

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 Member must reserve a date on the calendar by submitting the proper form to the Association Manager. This form must be signed by the Member and accompanied by two checks: one check for \$25.00 representing the usage fee; and one check for \$250.00 representing a security / cleaning deposit.

The \$250.00 deposit may be refunded in total. Any one of the following occurrences may cause the deposit to be forfeited in total, or partially refunded, at the discretion of the Manager or Clubhouse Committee: noise disturbances, cleaning not performed per the checkout sheet, checkout sheet not completed nor signed, Clubhouse not secured, attendees of your meeting in the pool or pool area, or other violation of the Clubhouse rules, rental agreement, and/or checkout sheet.

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

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

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

Members, who have reserved the Clubhouse, must be in attendance at the meeting. If Member reserved the Clubhouse for their Tenant, then Member's Tenant must be in attendance at the meeting. In either case Member will be held responsible for the conduct of all attendees. 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.

Attendees 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 Member, NOT the child. Chaperones are required, one adult to every 8-10 teenagers.

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

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

Residents, who have been disturbed by noisy meetings, should call the Sunnyvale Police Department. The Resident should also report disturbance to Association Manager.

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

NO animals are allowed in the Clubhouse with the exception of licensed service dogs.

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 Member 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. **ALL DOORWAYS MUST REMAIN CLEAR FOR EMERGENCY INGRESS / EGRESS.**

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

NO MEALS or kitchen use is allowed.

NO furniture is allowed to be moved in the 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.

NO RESERVATIONS WILL BE CONFIRMED UNTIL ALL FORMS, FEES, AND DEPOSITS HAVE BEEN SUBMITTED BY MEMBER.