

# OCEAN GALLERY GUEST REGISTRATION FORM

(Submit to Management Office)

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**MAILING ADDRESS**

Ocean Gallery  
4600 A1A South  
St. Augustine, FL 32080  
Email: [ogguestpass@gmail.com](mailto:ogguestpass@gmail.com)

Telephone: 904-471-6655

Fax: 904-471-1166

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**OWNER INFORMATION**

Unit #: \_\_\_\_\_ Phone # in Unit: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

GUEST INFORMATION PLEASE CHECK ONE:  RENTER  VISITOR – NON RENTER

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name of Guest(s) \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

**Vehicle Information (must be provided within 24 hours after arrival)**

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_

**Please acknowledge :**

◊ Total number of Occupants in unit \_\_\_\_\_

**◊ RECEIPT AND ACKNOWLEDGEMENT OF OGPOA RULES**

I affirm by my signature below that I have received the one page abbreviated Rules & Regulations governing Ocean Gallery and policy as page 3 of this form. I have reviewed the Rules and hereby agree on behalf of all persons using the premises under my permission, to abide by these rules and the requests and direction of Board representatives under penalty of eviction for failure to comply with the Rules, Staff or Board. A complete set of OGPOA Rules are available in the Office.

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

*Signature on form is **mandatory** prior to PASS approval received via Faxed or scanned & emailed.*

Management Approval & Pass Date Issued: \_\_\_\_\_

Lease Approval Fee Date Received: \_\_\_\_\_

**OCEAN GALLERY**  
**ABBREVIATED RULES & REGULATIONS**

We ask that all guests follow the Rules and Regulations. The Management Office will answer questions regarding Rules and Regulations. All other issues should be addressed to the unit Owner.

1. Please respect your neighbors by keeping loud noises of all types to a minimum. The walls are not sound proof. Quiet hours are 10:00 PM to 8:00AM.
2. All vehicles must display an approved guest parking pass on the driver's side dashboard. Trailers are only allowed for loading and unloading, and may not remain overnight.
3. Parents or Guardians must supervise their children at all times while on property, including at swimming pools, beach and all common areas. Use of roller blades, skateboards, roller skates and hoverboards are prohibited on Ocean Gallery property. Children under 16 years of age must be accompanied by a responsible adult. You must be at least 18 years old to enter or use any of the recreational facilities. No child under 10 is permitted to use the fitness room or the hot tubs.
4. Please dispose of garbage and trash in the large dumpsters assigned to the units in your area. Do not leave garbage outside your door. Cardboard must be broken down flat then put directly into dumpster. We do not currently have re-cycling.
5. Please do not put garbage, laundry, towels, or clotheslines on the balcony. Do not sweep or blow dust, dirt, bugs, water, etc. off your balconies.
6. A large charcoal grill is available at the Clubhouse pool area for use during applicable hours. No individual gas or charcoal grills are allowed.
7. Swimming pools and hot tubs are available for residents in Village Del Prado, Village Las Palmas, and all Vistas. Village Del Lago uses the Clubhouse pool. The Clubhouse pool and hot tub is the only one available to ALL residents and guests.
8. Occupancy is by law limited to 6 persons in a 2 bedroom and 8 persons in a 3 bedroom.
9. Luggage carts are available for use in the Vistas to and from your vehicle only and must be returned to the building immediately after each use. Do not use carts to move items to and from the pool or beach.
10. Ocean Gallery is located in a protected wildlife and nature preserve. No fishing, swimming or boating is allowed in the ponds. All occupants must comply with Florida Law regarding marine and other wildlife and plants, including the dunes. No person may disturb or in any way endanger any protected species, either animal or plant. Entering the protected area is not permitted. Access to the beach is restricted to the walkways only. No lighting of any kind (including flashlights) is allowed on the beach between sunset and sunrise. Only yellow light bulbs, 50 watts or less are allowed on balconies and patios.
11. In the event there is a problem or repair inside the Unit, the Renter must notify the Owner as soon as possible. If the problem may involve other units, the Renter must also notify the Management Office (904-471-6655) as soon as possible. In the event the Owner cannot be reached by the Renter, contact the Management Office immediately. (In the event the Owner is unavailable, OGPOA and/or Management reserve the right to enter the Owner's Unit to facilitate repair and mitigate damages.
12. **For other emergencies, dial 911.**
13. The Pool and Spa have posted rules for health and safety at each location.
14. The full list of Rules & Regulations is available in the Management Office. Disorderly conduct and Violation of these rules may result in fines against the Unit Owner or eviction of the guest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit address