

APPLICATION AND CONDITIONS FOR RESERVATION AND USE OF OAKMONT VILLAGE
ASSOCIATION COMMON FACILITIES FOR ASSEMBLY (Civil Code Section 4515)

(OVA Board Approved 04-16-2019)

The following Application by Owner/Resident (“Applicant”) for use of the Association’s common facilities for assembly is submitted for approval to the Association by mailing/emailing to the Association manager at the address below, **with Owner/Resident hereby declaring the intended use is to “peacefully assemble and freely communicate with one another and with others with respect to common interest development living or for social, political, or educational purposes.” (Civil Code Section 4515)**

A. Members of the Association and Residents residing in the Development may apply to the Association’s manager for use of the designated common area to schedule a meeting relating to common interest development living, Association elections, legislation, election to public office or the initiative, referendum, or recall processes, and/or inviting public officials, candidates for public office, or representatives of homeowner organizations to speak on matters of public interest.

1. For purposes of this application, “designated common area” shall either be the Association’s Berger Building (auditorium, Room D, and Room G), Central Activities Center (CAC Room B), East Recreational Center (ERC auditorium and ERC conference room) and West Recreational Center (WRC auditorium).

B. Under Location below, Applicant must confirm the designated common area for the meeting by designating either the Berger Building (specifying the auditorium, Room D and/or Room G), Central Activities Center (CAC Room B), East Recreational Center (ERC auditorium and/or ERC conference room) and West Recreational Center (WRC auditorium)).

C. Under Type of Event below, Applicant must confirm the specific nature and purpose of the meeting, including identifying any public officials, candidates for public office, or representatives of homeowner organizations invited to speak at the meeting.

D. Applicant must also submit a separate list with the Application of the names of any guests of the Applicant to be invited by the Applicant to attend the meeting. The meeting may not be open to the general public. Applicant must specify the maximum number of attendees, which includes the requesting Owner/Resident Applicant, their guests and invitees and any speakers. The Association’s manager will confirm the maximum number of attendees permitted in the designated common area specified in the Application, as each of the common facilities has a different occupancy limit.

E. At the meeting, Applicant must provide a guest list at the entrance to the designated common area and all attendees of the meeting must sign the guest list, print their names, and identify whether they are a Member, Resident, a guest or invitee of a Member or Resident (and state the name of the Member or Resident who invited them), or a speaker.

F. Such a meeting shall not be approved for a date and time when the designated common area is previously booked for another private event or for use by the Board or Association.

- G. Any such meeting must be for a reasonable time limit (not to exceed four hours), and may not commence before 9:00 a.m. or end after 9:00 p.m. on the day of the meeting.
- H. The Applicant requesting the meeting must be present at, and conduct, the meeting. If the requesting Applicant is not present, the other attendees will be asked to leave and the event will be cancelled.
- I. No alcohol, controlled substances or tobacco are permitted in such a meeting at the designated common area. Attendees who appear to be under the influence of alcohol or controlled substances, or smoking tobacco, will be asked to leave.
- J. No radios, boom boxes, live music, or disc jockeys are allowed. Any voice amplification or PA systems or bullhorns must be used at a reasonable volume level, and the meeting must be conducted in a manner so as to not disturb or annoy other Members or Residents or unreasonably interfere with the use of the Project by other Members and Residents, or otherwise constitute offensive conduct or a nuisance as defined in the Association's CC&Rs.
- K. The meeting must be conducted in compliance with all laws. If laws are being violated, the violating party will be asked to leave.
- L. The requesting Member/Resident is responsible for setting up the designated common area for the function being hosted (chairs, tables, etc.). If the requesting Member/Resident wants the Association to handle the set-up of the room, then (1) the Member/Resident shall pay a set-up fee to the Association, with the amount to be confirmed with the Association's manager based on the requested set-up of the designated common area, (2) the Member/Resident must submit with its application the Association's Facility Set-up Information form, and (3) the sections of the Facility Set-up Information form relating to Audio Visual + Screen, provision of alcohol and catering do not apply to use of the designated common area for which this Application is submitted.
- M. At the end of any meeting, Applicant is responsible for cleaning and restoring the condition of the designated common area to its condition prior to the start of the meeting. The references herein to designated common area include any equipment of the Association for set-up of the designated common area. If Applicant fails to clean and restore the condition of the designated common area to its condition prior to the start of the meeting, then the Association may incur the costs to clean and restore the designated common area to its pre-meeting condition and recover those costs by imposing a Special Charge and Assessment against the Applicant-Owner, or in the event the meeting is requested by a Resident-Applicant then against the Owner who owns the Unit in which the Applicant resides, pursuant to the Association's CC&Rs, Article V, Section 3(b), Special Charges Assessments and Liens.
- N. In the event of damage to, or destruction of, any portion of the designated common area caused at the meeting by any Applicant, Owner, Resident, or their guests and invitees, then the Association may incur the costs to repair the damage to the designated common area and to restore the designated common area to its pre-meeting condition and recover those costs by imposing a Special Charge and Assessment against the Applicant-Owner, or in the event the meeting is requested by an Applicant- Resident then against the Owner who owns the Dwelling Unit in which the Applicant

