

Live Oaks Clubhouse

Application for Reservation 614 Oak Ridge Way, Pearl, MS 39208

The Live Oaks Clubhouse (the Clubhouse) is owned by the Live Oaks Owners Association, Inc (the Association). The Clubhouse is available for reservation only by members of the Live Oaks Owner's Association who are current in all assessments (members).

The member who reserves the Clubhouse assumes ALL responsibility for clean-up and/or any acts which may result in inappropriate use, damage or loss of the Clubhouse. In the event the Clubhouse is reserved for a party where guests are less than 21 years of age, appropriate chaperones must be present at ALL times. The member assumes responsibility for the acts and safety of all guests including those arising from service of alcoholic beverages. The Clubhouse follows all state regulations regarding the consumption of alcohol. The member agrees upon signing this Application to hold the Live Oaks Owners Association and Homeland Neighborhood Management harmless. The member also agrees to comply with all Clubhouse rules and regulations described in Live Oaks Homeowners Association Clubhouse Rules and Regulations and Live Oaks Clubhouse Checklist. Neither the Association nor any of its representatives, board members, agents, or management company will be held accountable for any acts resulting in damage to said property or personal injury to guests.

Name _____
Address _____
Telephone (Home) _____ (Business) _____
Email address _____
Facility requested for: Date _____ Time _____ to _____
Type of Event _____ Number of Guests _____

Rental Fees and Deposits:

Write two separate checks payable to Live Oaks Homeowners Association
Checks must be in member's name
Rental fees and deposits are outlined below:

Regular Clubhouse Rentals

\$150.00 Usage Fee (as of July 1, 2020)
\$300.00 Damage Deposit

Clubhouse Rental for Weddings, Receptions, Rehearsal Dinners & Engagement Parties

\$1,000 Rental Fee
\$1,500 Deposit

Mail Application and checks to:

Live Oaks Owners Association
P.O. Box 320248 Flowood, MS 39232

I have read and agree to comply with all Live Oaks Clubhouse rules, regulations, policies and procedures, including the Live Oaks Owners Association Clubhouse Rules and Regulations and the Live Oaks Clubhouse Checklist. I waive any and all rights and claims for damages to the Live Oaks Owners Association and any and all individuals connected with the Live Oaks Owners Association and Homeland Neighborhood Management, LLC. for any and all injuries, loss or death.

Member's Signature _____

Date _____

Live Oaks Owners Association Clubhouse Rules and Regulations

1. Reserving the Clubhouse at least two weeks in advance is advised. Clubhouse Rentals are on first come and first serve basis. The clubhouse is not fully booked until you receive an email from the management company confirming your reservation.
2. Usage fee checks will be deposited upon receipt. Deposit checks will be held until the event is completed and the clubhouse is inspected for cleanliness and damage. After the inspection the damage deposit will be destroyed.
3. Contacting the key holder at least 7 days prior to your Clubhouse reservation is advised.
4. Any homeowner (member) reserving the Clubhouse must be current in their association assessments in order to obtain reservation of the Clubhouse.
5. The Association reserves the right to refuse to lease the facilities for any purpose it deems to be detrimental to or not in the best interest of its members. It further reserves the right to refuse to rent the facility on any dates and at any time.
6. No reservations of the Clubhouse is allowed on these legal holidays without prior Board approval: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
7. The member reserving the Clubhouse must be present at the function and is responsible for all persons who attend the event for which the Clubhouse is reserved. The breach or violation of any conditions set forth herein may result in the loss of the deposit, the imposition of liability on the member, and / or denial of future use of the Clubhouse.
8. The member is fully responsible and liable for all cleanup costs and for damages to the Clubhouse facilities, contents or other Live Oaks premises whether they are considered private or common area. Further, the member is fully responsible and liable for the cost of replacing contents including furnishings which are removed from the facility or damaged during the period keys are in their possession. Damage may because to revoke member's privileges for use of the Clubhouse.
9. Any persons under 21 must be chaperoned to use the Clubhouse.
10. Only members of Live Oaks HOA may make arrangements to obtain the key to the facility. The key may be obtained no earlier than the last business day preceding the event and must be turned in no later than the first business day following the event. **IF YOU FAIL TO RETURN THE KEY ON THE DESIGNATED DAY, YOUR DEPOSIT WILL BE FORFEITED.** The member is responsible for the key and the key may not be duplicated. If the key is lost, the resident is responsible for all costs and expenses of changing the affected locks. Keys should not be left with service personnel nor shall the clubhouse remain unattended or unlocked at any time. When you pick up the key and take possession of the clubhouse, **it is your responsibility to note any problems or issues with the condition or cleanliness of the facility and call Homeland Neighborhood Management offices or the On Call Representative IMMEDIATELY!** Failure to report any of these issues prior to your use of the facility you will be held responsible for any damage or additional cleaning charges.

