

OVERLOOK CLUBHOUSE RENTAL GUIDELINES

Clubhouse Reservation Rules

- The Overlook clubhouse can be reserved by Overlook residents only.
- All uses of the clubhouse require that a reservation request is submitted to Braesael and approved.
- Residents must complete a rental agreement for all neighborhood and private events they organize.
- A rental agreement covers one event; it cannot be applied to multiple different events or recurring instances of the same/similar event.

Clubhouse Reservation Types

** All events are limited to [#] attendees per fire code unless additional shelter is obtained.*

Board of Directors and Committee meetings and events:

- Organized by Board or Committee members
- Reservation request submitted by a Board or Committee member; no rental agreement or fee required.
- Covered by HOA insurance.
- Board meetings required to be open to all residents (eblast invite sent to all residents; no RSVP required; displayed on events calendar).
- Committee events are open to all residents (eblast invite sent to all residents; no RSVP required; displayed on events calendar).
- Committee meetings are not required to be open to all residents (no eblast invite sent; not displayed on events calendar).

Neighborhood events:

- Organized by residents.
- Reservation and rental agreement submitted by a resident; no fee required.
- Covered by resident's insurance.
- Required to be open to all residents (eblast invite sent to all residents with RSVP to organizer; displayed on events calendar).
- Only 4 recurring events can be booked simultaneously, with a maximum of 4 active reservations at any given time per group.
- Residents may not charge fees for neighborhood events. Donations may be requested but not required for attendance.

Private events:

- Organized by residents.
- Reservation and rental agreement by a resident.
- Covered by resident's insurance.
- Not required to be open to all residents (no eblast invite sent; displayed as "private" on events calendar).