

SUNSET OAKS HOMEOWNERS ASSOCIATION
CLUBHOUSE RULES AND REGULATIONS FOR A
PRIVATE MEETING

Only Members of the Association who are in good standing will be allowed to make private meeting reservations.

Note: Good standing is defined as those who have no unpaid dues, late charges or fine assessments and have not been denied access to the Clubhouse by the Board of Directors for reason of previous misuse.

To reserve the Clubhouse for a private meeting, the residents must reserve a date on the calendar by submitting the proper form to the Association Manager. This form must be signed by the resident and accompanied by two checks—one check for \$25.00 representing the user fee; and one check for \$250.00 representing a deposit, which many not be refunded for the following reasons:

Noise disturbances, cleaning not performed per the checkout sheet, check out sheet not completed nor signed, Clubhouse not secured, members of your meeting in the pool/pool area or other violation of the Clubhouse rules, rental agreement and checkout sheet. The \$250.00 deposit could be refunded in total, forfeited in total, or partially refunded at the discretion of the Manager or Clubhouse Committee.

No reservations for private meetings may be made on the third Wednesday evening of the month. Meeting reservations will be made on a first-come, first-served basis. The Association's functions have precedence over residents' meetings.

A member of the Clubhouse Committee or the Association Manager must approve all reservation forms.

Political and/or commercial meetings are NOT allowed. Commercial parties are considered any public or quasi-public activity held for the express purpose of soliciting business.

Residents, who have reserved the Clubhouse, must be in attendance at the meeting and will be held responsible for the conduct of their guests. NO boisterous conduct of any kind will be permitted in the common area. Failure to meet these requirements will mean forfeiture of the \$250.00 deposit and future use of the Clubhouse.

Members of any meeting are FORBIDDEN to be IN THE POOL AREA.

Meetings will be held between 8:00 a.m. and 12:00 midnight. The Clubhouse must be cleaned and the checkout sheet completed before leaving the premises or the \$250.00 deposit WILL BE FORFEITED.

Private meeting reservations can only be made for the recreation room, and lounge. No kitchen facilities can be used. THE POOL AREA IS NOT INCLUDED.

TEENAGE MEETINGS: The meeting is given by the adult resident, NOT the child. Chaperones are required, one adult to every 8-10 teenagers.

The Association's property and equipment, which is used during the party, will NOT be removed from the Clubhouse premises. In the event that a resident or his/her guest damages physical property during the resident's function, it will be the residents' responsibility to pay for the damage. This includes damage to any Clubhouse furniture, and/or fixtures, equipment,

carpet, and etceteras and any damage to Sunset Oaks ground areas, landscape, exterior of building and resident's property (cars, windows, etceteras).

Residents, who have been disturbed by noisy meetings, should notify the Association Manager by calling the emergency number or the Sunnyvale Police Department.

Reports of any disturbances will mean forfeiture of the \$250.00 deposit.

NO animals are allowed in the Clubhouse with the exception of dogs for the sight impaired.

NO ILLEGAL DRUGS OR CONTROLLED SUBSTANCES are allowed in the Clubhouse or in the Association's common areas.

The total number of attendees WILL NOT EXCEED 25 assembled. All State and local rules regarding fire, health, and safety shall be the responsibility of the resident who made the reservation.

THERE IS NO SMOKING ALLOWED IN THE CLUBHOUSE.

All doors and windows must remain closed during the meeting to control noise.

No decorations are allowed to be used that will cause damage to the walls, windows, vertical window blinds, ceilings, or any of the Clubhouse furnishings. Decorations must be affixed using a scotch tape, and all tape must be removed at the parties end.

NO MEALS or kitchen use is allowed.

NO furniture is allowed to be moved in the Meeks Lounge area.

Remove all garbage, refuse from the inside, and place into the outside containers. If all containers are filled, then all trash must be taken to the

closest Dumpster for disposal. Breakdown of all boxes is required.

The (3) three torchiere lights in the Clubhouse must be left on for security purposes.

All Clubhouse doors must be closed and properly secured, including the restroom doors, before leaving the premises.

Dear _____,

Your reservations of the Association Clubhouse from _____ to _____ on _____ has been recorded on the Clubhouse calendar and your reservation is confirmed.

**SUNSET OAKS HOMEOWNERS
ASSOCIATION**

By _____

Date _____