



## **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: \$100.00**

**Cleaning/Security Deposit: \$200.00**

1. Contact Clubhouse Coordinator via “contact form” on website ([www.woodfieldplacentia.org](http://www.woodfieldplacentia.org)) and confirm Clubhouse availability with calendar link.
2. Complete “Clubhouse Agreement”, and make a copy for yourself.
3. Make out 2 checks for each of the above amounts written to: **Woodfield Community Association**
4. Submit Clubhouse Rental Agreement along with the checks to the Clubhouse Coordinator.
5. Rental Fee and Rental Deposit will be deposited when received. The \$100.00 Rental Fee is non-refundable unless notice of cancellation is received seventy-two (72) hours prior to the date reserved.
6. The \$200.00 Rental Deposit is refundable if the reservation is not cancelled OR if there are no damages to the premises and all “Conditions” and “Check List ”items has been fulfilled. Pending the inspection report, the deposit will be refunded within three (3) weeks after the date of the rental.

## **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 debris)
- Place all Folding Tables and Chairs in the Closet neatly  
( 5 chairs- placed on each set of brackets )
- Refrigerator- Wipe Clean and Remove all items
- Sweep Floors- (remove any debris & spills)
- Return Step Ladder to Closet
- Remove any Decorations from your Event
- Return Sofas to the original placement
- Turn OFF TV- (Leave Remote on countertop below TV)
- Turn OFF – Air Conditioning or Heat
- Lock All Doors

\*\*\*You will provide your own Cleaning Supplies & Trash Bags\*\*\*

\*NOTE: You are cleaning the Clubhouse for the next Renter. Please be respectful and leave the space in great condition. Clubhouse MUST be left in a clean and orderly condition for the next Woodfield Residents’ Event or you will forfeit your deposit.

**Please report any damage or issues to the Clubhouse Coordinator**

**Camberlyn Montoya 714- 508- 9070 x299**

**Optimum Professional Property Management, Inc.**



## Temporary Facility Use Emergency Rules

The following Temporary Facility Use Emergency Rules are intended to make **WOODFIELD COMMUNITY ASSOCIATION** facilities accessible to the membership while promoting good hygiene and proper social distancing. Please be aware that use of the facilities carries an inherent risk of infection with the COVID-19 virus. While the procedures herein are intended to reduce the risk of infection, there is no way for the risk to be completely eliminated. Thus, please understand that **USE OF THIS WOODFIELD COMMUNITY ASSOCIATION FACILITIES IS AT YOUR OWN RISK!** Also, please understand that the Association's ability to keep its facilities open and to mitigate the risk related to COVID-19 is dependent upon everyone working together with social distancing, each person carrying and using disinfectant wipes prior to and after touching surfaces, and doing their part to keep everyone as safe as possible.

### A. General rules

- a. Do not enter the Facilities if you feel sick and/or show symptoms of sore throat, temperature of 100° F or above, sore throat, runny nose, chills, sneezing, coughing, abdominal pain, or diarrhea.
- b. Users are advised to clean, sanitize, and use the provided shower facilities both before and after using the pool/spa facilities.
- c. The Pool/Spa facilities are not monitored and there is no lifeguard available. Users are advised to self-monitor themselves and other users.
- d. Only owners, tenants, and their households may use the pool/spa facilities or any Woodfield facility (Unless otherwise authorized by the Association in writing and in advance).
- e. **Guest and non-resident family members** are **NOT ALLOWED** to use the Pool/Spa Complex and Multi-court facilities at any time during the COVID-19 Pandemic or period of the enforcement of these rules.
- f. All persons must adhere to these rules as well as the normal rules that do not conflict.
- g. Notice by email, where we have an address, and posted at the bulletin board to communicate to all owners and tenants prior to opening of the Pool/Spa complex and Multi-court.

### B. Sanitization and cleaning of commonly touched surfaces in the Pool/Spa complex and Multi-Court.

- a. The Association has retained a janitorial service to provide sanitization services and cleaning of the Bathrooms and shower and related equipment (e.g., paper towel and soap and dispensers).