11. Noise levels must be reasonable and kept within the confines of the Clubhouse. All music must end by 11:00 PM and the outside use of DJ's, boom boxes and other very loud instruments are not allowed. Complaints by the residents within the vicinity of the Clubhouse may result in termination of the event by the Association.
12. All events should terminate by 11:00 PM.
13. No activity or event for which the Clubhouse is rented may be advertised or publicized in any manner to solicit the attendance of the general public. No admission may be charged for the event.
14. Excessive exterior signage and decorations are not permitted at the Clubhouse or neighborhood entrances. Simple decorations such as balloons are allowed but must be taken down by the member after the event.
15. No tape may be placed on the Clubhouse walls. Please use caution with balloons around operating fans.
16. NO SMOKING ALLOWED ON THE PREMISES PERIOD. Failure to comply with this will result in deduction from and/or loss of your deposit.
17. No pets, bicycles, skateboards, roller blades, etc. of any type are allowed in the Clubhouse.
18. Vehicles must be parked in designated areas in the Clubhouse parking lot or along one side of the street. Absolutely no parking or driving on the grass, landscaped areas or sidewalk is allowed.
19. After the Clubhouse event, cleaning will be conducted by a professional cleaning service. The charge for this service is included in the rental fee. If excessive cleaning is needed, the amount of \$20 per hour for additional cleaning will be deducted from the deposit. Ridgway Lane will mail a check to the member for the balance of the deposit.
20. Failing to lock EVERY door leading outside the Clubhouse at the end of the event will result in automatic forfeiture of the deposit!
21. Any damages or excessive clean-up to the Clubhouse and surrounding areas will be assessed by the Owners Association Board. Both parties will use discretion to determine if forfeiture of the deposit and/or the assessment of additional fines is appropriate.
22. Member should complete all end-of-rental checklist items and vacate the Clubhouse no later than 08:00 a.m. on the day following the event. (i.e., Member must be "checked out" by 08:00 a.m. and the key must be returned to the key holder by that same time.)

Live Oaks Owners Association Clubhouse Checklist

- ☐ Call Homeland Neighborhood Management to reserve Clubhouse (601-326-7325).
- ☐ Mail completed Application (signed) and checks to P.O. Box 320248, Flowood, MS 39232 within 1 week of verbal reservation.
- ☐ Confirm reservation and receipt of Application and checks with Homeland Neighborhood Management (601-326-7325).
- ☐ E-mail key holder to set up time to pick up the key (at least 7 days before your event).

Member's Responsibility for Clubhouse at end of rental:

- ❖ Make sure the stove and oven are turned off
- ❖ Return thermostat to "closed setting": 55 degrees in winter/ 80 degrees in summer
- ❖ Return all furniture to its original position
- ❖ Remove all food and drink from the refrigerator and stove
- ❖ Remove all greenery, decorations and flowers that were brought in.
- ❖ Turn off all lights
- ❖ Lock all doors leading to the outside of the Clubhouse
- ❖ Remove all trash from premises. Failure to comply will result in an additional fee.
- ❖ Member should be "checked out" of Clubhouse no later than 08:00 a.m. on the day following their event, and the key must be returned to the key holder by that sametime.

Should any problems occur, please email HLNLM immediately at info@homelandmgt.com Homeland Neighborhood Management immediately. If something is wrong with the facility and Homeland Neighborhood Management is not notified before the cleaning company cleans, you will still be responsible for any resulting charges.

The Clubhouse Address is 614 Oak Ridge Way, Pearl, MS 39208
NO PHONE IS AVAILABLE IN THE CLUBHOUSE

EMERGENCY INFORMATION

Dial **911** for Emergencies

for Non-Emergency Calls:
Rankin County Sheriff's Dept.
(601) 825-1480

In case of fire call the
emergency fire department.

Call Homeland Neighborhood Management For Reservations and Rental Information

601-326-7325

Key Holders

Ken Culp
kfctlc24@aol.com

John Conyers
bizbOdy@aol.com