



Clubhouse Rental Procedures

Per CC&R's Article IX – Section 2- No Business / Commercial / Vending Activity permitted on Woodfield Property (except Annual Community Wide Garage Sale when BOD approved)

Rental Fee: \$50.00

Cleaning/Security Deposit: \$100.00

1. Contact Clubhouse Coordinator via “contact form” on website (www.woodfieldplacentia.org) and confirm Clubhouse availability with calendar link.
2. Complete “Clubhouse Agreement”, make copy for yourself.
3. Make out 2 checks for each of the above amounts written to: Woodfield Community HOA
4. Submit Clubhouse Agreement along with the checks to the Clubhouse Coordinator.
5. Checks will be held until the event. Upon inspection of the Clubhouse after the event, the \$50 check will be deposited to Woodfield, and the \$100 deposit check will be returned, if all “Conditions” and “Check List” have been compiled with.

Check List for the Clubhouse Rental and Clean-up

- Remove all Trash from the Clubhouse
- Replace Trash Liners in Trash Cans
- Clean Sink and Countertop Area
- Clean Both- Men’s and Women’s Restrooms
- Wipe Down All Tables and Chairs- (remove any spots)
- Vacuum Carpet- (remove any spots and empty canister)
- Remove any Decorations from your Event
- Return Furniture to the original placement
- Place all Folding Tables and Chairs in the Closet
- Turn OFF – Air Conditioning or Heat
- Lock All Doors

NOTE: Clubhouse MUST be left in great condition for the next Woodfield Residents’ Event or you will forfeit your deposit.

Please report spills and stains to Clubhouse Coordinator

Chris Di Dodo 714- 508- 9070 x299
Optimum Professional Property Management, Inc.



Clubhouse Rules and Regulations

Per CC&R's Article IX- Section2- No Business/Commercial/Vendor Activity is Permitted

1. No one under the age of eighteen (18) is allowed in the clubhouse unless in the company of a resident twenty-one (21) years of age or older.
2. Guests are to be in the company of residents at ALL times.
3. The Clubhouse may be in use: 8am-9pm Sunday- Thursday and 8am-10pm Fridays and Saturdays.
4. Reservations for the Clubhouse are limited to the "Clubhouse" and DO NOT include rental of the pool, pool decking OR parking lot. Bar-B-Ques may not be reserved, but may be used if available.
5. No one wearing wet swimwear or carrying wet towels is allowed in the clubhouse, except the restroom area.
6. No use of adhesive tape, tacks, hooks, staple or nails on the drywall is permitted.
7. Any damage to the clubhouse beyond normal wear and tear shall be the direct responsibility of the homeowner. The homeowner will be liable for the cost of any necessary repairs.
8. Owner's must sign the agreement and abide by all the written rules prior to reserving the clubhouse. In the case of rental by a tenant, the homeowner must sign and agree to be responsible for any damages.
9. Violation of the rules will result in the forfeiture of the security deposit.
10. Maximum occupancy is 50 people.



Woodfield Clubhouse Rental Agreement

I hereby reserve the Clubhouse for use on ____/____/____ from _____ to _____ o'clock.

Note: The clubhouse is closed after 10:00 p.m. I assume full responsibility and liability for any damage to the building, its furnishings and equipment; and I agree to clean the facility immediately following its use. I agree to hold harmless and discharge Woodfield Community Association, Inc., its Directors and Members, its Managing Agent and Contractors of any and all claims and liabilities arising from, but not limited to, injury or loss to me, invitees, or guests using the facility. I agree to indemnify and defend Woodfield Community Association, Inc., its Directors and Members, its Managing Agent and Contractors from any and all claims made by others in connection with the use of the facility.

It is understood that my \$_____ security/cleaning deposit will be returned to me provided that I leave the facility in good order and abide by the "Conditions" and "Check List" described below. There is also a _____ non-refundable fee to be paid into the Clubhouse Maintenance Fund.

Conditions

1. The maximum capacity of the Clubhouse is 50.
2. Reservations for parties are limited to the Clubhouse only.
3. **The pool and barbecue cannot be reserved and are not to be used by Clubhouse guests. Pool parties are strictly prohibited.**
4. The homeowner/renter must be in attendance at all times.
5. Decorations may be used, but must be flame retardant and remove after event.
6. Keep noise to a minimum. No unreasonable amplified music allowed inside or outside complying with the City of Placentia Noise Abatement Law. Violation of this will restrict future use of the Clubhouse and will result in forfeiture of the security/cleaning deposit.
7. All persons under the age of 21 must abide by City, State and Federal laws that regulate the consumption and/or possession of alcohol and/or controlled substances.

Any violation of this Agreement may result in forfeiture of the security/cleaning deposit. I agree to abide by all provisions of this Clubhouse.

Rental Agreement Signed: _____

Date: _____ Property Address: _____

Phone: _____

If Tenant is renting, Owner must authorize by signing here: _____