neat, clean and in the same good condition in which they were received. If, in the judgment of the OPC Board, the facility and grounds are not left in the condition in which they were received, OPC Managers will have them placed in the proper condition. In that event, a fee

- of \$25/hr. will be charged the “Renter” to cover the cost of cleanup, plus a \$10.00 optional Administrative Fee.
10. Failure to adhere to the rules and regulations will result in forfeiture of security deposit and may result in loss of privilege of using the OPC Clubhouse and facilities, in addition to legal action, if warranted.

## **B. RENTAL RULES FOR YOUTH EVENTS**

1. Functions for children, teenagers and young adults must be properly chaperoned and are not authorized to continue past 11:30 p.m. One chaperone is required for every 12 guests under the age of 21. The required number of chaperones must be present at all times during the event and must remain until the guests have departed the building and the grounds. Renter must be in attendance at all times during this event. Renter must be the only person to disarm and re-arm the security system. **CODE MAY NOT BE GIVEN TO ANY GUESTS.**
2. Guests at chaperoned functions are to remain in attendance until they wish to depart for good. Guests are not permitted to leave the function and return later. Chaperones are expected to monitor the arrival and departure of guests.
3. There shall be NO ALCOHOLIC BEVERAGES present at a function for persons under the age of 21!!

## **C. OPC CLUBHOUSE RENTER REQUIREMENTS**

1. **Rental Fee:** Minimal Rental Fee is \$50.00 or Full Rental \$150.00, for OPC members in good standing. Rental Fee must be submitted with rental application. **Pool and Tennis Courts may not be rented!**  
**Security Deposit:** Security Deposit of \$200.00 must be submitted with rental application.  
**Cleaning Fee/Deposit:** Cleaning Deposit of \$50.00 for minimal rentals and required Cleaning Fee of \$75.00 for full rentals must be submitted with rental application.
2. **Release of Liability** must be on file with OPCHA Board of Directors prior to the rental. OPC members renting the OPC Clubhouse must assume all responsibilities for their event, including making arrangements for use of the OPC facilities, arranging for entries to the facilities, being present throughout the event to maintain order and safety and handling cleanup operations. These responsibilities may not be transferred to anyone else.
3. **Maintaining Order During Event:** The renter has total responsibility for maintaining order and safety and for helping guests throughout. This includes apprising guests of the OPC Clubhouse Rental Rules and requiring those who will not obey the rules, or are abusive to other guests or to the OPC Clubhouse property, to leave.
4. **Event Period:** Guests may be present only during the hours approved on the application. Event preparation and cleanup operations are not considered part of the event period.
5. **Immediate Cleanup Requirements:** Cleanup must include both outside and inside areas. Immediately after the event, the inside of Clubhouse must be put in order. All food must be removed from the premises, including from the refrigerator (including ice). Trash (paper and plastic materials) and garbage must be cleaned up and put in tied plastic bags. **It is the responsibility of the renter to dispose of garbage.** It is not to be left in the OPC Clubhouse. Food and drink spills must be cleaned up immediately to prevent damage from occurring. Cleanup must be completed within 12 hours after the event, except in cases where another event is scheduled for the following day, in which case, cleanup must be completed at least 5 hours prior to the next event. If garbage is left on the OPC Clubhouse grounds, a cleaning service will be hired at a rate of \$25/hr. to return grounds to proper condition. The renter will be charged for this fee through the Security Deposit. **Please note: In all cases, it is renter’s responsibility to make sure outside grounds are clean and neat. Outside cleanup is not the maid’s responsibility. In all cases, it is also the renter’s responsibility to take trash and recycling bins to curb on Sunday night, and return them to Clubhouse on Monday night.**
6. **OPC Clubhouse Cleaning Deposit/Fee:** A refundable \$50.00 deposit for minimal rentals is required. A \$75.00 cleaning fee for full rentals is mandatory and not refundable. The \$50.00 cleaning deposit, if renter elects to clean Clubhouse himself, will be returned after post-event inspection verifies that Clubhouse and grounds have been left in satisfactory condition, and no damage has occurred. If additional cleaning is required upon inspection of the OPC facilities by the OPC Clubhouse Managers, the OPC Board will make the necessary arrangements to have the OPC Clubhouse and grounds properly cleaned and placed in order. Costs incurred will then be deducted from the Cleaning Deposit and Security Deposit. Renter will be charged an hourly rate of \$25.00 for additional cleaning. If renter chooses to have OPC Clubhouse Managers hire cleaning service following a minimal rental, the \$50.00 deposit will be used for that purpose.
7. **Satisfying the Security Deposit:** After inspection of the OPC Clubhouse to verify it has been returned to satisfactory condition, and that any damages have been satisfied, the Security Deposit will be returned.