

Clubhouse Reservation Guidelines
Approved by the BoD on April 26, 2023

RESERVING ROOMS IN THE CLUBHOUSE

To reserve a room within the Clubhouse for a particular use, a Clubhouse Reservation Request and the Clubhouse Liability Agreement must be completed, sent to the office and approved prior to the event. Reservations made by the Activities Committee are made directly with the OCA office.

WHO MAY SPONSOR AN EVENT

All events held on OCA common area must be sponsored by a homeowner who assumes all liability. If the homeowner's tenant wants to hold an event, the homeowner must assume liability for a registered tenant's use of OCA grounds. No venue is available for outside organizations with no affiliation to an OCA homeowner.

FEES

When a homeowner reserves an amenity, the room is closed to the use of other homeowners. There is a fee for the exclusive use. The basic fee reserves the venue for up to four hours including time for decorations. There is an additional hourly charge over four hours. The revenue for private events is applied to operating fund to offset staff costs for set-up, cleaning and break down.

GUESTS FROM THE OUTSIDE COMMUNITY

The event must be attended by the sponsor homeowner or authorized tenant. A blanket invitation to the general public through flyers, flags, ads, etc. is prohibited. Inviting targeted audiences is permitted such as funeral attendees or members of an organization to which the sponsor has an affiliation. Exception: San Diego County can use the Clubhouse as a polling place for the convenience of residents.

INSURANCE

A Certificate of Insurance is required for a homeowner's private event. At least one week prior to the event, the homeowner must provide the Association a Certificate of Insurance from the homeowner and any vendor serving food and/or beverages. The Certificate(s) of Insurance must provide \$1,000,000 in liability coverage for the date of the event naming the OCA as "Additional Insured." If the certificates are not received at least a week before, the event may be cancelled. Special event insurance for a single day event may be obtained by searching "special event insurance." Check out: www.privateeventinsurance.com and/or www.onedayevent.com

Events which do NOT require Certificate of Insurance

Activities Committee - committee and club events under the sponsorship of the committee.
HOA approved event – submitted on the Clubhouse Reservation Request and has prior board approval to put it under the OCA insurance umbrella.

i.e. Art Show and Spring Fling.

Homeowner gathering – submitted on the Clubhouse Reservation Request and attendance limited to registered homeowners/residents and partners.

Events which DO require Certificates of Insurance

All private events.