

OAK PARK LEISURE GARDENS
Clubhouse Rules and Regulations
NO SMOKING AT ANY TIME (including E-cigs)*

*This includes the patio and within 25 feet of the building

*Reservations are required for groups of 10 or more.
Individual rooms can be reserved, regardless of number of guests*

The Clubhouse is reserved for the Association on all holidays unless other arrangements are approved by the Board.

The facility is for the personal use of owners and lessees; e.g., family gatherings, birthday parties, wedding receptions et cetera. It is not to be used for personal and/or financial gain, or for political, religious or organizational activities that have meetings open to the public.

RESERVATION PROCESS IS AS FOLLOWS:

CHECK RESERVATION CALENDAR IN THE CLUBHOUSE FOR AVAILABILITY *

*(Minimum 2 hours between reservations for the same day, different times)

CONTACT RESERVATION PERSON (Currently Janet – 481-2507)

COMPLETE A RESERVATION FORM

ARRANGE FOR WALKTHROUGH AND PAYMENT OF \$100 CASH DEPOSIT

AT THE TIME OF YOUR EVENT, PLACE A COPY OF RESERVATION FORM ON CLUBHOUSE DOOR

GENERAL CLUBHOUSE RULES

No one under the age of 10 years of age may use the billiard table

Swimsuits must be worn in the sauna

The responsible party (owner/lessee) must be present at all time

Maximum number of persons in the clubhouse is 75

AT THE END OF YOUR EVENT:

Return tables and furniture to their original locations

Remove food from refrigerator

Bring your own trash bags for immediate cleanup / removal after the event

Make sure all counters and sinks are clean - ants are a real problem

Return reservation form to representative for walkthrough and deposit refund

BE SURE that all lights are turned off, all windows and doors are closed and locked

OAK PARK LEISURE GARDENS CLUBHOUSE RESERVATION FORM

NO SMOKING AT ANY TIME (including E-cigs)*

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_____ reserved the Clubhouse* for
Name and Address of Owner / Lessee

Date: _____ From _____ To _____ Confirmed By _____
Reservations Representative

*NOTES/ AREA: BILLIARD _____ CARD ROOM _____ KITCHEN _____ ALL _____

\$ _____ Deposit received By _____ on _____
Reservations Representative Date

Copy of Rules & Regulations Received By: _____ on _____
Owner/Lessee Date

**ALL scheduled reservations will be posted on the CLUBHOUSE RESERVATIONS BOARD,
on the OPLG WEB Site and on NEXTDOOR.COM**

Place a copy of this form on the Front Door of the Clubhouse DURING the Event

(Walk-through checklist & DEPOSIT REFUND meeting)

completed:

notes:

	Reservation Form returned	
	Tables / chairs in original locations	
	Kitchen counters / appliances are clean	
	Sauna & shower doors left open	
	Windows & doors are closed & locked	
	Toilets are flushed & trash removed	
	Trash is emptied & removed	

Deposit Refunded \$ _____ to _____ by _____ Date _____
Owner / Lessee signature Reservation representative

NOTES