



OAK TERRACE POA

Reservation Instructions

To reserve a clubhouse at Oak Terrace for exclusive use, you must be a current Owner or Renter. You must contact the Management Company, or a member of the Board of Director in your court at least twenty one (21) days in advance of desired date, but not more than sixty (60) days.

After confirming the availability, please complete and return to the Management Company's office, along with the fees associated with reserving the clubhouse. Please follow the list below (**Two (2) separate checks required**):

- \$500.00 – (Non-Refundable)
- \$250.00 – (Refundable, Upon an inspection of the room)
\$750.00

Please make checks payable to Oak Terrace Rec I or II. When reserving the clubhouse, you are entitled to the use of the kitchen and the clubhouse, **not the pool**.

CLUBHOUSE RESERVATIONS MAY NOT BE MADE FOR A HOLIDAY WEEKEND.

RELIGIOUS OR COMMERCIAL FUNCTIONS ARE NOT ALLOWED.

Recreation Room 1 – Pine Court, Cedar Court & Oak Court

Recreation Room 2 – Willow Court (Oak Terrace Condo) & Cypress Court

Oak Terrace Property Owners Association
c/o Campbell Property Management
9897 Lake Worth Rd., Suite 304
Lake Worth, FL 33467

Recreation Room Rules (Rec I & II)

The recreation room(s) are for the use of the Association members, guest and bona fide renters.

- a. The recreation room(s) are available, (but kept locked 24 hours a day), from 9:00am to 10:30pm, except if special permission is granted by the Board of Directors.
- b. Wet bathing attires are not permitted in the clubhouse and no bare feet are allowed.
- c. No person under the age of eighteen (18) years old will be allowed to use the recreation room(s) without adult supervision.
- d. Owner(s) or Renter(s) MUST see that their guest, especially children, use the recreation room with due care! No running, jumping, horseplay, and etc., is allowed.
- e. Owner(s) or Renter(s) are responsible for any damages they or their guest may have caused when using the recreation room. Guest must be accompanied by the owner or renter.
- f. Any person using the recreation room should see that the lights and fans are turned off when leaving the room, also be sure chairs and tables are placed in their proper areas. The recreation room MUST be left cleaned and in the condition in which it was found.
- g. Do not block exits or hallways.
- h. Clubhouse furniture must remain in the clubhouse
- i. No items may be hung on the walls, doors, or windows in the clubhouse.
- j. The night of your event, the recreation room MUST be cleaned, if the room is not cleaned your deposit will not be returned. Any items left in the clubhouse will not be returned.**

Special Use of Clubhouse:

On occasions, residents may wish to have exclusive use of the clubhouse subject to the following procedures:

- a. Request must be made in writing at least twenty one (21) days and not more than sixty (60) days in advance; stating the date, time, and approximate number of persons attending. Such request will be received on a first come, first served basis.
- b. Coordinators will be placed reservation notices on the bulletin board ten (10) days in advance of reservations after approval has been granted by the board of Directors.

Application for Recreation Room Reservations

Oak Terrace Rec Area # _____

Date: _____

Applicant: _____

Address: _____ Phone: _____

Owner or Renter (CHECK ONE)

Date Requested: _____

Hours Reserved: _____

(Eight (8) hour maximum, including preparation and clean up, all functions must end by 11p.m.)

Number of Guest: **(Limited to 35 ppl)**: _____

Type of Function: _____

I, understand Owner(s) or Renters, hereby agree to assume responsibility for myself and my guest in connection with the above reservation and that **I will be personally present during the entire term of the reservation** to assure that the Rules and Regulations of Oak Terrace POA will be strictly adhered to and enforced. I agree to clean the clubhouse and leave it in the condition in which it is maintained or forfeit my deposit. I also understand that I will be personally liable for any damages caused by me or my guests.

All events require the unlocking of all exits, by the applicant, and locking all exits after the event. If any of the Rules and Regulations are not adhered to, the deposit will not be returned.

Applicant's Signature: _____

Accepted by: _____ Date: _____

NOTE:

Refund of the deposit will be made within ten (10) days of inspection if you have complied with the conditions of this agreement. If the conditions of this agreement are not met, your right to the future use of the clubhouse may be revoked.

REMINDER:

The **POOL AREA** and **BARBECUE ARE NOT TO BE USED** for private parties when reserving the clubhouse.

No children **"BOUNCE HOUSES"** or other recreation entertainment equipment can be used on the property.

OAK TERRACE PROPERTY OWNER'S ASSOCIATION
c/o Campbell Property Management
9897 Lake Worth Road, Suite 304
Lake Worth, FL 33467
561-432-2703

CLUBHOUSE RENTAL
COVID WAIVER ADDENDUM

Due to the continuing Covid-19 virus situation, the following stipulations must be agreed to by the Lessee(s) in order to rent the Clubhouse:

1. Clubhouse lessee(s), guests, invitees and vendors agree to remise, release, acquit, satisfy, and forever discharge "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any claims related to Covid-19 (Corona Virus) and any and all known and unknown variants; Delta, etc.

_____ Initials _____ Date

2. Clubhouse lessee(s), guests, invitees and vendors agree to defend, indemnify and hold harmless "Management Co." and its employees, the "Association(s)" and its Board of Directors, against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to any claims related to Covid-19 (Corona Virus), and any and all known and unknown Covid-19 variants; Delta, etc.

_____ Initials _____ Date

3. Lessee(s) is aware that the Centers for Disease Control (CDC), Palm Beach County (PBC), and State of Florida orders may change at any time, as a result the Clubhouse Rental Agreement may be revoked, and the event canceled by the Association if mandated by these authorities. It is the responsibility of the Lessee(s) to be aware of the current CDC guidance and the most current PBC Orders related to Covid-19 and variants; Delta, etc.

_____ Initials _____ Date

_____ Signature _____ Today's Date

_____ Printed Name _____ Event Date

_____ Unit # _____ Owner's Name