

Oak Park Townhouses Homeowners' Association

Recreation Room Reservation Agreement

You must be an owner of a townhouse at Oak Park to rent/reserve the Recreation Room

Reservations will be processed on a "first come, first serve basis" upon receipt of cleaning deposit and rental fee.

Please complete this form and return with your deposit and non-refundable rental fee to Sterling Management Group, Inc.

Please make your reservation at least one week in advance of your event.

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|----------------------|-------------------|------------------------|
| Owner Name: | Unit Number: | Contact Phone Number: |
| | | |
| Date of Event: | Number of Guests: | Time & Date for access |
| | | |
| Start Time: | End Time: | |
| | | |
| Describe your event: | | |
| | | |
| | | |

The cleaning deposit is \$50.00. To return your deposit you are responsible for;

Vacuum the carpet. Sweep and mop the kitchen and entry. Clean all kitchen surfaces used. Empty the dishwasher. Take out all trash and replace trash bags. **Please leave the room as you found it.**

Absolutely NO alcohol is permitted unless a \$1,000,000 special event liability policy is obtained ahead of time to cover the alcohol exposure.

Agreement:

I have deposited \$50.00 and a separate nonrefundable \$25.00 rental fee to reserve the Recreation Room on the above date. If there are no damages or missing Association property and the rooms are cleaned after the event, my \$50.00 deposit will be returned upon inspection.

I understand I am responsible for the actions of my guests and any damage that may occur. I will obey pool rules and insure that my guests obey pool rules.

Oak Park Townhouses, Sterling Management Group Inc. and Oak Park Owners are not responsible for any accidents that may occur.

I have read and understand the above statements.

| | |
|---------------------------------|-------|
| Signature of Oak Park Homeowner | Date: |
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