

Oakwind HOA

Clubhouse and Playground Pavilion
6159 Windflower Dr, Powder Spring, GA 30127
Reservation and Agreement Form



Homeowner Street Address

This form is an agreement between the Oakwind HOA and the Oakwind Homeowner for exclusive use of the clubhouse or playground pavilion for a private event. To reserve any amenity, you must be a resident in good standing with your annual HOA dues. Please select the amenity to be reserved:

- Clubhouse:** Includes the Clubhouse, the covered patio adjacent to the clubhouse. If you are only reserving the outdoor area adjacent to the clubhouse, you must still reserve the clubhouse to avoid double-booking.
- Playground Pavilion:** Includes only the pavilion located at the end of the playground area and half of the basketball court adjacent to the pavilion,

INFLATABLES AND OTHER(S):

- **Clubhouse:** Devices may only be erected in the paved parking area directly in front of the clubhouse. Devices may not be erected on the lawn or on the paved parking area to the side of the clubhouse facing the tennis courts/playground area.
- **Playground Pavilion:** Devices may only be erected in half of the basketball court adjacent to the pavilion. Devices may not be erected on the lawn, playground area, swing area or tennis courts.
- **Certificate of Insurance:** The company providing the device must provide a certificate of insurance listing Oakwind Homeowners Association as an additional insured party. Oakwind HOA is not responsible for any malfunctions, incidents or accidents that may occur of the use of rented devices.

INSTRUCTIONS: Complete this form and keep a copy, send documents by mail or drop off to:

1. Stephanie Szczepkowski, 6223 Windflower Drive, Powder Springs, GA 30127
2. Include **one check** payable to *Oakwind HOA* in for **\$50.00** for cleaning fee deposit.
3. Include **one check** payable to *Oakwind HOA* for **\$200.00** as a security deposit.
4. Checks will be held until after the rental date and inspected by the clubhouse committee; homeowners will forfeit the cleaning deposit should any areas be improperly cleaned, and a portion of the security deposit may also be forfeited if extra cleaning is needed or any damage occurred.
 - a. An option must be selected on how to proceed with the checks:
 - i. Shred checks after rental, if all is in order.
 - ii. Return checks to homeowner after rental, if all is in order.

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Reservation Date:						
Reservation Time:	From:		<input type="checkbox"/> AM <input type="checkbox"/> PM	To:		<input type="checkbox"/> AM <input type="checkbox"/> PM
Rented by:						
Oakwind Address :						
Contact Phone :		Other Phone :				
E-mail Address :						
Check Numbers :						

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, **please immediately contact** the Clubhouse committee by email to clubhouse@oakwindhoa.com or by phone. By not contacting any of the above persons, you may be accepting the responsibility of the existing damage. It is expected that the clubhouse/pavilion will be completely cleaned up after your event as outlined in the check-out list.

CHECK-IN CHECKLISTS (Please report any damage or conditions prior to your event.)

Check In Checklist - Please check one or more as needed:	
<input type="checkbox"/>	The kitchen was not clean.
<input type="checkbox"/>	An appliance is not working.
<input type="checkbox"/>	The main area was not clean.
<input type="checkbox"/>	The restrooms were not clean or not working (explain:)
<input type="checkbox"/>	The following items were damaged or missing (describe:)
<input type="checkbox"/>	Other Problem (describe :)
<input type="checkbox"/>	No problems. The clubhouse was in good condition and ready for rental.

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**THIS CHECKLIST TO BE FILLED AFTER THE RENTAL
AND RETURNED TO THE CLUB HOUSE COMMITTEE.**

Check Out Checklist - Please check each item after your event, add notes as needed. Homeowners need to provide their own cleaning supplies to complete the following requirements:	
<input type="checkbox"/> Clean all the glass on doors inside and out.	<input type="checkbox"/> Brick floor swept and wet cleaned/mopped.
<input type="checkbox"/> Doors Locked.	<input type="checkbox"/> Faucets shut off.
<input type="checkbox"/> Trash has been removed.	<input type="checkbox"/> Dishwasher cleaned and emptied if used.
<input type="checkbox"/> All furniture in its original placement.	<input type="checkbox"/> All lights and fans including patio turned off.
<input type="checkbox"/> Restrooms cleaned, working and undamaged.	<input type="checkbox"/> Refrigerator and freezer wiped clean.
<input type="checkbox"/> All items, including decorations, brought for my event have been removed.	<input type="checkbox"/> Countertops and sink wiped cleaned with disinfectant.
<input type="checkbox"/> Reset thermostat to 82° during warm months and 66° during cold months.	<input type="checkbox"/> All clubhouse decorations in its original placement.
<input type="checkbox"/> Clubhouse committee notified of any damage or cleaning issues during my event.	

Check the one that applies:

- I am leaving the Clubhouse clean and it is in good condition to be rented by a fellow homeowner.
- I am not leaving the Clubhouse clean and it is not in good condition to be rented by a fellow homeowner.

Sign this page only after your event and the check-out list is completed and return/drop off a copy to the clubhouse committee.

Homeowner Signature: _____

Date: _____