

OCEANA SOUTH ASSOCIATION
RESERVING THE RECREATION CENTER SOCIAL ROOM

July, 2015

The Recreation Center is owned jointly by all the unit owners of Island Crest Condominium and Oceana South II Condominium and is an amenity available for special functions to all owners, tenants and guests with some restrictions.

The following restrictions have been adopted to ensure the safety, health and welfare of all owners and to prevent any damage to or financial loss of the facility.

- Only owners/tenants may reserve the facility. Owners/tenants may reserve the clubhouse social room by completing a reservation form and submitting a \$100 deposit check. Tenants are defined as those who have legally rented a unit in either Oceana South or Island Crest according to their respective rental policies. Guests of an owner or tenant are not eligible to reserve the facility.
- Reservation requests must be submitted 45 days in advance and must be approved by the Board of Directors.
- The maximum number of people permitted for a private party is 40.
- Owners/tenants must show proof of insurance on their unit to cover any damages.
- The owner/tenant reserving the Social Room **MUST** be present at all times during the event for which the owner/tenant has reserved the space.
- Holidays: the holiday, the day prior to the holiday and the day following the holiday may not be reserved by anyone. This insures that the facility is available to all unit owners, residents and their guests to use during the holiday period.
- The clubhouse is never available for overnight activities or lodging. It may not be reserved for use by a nonresident or a business.
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- No outside event equipment, such as tables, chairs, platforms or large cooking appliances may be used in the social room.
- Events may last no longer than eight hours.
- All guests must be out of the building by 10:00 p.m., the official closing time of the pools, spa and clubhouse. This means that all clean-up activities **MUST ALSO** be complete by 10:00 p.m. – owners/tenants should plan ahead to allow for after party clean-up.
- The owner/tenant is responsible for the behavior of their guests. Any infractions, disturbances, or destruction of property during the event or any activity which requires police to respond and/or take action shall be considered a violation of the guidelines. This will result in forfeiture of the total deposit and additional fines may be levied excessive noise should be kept to a minimum before during or when departing the clubhouse.
- No nails, glue or permanent adhesives may be used to affix decorations in the clubhouse social room.
- No glitter or confetti may be used as decorations in the clubhouse.

- No sound equipment or electrical cables may be run from the clubhouse to the beach.
- Deposits will be returned to the resident if the premises are left clean and in good condition. If the facility is not left clean or if anything is damaged, the cost of cleaning or repairing/replacing whatever was damaged will be deducted from the deposit. If the cost exceeds the deposit, the owner of the unit will be billed for the balance. Owners with tenants please note: tenants who use the facility are YOUR responsibility. Any damage caused by a tenant to any Association property will be the responsibility of the unit owner, and the Association does retain the right to place a lien on the property to collect damages.

Cleaning checklist

1. Kitchen areas must be clean. Sink, microwave, refrigerator, florists, and counters.
2. Any spills or debris on floors or walls must be cleaned.
3. All trash, especially food waste, must be removed immediately. The owner/tenant must supply the trash bags. Trash should be deposited in a dumpster in either Island Crest or Oceana South. Dumpsters are located behind the double doors at the end of either condominium building.
4. Ceilings and walls should be left in the original condition. Decorations must be removed and all tape must be removed.
5. Sliding glass doors must be closed and locked.
6. Doors to the facility must be closed and locked.

Missing items (i.e. cleaning supplies, donated kitchen items, etc.), any damage to anything attached or affixed including but not limited to drywall, woodwork, flooring, lighting fixtures, plumbing fixtures, windows, ceiling tiles, audio and/or visual equipment, appliances, furniture, bowling tables, folding chairs shall be a cause for forfeiture of the security deposit plus other fines and charges as determined by the Board of Directors.