

## TWIN OAKS CLUBHOUSE RULES AND SCHEDULE

1. The Clubhouse can be reserved by current residents by submitting a Clubhouse Rental Form and remitting 2 checks: \$40.00 Rental Fee & \$100.00 Refundable Deposit. Please contact Rj Community Management [info@rjcmgt.com](mailto:info@rjcmgt.com) or 412-550-0003, to reserve in advance. The reservation is valid for the entire day. Reservations are on a first pay first serve basis.
2. Total event attendance is limited to **30** people throughout the event, including adults and children. Limited restroom facilities and the size of the building limit occupancy to **30** people. Large parties using the pool and clubhouse and “Open Houses” with many guests coming and going are not permitted. Clubhouse event parking is limited. The \$100.00 deposit will not be refunded and future reservations will not be permitted if the event has more than **30** people attending.
3. There is **NO SMOKING** in the clubhouse and throughout the pool area, except in the designated smoking area.
4. Use of the pool/patio is only included during regular pool season/hours and must be arranged with Management Company.
5. Only owners/residents are entitled to reserve the clubhouse and must be present during functions.
6. All event-related food and trash from the kitchen and dining area and from the two restrooms downstairs must be removed from the building immediately after the event. All this trash must be properly bagged and placed into the trash dumpster down the hill past the stop sign. Do not place this event trash into either of the two recycling dumpsters at the back of the clubhouse parking lot. The \$100.00 deposit will not be refunded if trash from the event is found in these recycling dumpsters.
7. All tables, countertops and appliances must be wiped clean. All dishes and glasses must be washed and the sink must be cleaned.
8. The clubhouse will be inspected before and immediately following every event. If it is not properly cleaned, the unit owner renting the facility forfeits the deposit and will be responsible for all damages and cleaning charges. All charges for cleaning and/or damages exceeding the deposit fee will be due and payable within 10 days of the issuance of an invoice for same. Please do a complete inspection before and after renting the clubhouse.
9. Any damage done to indoor furniture, appliances, windows, light fixtures, etc., will be the sole responsibility of the renter who will be billed for all damages.

10. All lights must be turned off, the air conditioner must be turned off or heat turned down, and all doors must be locked.
11. No dogs, cats or other pets are permitted in the clubhouse at any time.
12. Under no circumstances are minors permitted to consume alcohol on any part of Twin Oaks property at any time. Excessive use and abuse of alcohol by adults is not permitted on any part of Twin Oaks property at any time. The \$100.00 deposit will not be refunded if there is any instance of abuse of this rule.
13. No decorations will be attached or hung from the walls, ceiling, lights, windows or doors, or to any part of the clubhouse building, furniture, or equipment, inside or outside. All outdoor decorations along the pool fence or at pool side tables and chairs or on the pool deck area must be cleaned up and removed at the end of the event. Nothing is to be used at the event, inside or outside, that may be a fire hazard, except cake candles.
14. Noise must be kept to a level as to not disturb neighbors.
15. Evening parties will end at 11:00 PM. All clean up will be completed with lights out and doors locked by 12:00 midnight. The \$100.00 deposit will not be refunded if the event or clean up goes past 12:00 midnight.
16. No Inflatable party bounce houses, portable fire pits, torches, or similar event supplies and equipment will be permitted to be used for an event. No clubhouse tables, chairs, furniture, and equipment are permitted to be used outside for an event.