

OPC CLUBHOUSE RULES, POLICIES & PROCEDURES

The Clubhouse is one of our major amenities (along with the pool, tennis courts, and storage corrals) that are available for our homeowners and their guests. The facilities are operated and managed by the OPC Board of Directors. All changes or additions to any of these properties must be discussed with and approved by the Board.

Rental Eligibility:

All potential users/renters must complete an application form per event and all payments must be in the renter's name. The renter/user accepts full responsibility for damages, theft and liability. OPC is not responsible for accidents, injuries or loss of personal property during the rental period.

1. The clubhouse may be reserved by an OPC homeowner in good standing for a private member-hosted functions during open dates on the OPC Clubhouse Activities Calendar. A date is considered "open" until any OPC member has applied and been approved for said date.
2. HOA Board meetings, official committee meetings, OPC sponsored events, have top priority over rental functions and they are not charged a fee, but the attendees must set-up, take down and clean up the facility so that it is left in the same, or better condition.
3. The Board has the right to refuse access to amenities and deny use to anyone who violates the Rules and Regulations (R&Rs) or has a history of past violations and in the best interest of the OPCHA. The OPC Board/Clubhouse Managers will also hold mandatory a cleaning check in the amount of \$50.00 for cleaning of the OPC Clubhouse after a minimal rental for any resident for whom the OPC Board has deemed it necessary

Clubhouse Usage Policies:

1. The OPC Board must have on file a current, notarized "Release of Liability" form for every member who submit a rental 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 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.
2. Applications for rental of the OPC Clubhouse may be obtained from the OPC website. 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 one weeks prior to rental. The three checks must be submitted with all applications: Rental Fee \$75.00 for limited rentals or Rental Fee \$150.00 for full rentals; (approved by OPC Board of Directors Apr 2024). Security Deposit \$200.00;(refundable after post walk through by clubhouse manager). Cleaning Deposit (minimal rental) \$50.00 or (full rental) \$100.00 before rentals are approved/denied.
3. Any personal injury incurred during the usage of the OPC Clubhouse is the sole responsibility of the OPC member renting at the time of the incident. All OPC members must sign the application agreeing to accept full responsibility for all damages.
4. Please note that for all rentals, "Renter" liability is not limited to the amount of the deposit/fee but will extend to any/ all damages that occur during the rental period.
5. The OPC Clubhouse will be opened and closed for rental events by the OPC member(s) hosting the function and must be in attendance the entire time the 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 and no glitter or confetti is allowed. An additional fee of \$25.00/hour will be charged by the cleaning staff for removal of any decorations left in/at the clubhouse.
6. 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.

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 a maximum of 150 people to include the members hosting the event and catering service per safety/fire regulations.
- g. With all rentals, Clubhouse Managers or another member of the Clubhouse Committee will complete a pre-event and a post-event inspection.
- h. Renters are required to take out all trash and placed in the bins located outside the main kitchen door.
- i. Thermostats are programmed in advance to reset at midnight and should not be altered.
- j. Telephone is provided in the front room adjutant to the left for emergency use/local calls only. If immediate help is needed, dial 911. Only local calls can be made on clubhouse phones.
- k. Children under the age of 18 are not permitted to be in the clubhouse unattended, they must be accompanied by a parent or guardian during the time while in the clubhouse.
- l. No smoking is allowed inside the clubhouse or on the back porch. Only use selected common areas for fire safety reasons.
- m. 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.

OPC Clubhouse Cleaning Requirements:

- a. OPC Clubhouse Cleaning Deposit/Fee: A \$50.00 deposit for limited rentals. A \$100.00 cleaning fee for full rentals is mandatory and not refundable. The \$50.00 cleaning deposit, if the renter elects to clean clubhouse themselves, will be returned after the post-event inspection verifies that clubhouse and grounds have been left in satisfactory condition, and no damage has occurred.
- b. 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.
- c. **Cleaning without cleaning fees:**
- d. Clubhouse shall be left in as good, or better condition. Floor must be sweep, mopped, vacuumed, and free of debris, spills, crumbs, etc. All countertops wiped clean, and clubhouse return to its original setup. Vacuum cleaner, brooms, and mops are in the storage closet.
- e. All trash **MUST** be removed (bagged and placed in provided trash receptacles outside the main kitchen door or removed from premises) and clean bags are to be placed back inside containers. See more details on "Inspection Checklist" and "Rental Application and Agreement.
- f. If renters choose to have OPC Clubhouse Managers hire a cleaning service following a minimal rental, the \$50.00 will be used for that purpose.
- g. **Cleaning with cleaning fees:**
- h. See more details on the "Inspection Checklist" and "Rental Application and Agreement.
- i. All trash **MUST** be removed (bagged and placed in provided trash receptacles outside the main kitchen door or removed from premises) and clean bags are to be placed back inside containers.

If usage was complimentary, the party/user responsible is still liable for all cleaning costs/fee.

Any spills requiring professional cleaning or any damages that require repairs will be the responsibility of the user/renter and will be invoiced to them.

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 18.
2. The required number of chaperones must be present during the event and must remain until the guests have departed the building and the grounds.
3. Renter must be present 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.
4. 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.
5. There shall be NO ALCOHOLIC BEVERAGES present at a function for persons under the age of 21!