resides, pursuant to the CC&Rs, Article V, Section 3(b), Special Charges Assessments and Liens.

O. The Applicant is required to provide adequate security that is appropriate for the size and nature of the meeting, which may include but is limited to providing a security guard, with the costs of security to be paid by the Applicant.

P. No fees or deposit will be charged by the Association to the requesting Member or Resident for use of the designated common area, other than the set-up fee pursuant to Section L above if set-up of the designated common area by the Association is requested by the Member or Resident. If the Association obtains single event insurance coverage, the costs will be incurred by the Association and not charged to the requesting Member or Resident.

Q. The Association's management shall review the written request with the Board and send a written response to the Applicant approving or denying the request within 10 (ten) days of receipt of the written request.

Applicant for assembly use of the designated common area, and, if the Applicant is a resident, then also the Owner of the dwelling unit in which Applicant resides, hereby acknowledges that Applicant and Owner have read the Association's Assembly and Noncommercial Solicitation Rules in their entirety and agree to fully comply with, and be bound by, the terms and conditions for the meeting as set forth in those Rules and in this Application.

Signature of Applicant: _____ Date: _____
(Print Name): _____

Signature of Owner: _____ Date: _____
(Print Name): _____

DETAILS OF EVENT

Location: _____

Type of Event: _____

Number of people attending: _____ (including Applicant, guests, invitees and any speakers)
[The maximum number of attendees varies depending on the specific designated common area and should be confirmed with the Association's manager.]

Date of Reservation: _____

Hours of Reservation: _____

Name of Applicant (printed): _____

Signature of Applicant: _____ Application Date: _____

Applicant's Phone #: _____ Unit #: _____

Applicant email: _____

Applicant is [check box]: Owner: _____ Resident: _____ **If Applicant is not the Owner**, then the name of the Owner of the Unit in which Applicant resides is _____,

Owner's phone number is _____ and Owner's email is: _____.

Security will be provided [check box]: _____ Yes / _____ No

Set-up of the designated common area by the Association is requested, and the Association's Facility Set-up Information form is being submitted by Applicant as part of, and concurrent with, this Application. [check box]: _____ Yes / _____ No

Send this Application by U.S. Mail to:

OAKMONT VILLAGE ASSOCIATION
Attention: General Manager
6637 Oakmont Drive, Suite A
Santa Rosa, CA 95409

or by email to Kevin Hubred, the Association's general manager, at:

kevin@oakmontvillage.com

APPROVAL OF APPLICATION:

The Application of _____ for use of the common designated area (_____), on _____,

from _____ to _____, is approved by the Association on the terms and conditions set forth above and upon acceptance of the following conditions:

1. The maximum number of attendees, including of attendees, which includes the requesting

Owner/Resident Applicant, their guests and invitees and any speakers, is _____ based on the specified designated common area.

2. If Applicant has submitted the Association's Facility Set-up Information form, then Association will set up the designated common area for a fee of \$_____, payable no later than 48 hours in advance of the date of the event. The Set-up will not include providing Audio Visual or Screen, and Applicant is not allowed to provide alcohol at the event or have the event catered.

By: _____
(sign name)

(print name)

(title)

ACKNOWLEDGMENT AND ACCEPTANCE OF APPROVAL to be completed and mailed or mailed to the Association at the address above if additional conditions are set forth immediately above for the Approval:

Applicant, and if Applicant is not the Owner then also the Owner of the dwelling unit in which Applicant resides, hereby acknowledges and accepts the additional conditions set forth immediately above for the use of the designated common area.

Signature of Applicant: _____ Date: _____
(Print Name): _____

Signature of Owner: _____ Date: _____
(Print Name): _____