

Attachment (A)
RULES AND REGULATIONS FOR RESERVATION USE OF THE LAKES OF
WHITE OAK COMMUNITY ASSOCIATION CLUBHOUSE
LOCATED AT 255 WOODLAKE DRIVE, NEWNAN, GA 30265.

Only members of Lakes of White Oak Community Association of Coweta County, Inc. (the Association) are eligible to reserve the clubhouse. The property owner, their spouse, or other owner listed on the recorded deed must complete the Reservation Agreement form.

Any Association member owing any association fees, interest or fines is not eligible to reserve the clubhouse. Any member in violation of the covenants is not eligible to use the clubhouse.

The Association is not a provider of security and shall not have a duty to provide the same. Recreational Facilities and the parking area (s) are at your own risk. If you observe any questionable activities occurring in the parking lot please call the Coweta County Sheriff's Department immediately.

Members reserving the clubhouse must pay user fees. No exceptions for non-profit or charitable organizations unless authorized by the Board of Directors. This does not apply to any meeting of the Association committees.

Reservations will be taken on a first come, first serve basis. The reservation will be confirmed when the non-refundable user fee is received by the Office Manager.

The non-refundable reservation fee is \$200.00 per event. Each reservation is for one day from 8:00 A.M. until 12:00 A.M. If the event follows an event the night before, the reservation will begin at 10:00 A.M. due to clubhouse cleaning. In the event I cancel my reservation before the event, after the Agreement is signed and received, a twenty dollar (\$25) Administrative fee will be kept from my rental fee.

The key to the clubhouse and security code will be given to the reserving member only when the \$250.00 Deposit Check is paid. The key will be deposited in the drop box following the event. There will be an extra charge if the key is not returned the day following the event. The Deposit Check will be held until the clubhouse and grounds are inspected after the event. The Deposit Check will be voided and returned, by mail, provided all requirements are met and there are no damages.

The Capacity of the clubhouse is 80 persons. The room size of the clubhouse is approximately 25 ft. X 34 ft.

The homeowner reserving the clubhouse is responsible for any damages or misuse occurring during the time they have it reserved. The member (homeowner) must be present at all times during the event.

The Clubhouse is a non-smoking building. No smoking shall be tolerated in any room of the clubhouse.

The fireplace is inoperable. Do not use.

Any items brought into the clubhouse, by reserving member, must be removed before the following morning. This includes food, decorations, any rental items, or supplies needed for the event. Remove all items used as direction finders, from the entryways, following the event. If you have rental equipment or tables, chairs, or other items brought by you for the event please make sure they are removed after the event. (You are responsible for any damage to the floor by the rental company). **You will be charged an additional \$100.00 if you leave items until the next day, without special prior approval, by the clubhouse manager.**

When decorating for your event do not tape or staple anything to the window frames, door frames, walls, or ceiling. Hooks have been installed to attach items to. Do not stand or sit on tables. Ladders are provided for your use.

NO ITEMS THAT BELONG TO THE ASSOCIATION MAY BE REMOVED FROM THE CLUBHOUSE, OR FROM THE INTERIOR WALLS, WITHOUT PRIOR APPROVAL FROM THE CLUBHOUSE MANAGER.

No deep frying on kitchen stove or in the building! No deep fryers allowed on the deck of the clubhouse.

Do not leave any Association items outside overnight or in inclement weather. Tables, chairs, and carts must be brought back inside before you leave. You are responsible for any damages to Association items moved outside.

Homeowner is responsible for any damage resulting from any electrical equipment or open flames within or outside the building. (EX: Tiki torches, lights used for decoration, audio equipment, and items used to prepare and store food and drinks.)

If you wish to use space in the parking lot or on the lawn outside the clubhouse you must have prior approval from the clubhouse manager. (EX: moon walks, tents, games, etc.)

A reasonable amount of trash bags, toilet paper, hand soap and paper towels are provided by the Association. After your events please take any trash you wish to dispose of to the enclosed refuse container located at the end of the parking lot. Put your trash bags in the containers in the bin. If containers are full, please place trash bags on top of containers. **Do not drag bags of trash to the container area.**

If guests or residents are going to smoke, please do so outside and please provide a receptacle for used cigarette parts and clean up ALL associated trash.

Do not put tables and chairs that you use away, leave them in place for the cleaning company to clean and store. Please clean any spills as they occur before the spill gets tracked throughout clubhouse.

**SET A/C TO 75 DEGREES DURING SUMMER MONTHS AND 64 DEGREES
DURING WINTER MONTHS**
LOCK ALL DOORS OPENED DURING THE EVENT
TURN OFF ALL LIGHTS
SET ALARM

ASSOCIATION EQUIPMENT PROVIDED

12 – SIX FOOT TABLES 30 IN. X 72 IN.
5 – 40 IN. DIAMETER WHITE VINYL PATIO TABLES
80 – FOLDING CHAIRS
4 – OCCASIONAL CHAIRS
1 – 10 FOOT STEP LADDER 1- SMALL STEP LADDER
2 – FIRE EXTINGUISHERS
3 – PLASTIC ROLLING TRASH CANS WITH LIDS
2- BATHROOM TRASH CANS
STOVE, REFRIGERATOR, DISHWASHER, MICROWAVE
1 - BUCKET IN MEN’S ROOM

I have read and understand all the following Rules and Regulations and Equipment that is provided.

Signature

Date