

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Reservation Date: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Approximate Event Time: \_\_\_\_\_ to \_\_\_\_\_

**Lakes of White Oak Community Association  
of Coweta County Inc.  
255 Woodlake Drive  
Newnan, GA 30265  
770-304-3334**

**RESERVATION AGREEMENT**  
**FOR CLUBHOUSE USE**

In consideration for Lakes of White Oak Community Association of Coweta County, Inc., allowing me the exclusive use of Clubhouse equipment and furnishings therein (the "clubhouse"), I, the undersigned member of Lakes of White Oak Community Association of Coweta County, Inc. agree as follows:

1. I, \_\_\_\_\_ am at least 21 years of age, have no unpaid fees due to the Association, and hereby agree to reserve the clubhouse at 255 Woodlake Drive on \_\_\_\_\_, under the terms and conditions set below (along with Attachment "A" Rules and Regulations).
2. I understand that continued use of the Clubhouse after the hours for which it has been reserved will constitute a breach of this Agreement and will result in forfeiture of my deposit.
3. I am herewith making a rental fee payment of \$275.00 to the Association and submitting a refundable security deposit check in the amount of \$250.00 upon with this Application and Agreement. I understand that \$275.00 will be debited from my account within one month of payment, and that the \$250.00 security deposit check will be shredded as long as there are no damages or violations of the contract. I understand and agree that this deposit will be used to pay for any additional cleaning cost and any and all damages resulting to the Clubhouse, its contents, or any other portion of the Association property from my actions or any actions of persons present at, attending, or in any way related to my function. I understand that any charges made against my deposit will be explained. If costs of repairs exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within 10 days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Covenants and By-Laws.
4. If alcoholic beverages will be served at, or brought to the function, I understand and agree that I am responsible for ensuring that any consumption or serving of alcohol at the function is done strictly in accordance with Georgia Law. I further acknowledge and agree that no alcoholic beverages will be sold, manufactured, or made at the function.
5. **THE NOISE LEVEL SHALL BE CONTAINED SO THE VOLUME DOES NOT DISTURB THE RESIDENTS; GUESTS ARE NOT PERMITTED TO LOITER IN THE PARKING LOT, ON RESIDENTIAL PROPERTY, OR PLAY MUSIC IN THE PARKING LOT CAUSING DISTURBANCE TO THE RESIDENTS. THE RESIDENT RESERVING THE FACILITY IS RESPONSIBLE FOR THE PROPER CONDUCT OF GUESTS.**
6. I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, and member of the Association or any other person which arise from or are in any way related to the function or use of the clubhouse.

7. I assume all responsibility for the actions and behavior of all people present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws, and Rules and Regulations, including the Rules and Regulations for clubhouse reservation use attached to this agreement. I acknowledge that violation of any provisions of these Documents by any person present at, attending, or in any other way related to my functions, may in the sole discretion of the Association's Board of Directors, result in immediate termination of the function and forfeiture of the deposit.
8. I understand that I am being granted exclusive use of the Clubhouse for the time period described above subject to the right herein reserved by the Association to enter the Clubhouse and terminate my use thereof should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a threat to any property.
9. I am a member of the Association, at least twenty-one years of age, and will be in attendance of my function. I hereby agree and represent that the Clubhouse will be used for lawful purposes only, and that if any conduct at the function I am sponsoring violates federal state or local laws or ordinances, my right to use the Clubhouse under this agreement shall terminate and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property. I agree that no admission fee will be charged and that nothing will be sold at the function.
10. Subject to those deductions provided for in this Agreement, the deposit will be refunded in whole or in part.
11. I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed, nor will this Agreement be binding, until such time as this Agreement has been executed by the Association.
12. I have carefully read and understand this reservation Agreement form and the Rules and Regulations attachment "A" and agree to be bound by its terms.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Homeowner Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Best Contact Phone Number

\_\_\_\_\_  
Address

Are you renting for someone else? Yes / No

If yes, please supply their name below:

\_\_\_\_\_

**STATEMENT OF ASSOCIATION POLICY  
APPROVED JULY 13, 2009 BY BOARD OF DIRECTORS  
EFFECTIVE DATE OF POLICY – JULY 13, 2009**

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**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. A reservation date is not secured until a signed contract is received and verified by the clubhouse manager, the security deposit is received, and confirmation of the reservation is provided by the clubhouse manager.

**The rental fee is \$275.00 per event. Each reservation is for one day from 8:00 A.M. until 11:59 P.M.** The Capacity of the clubhouse is 80 persons. The room size of the clubhouse is approximately 25 ft. X 34 ft.

**The security deposit is \$250.00 per event.** The Deposit Check will be held until the clubhouse and grounds are inspected after the event. The Deposit Check will be shredded, provided all requirements are met and there are no damages.

In the event that the renter cancels their reservation after the Agreement is received and confirmed, a twenty-five dollar (\$25) Administrative fee will be kept from the security deposit.

**A security code will be given to the reserving member only when both the \$250.00 Deposit Check and the \$275 Rental Fee is paid 24/48 hours prior to the rental.**

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 always present during the event.

**The Clubhouse – inside and outside - is a non-smoking building. No smoking shall be tolerated in any room of the clubhouse, or on the front porch and back deck. Smokers shall use the designated smoking area in the parking lot.**

**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 \$275.00 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, place all trash bags in the dumpster located at the end of the parking lot. **Do not drag bags of trash to the container area.** Wheeled trash cans located outside the kitchen door are provided for your use. Do not use indoor trash cans to transport bags to the dumpster. This damages the can which in turn damages the floor.

Do not put tables 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.

## **ASSOCIATION EQUIPMENT PROVIDED**

14 – SIX FOOT TABLES 30 IN. X 72 IN.

84 – FOLDING CHAIRS

1 – 10 FOOT STEP LADDER

1- SMALL STEP LADDER

2 – FIRE EXTINGUISHERS

3 – PLASTIC LARGE TRASH CANS WITH LIDS

2- BATHROOM TRASH CANS

FULL KITCHEN WITH STOVE, REFRIGERATOR, DISHWASHER, MICROWAVE

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date