## **Clubhouse Rules and Regulations**

*Per CC&R's Article IX- Section2- No Business/Commercial/Vendor Activity is permitted  
( except Annual Community Wide Garage Sale when BOD Approved)*

1. For safety reasons, persons under 14 years of age must be accompanied by an adult resident, eighteen (18) years of age or older, at all times while in the clubhouse.
2. Guests are to be in the company of a resident at ALL times.
3. Any damage to the recreation room, beyond normal wear and tear, shall be the direct responsibility of the Homeowner and the Homeowner will be liable for the cost of any necessary repairs, after notice and hearing.
4. Reservations for parties are limited to the Clubhouse only and DO NOT include rental of the pool, pool decking OR parking lot. Barbecues may not be reserved, but may be used if available.
5. No one wearing wet swim wear or carrying wet towels is allowed in the Clubhouse (except for the restrooms).
6. The Clubhouse may be used from 8 AM to 9 PM Sunday thru Thursday and 8 AM to 10 PM on Friday and Saturday.
7. No use of adhesive tape, tacks, hooks staples or nails is permitted. Please use fish eye hooks provided atop the columns and remove after your event.
8. Owners must sign an agreement to abide by written rules prior to reserving the Clubhouse. In the case of a rental by a tenant, the homeowner must sign the agreement to be responsible for any damages.
9. Maximum occupancy in the clubhouse is 50 people.
10. The Clubhouse is for the Residents' general use on major holidays. No private reservations may be made on the following days: New Year's Eve and Day; Easter Sunday; Mother's Day; Memorial Day; Father's Day; Fourth of July; Labor Day; Thanksgiving Day; Christmas Eve and Day.
11. Violation of these rules or of the signed rental agreement may result in the forfeiture of the rental deposit, after notice and hearing.
12. Any rental application submitted for purposes set forth in Civil Code Section 4515 will be reviewed and approved, if not otherwise in use and as otherwise authorized in said statute.



## **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 ( within 3 weeks after the event) 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:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**If Tenant is renting, Owner must authorize by signing here:** \_\_\_\_\_

**WOODFIELD COMMUNITY ASSOCIATION**

**RELEASE, INDEMNITY, AND HOLD HARMLESS AGREEMENT**



Each of the undersigned is a member or registered tenant(s) of the Woodfield Community Association (“Association”). Each of the undersigned has received, has read, and understands the Association’s COVID-19 Facility Rules and acknowledges that while the rules are intended to reduce the risk of infection from COVID-19, there is no way to completely eliminate such risk, and acknowledges and agrees that USE OF THE FACILITIES IS AT YOUR OWN RISK, AND ALL USERS ASSUME THE RISK OF POSSIBLY CONTRACTING THE COVID-19 VIRUS.

In consideration of and in order to induce Association to permit the undersigned and the undersigned’s family members and members of the undersigned’s household to use the Association’s facilities while there is a risk of contracting the COVID-19 virus, each of the undersigned agree to the following:

EACH OF THE UNDERSIGNED AGREE TO COMPLY WITH ALL ASSOCIATION’S RULES AND POSTED SIGNS CONCERNING COVID-19 AND TO ACCEPT THE RESPONSIBILITY AND RISK OF ANY INJURY, HARM, INFECTION, OR DEATH ARISING OUT OF OR RESULTING FROM USE OF THE ASSOCIATION’S FACILITIES AND EQUIPMENT (COLLECTIVELY, THE “ACTIVITIES”).

EACH OF THE UNDERSIGNED, ON HIS/HER OWN BEHALF, AND ON BEHALF OF MEMBERS OF HIS/HER HOUSEHOLD AND TENANTS, AGREE TO RELEASE, WAIVE, INDEMNIFY, DEFEND AT HIS/HER SOLE COST AND EXPENSE, TO HOLD HARMLESS, AND NOT TO MAKE ANY CLAIM AGAINST THE ASSOCIATION, ITS DIRECTORS, OFFICERS, MANAGING AGENTS, OR AGENTS (THE “ASSOCIATION PARTIES”), FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS, COSTS, LOSSES, DAMAGES, AND LIABILITY FOR INJURY, HARM, INFECTION, OR DEATH RESULTING DIRECTLY OR INDIRECTLY FROM THE UNDERSIGNED AND/OR ANY OF THE UNDERSIGNED’S TENANTS OR FAMILY MEMBERS OR MEMBERS OF THE UNDERSIGNED’S HOUSEHOLD, ENGAGING IN THE ACTIVITIES, WHETHER OR NOT RESULTING FROM THE NEGLIGENCE OR OTHER ACTS, HOWSOEVER CAUSED, OF ANY OF THE ASSOCIATION PARTIES.

BY SIGNING BELOW, EACH OF THE UNDERSIGNED REPRESENTS THAT HE/SHE HAS READ, UNDERSTANDS, AND AGREES TO BE BOUND BY THE FOREGOING AGREEMENT.

By: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_