

## Clubhouse Usage Agreement

To apply for use of the Clubhouse at Oak Bridge Condominium Association, the Unit Owner ("Owner") must complete this agreement and submit it to:

Harvard Management, PO Box 2019, Merrimack, NH 03054

Agreement between: \_\_\_\_\_ (Owner)

Unit # \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

no less than 2 weeks prior to Owner scheduled function, including both fee and deposit checks, to rent either the first floor meeting room or the second floor Billiard/TV room, being herein after referred to as the "Clubhouse." Hours available are from 6:00 A.M. to 11:00 P.M.

Please check which room you wish to rent:

\_\_\_\_\_ First Floor Meeting Room          \_\_\_\_\_ Second Floor Billiard/TV Room

(Pool, patio and exercise room cannot be reserved)

This agreement is regarding the Owner's use of the Clubhouse on: \_\_\_\_\_  
Date

From (beginning time, including set-up time): \_\_\_\_\_ AM/PM.

To (ending time, including clean-up time): \_\_\_\_\_ AM/PM.

Purpose of Function: \_\_\_\_\_

The Owner acknowledges that alcohol will NOT to be served. \_\_\_\_\_ (initial).

Please note the following: Owners are responsible for posting room reservation notices on respective doors 3 days in advance of approved function.

### CLUBHOUSE RULES

The Owner agrees to abide by these rules and enforce them at said function.

1. An Owner/Sponsor of an event at the Clubhouse must be a unit Owner who is current in the payment of all association fees assessed against the unit.
2. A Host of an event at the Clubhouse must be a resident of the Association. A non-owner resident may host an event at the Clubhouse only through the sponsorship of a unit Owner.
3. Use of the Clubhouse, which is by reservation only, is not assured until this Usage Agreement is completed by the Owner, approved by Management, and all required fees and deposits paid.

4. Rental Fees and Deposits: Rental fee is \$50.00 non-refundable. Security Deposit is \$100.00. Rental fee and security deposits are to be separate checks made payable to: Oak Bridge Condo Association.

5. Capacity limit for any private function is 15 people.

6. Alcoholic beverages in the Clubhouse are not permitted.

7. After your event, the Clubhouse will be inspected and, providing the Clubhouse is restored to its pre-use condition, your security deposit will be sent back to you. Failure to restore the Clubhouse to its pre-use condition will result in cleaning charges being assessed to your unit. This includes the following items:

- Vacuum all floors
- Clean kitchen food prep area
- Clean bathroom floor, fixtures and sink if needed
- Return all furniture to original place
- Clean stove, microwave and refrigerator

8. Smoking is not permitted in the Clubhouse.

9. No Clubhouse furniture is to be removed from the interior of the Clubhouse.

10. All activities in the Clubhouse shall conform to the Rules and Regulations of the Association.

11. No decorations shall be used that could mark or damage any wall or fixture in the Clubhouse.

12. Noise levels shall not be excessive at any time. Noise levels are to be reduced after 9:00 P.M. All activity is to be terminated by 11:00 P.M.

13. Rental of the Clubhouse does not include use of the pool, patio or exercise room.

14. Any personal articles left in the Clubhouse may be disposed of by the Association's Board of Directors without any additional notice to the Owner or Host and without cause to reimburse the Owner or Host for any personal articles discarded.

15. Failure to abide by any of the rules, terms and/or conditions of the Usage Agreement may result in the Board of Directors Assessing a \$50.00 assessment per violation, even if several such violations occur for one usage. This assessment for violation of Usage Agreement shall be in addition to any cleaning and/or repair charge being assessed against the Owner by the Board of directors.

16. If the Board of directors shall impose a cleaning charge, repair fee and/or violation occurrence assessment; said cost shall be deducted from the deposit. If the amount of any assessment or combination of charges or assessments exceeds the amount of the deposit, the Owner will be billed and is required to pay the balance within the next monthly condominium fee billing period.

## Clubhouse Usage Agreement

The Owner hereby agrees to defined and indemnify the Association, Board of Directors and Harvard Management, Inc. from any and all claims assessed against the Association, Board of Directors or Harvard Management, Inc. which arise from any injury or damages suffered by the Owner or any third persons of their property occurring as a result of the Owner's use of Clubhouse. Specifically, the Owner agrees that any injuries or damages resulting from the use of the Clubhouse shall be the sole and exclusive responsibility of the Owner, and acknowledges that the use of the Clubhouse shall be deemed to be an admission by the Owner that the Clubhouse was in good and safe condition.

Accepted and Agreed to:

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Host, if not Owner

Date: \_\_\_\_\_

Host's Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Management or Board of Directors

Usage Agreement Adopted and Approved by the Oak Bridge Board of directors on August 3, 2012.  
Clubhouse Usage Agreement.

Note: Copies of the Clubhouse Usage Agreement can be found in the meeting room (Library) attached to the Community Resources bulletin board or on the Association website: [www.oakbridgenh.org](http://www.oakbridgenh.org)