

## Northshire Section I and II Rental Contract

Any dispute arising with regard to this Contract is subject to the jurisdiction of the courts in Harris County, Texas.

- I. **LEGAL** - In consideration of the Rental Fee paid and other good and valuable consideration, Northshire Maintenance Fund, Inc., a Texas Non-Profit Corporation, hereinafter known as Lessor, does hereby grant authorization for use of the Northshire Clubhouse Facility to \_\_\_\_\_, hereinafter known as Lessee.
- II. **POLICIES** - The Clubhouse located at 10043 Inverloch Way, Humble, Texas is wholly owned by Northshire Maintenance Fund, Inc. shall be available for use by Northshire Section I & II residents under the policies, conditions, and exceptions prescribed hereinafter by the Board of Trustees.
- III. **SECURITY DEPOSIT**- A Security Deposit of \$200.00 USD is due at Contract signing. The Contract is NOT valid and the usage date is NOT confirmed until such Deposit is tendered and accepted by a Board Member. The security deposit MUST be made with a valid check with a valid Northshire address listed on the check.
- IV. **RENTAL FEE** - The Rental Fee of \$225.00 USD per day shall be paid before the key is picked up for the Rental.
- IV. **CANCELLATIONS**- Lessee may cancel the Rental more than seven (7) days in advance with no penalty. Cancellations made between seven (7) days and two (2) days before Rental shall incur a \$50 cancellation penalty. No refunds on cancellations within forty-eight (48) hours of rental start time. The Board may cancel any Rental, without recourse, by giving fourteen (14) days written notice.
- V. **TIMES OF USE** – The Rental period is for twenty-four (24) consecutive hours, beginning at 9:00am. Any usage between the hours of 11:00pm – 7:00am must abide by the Humble city noise ordinances. All usage and cleaning must occur within the 24 hour rental time period. Return key when cleanup is finished to prevent overcharges. Access to the clubhouse before the twenty-four (24) hour period (typically to decorate and/or drop off food/equipment) comes at an additional cost of \$25. Drop off time starts after 8pm the day before the event and is not applicable if the clubhouse is reserved for another event.
- VI. **CONDITIONS, AND EXCEPTIONS – THE PARTIES AGREE TO THE FOLLOWING:**
  - 1) All Fees and Deposits must be paid by personal check or Money Order. **Cash is accepted.** Checks should be made payable to: **NORTHSHIRE MAINTENANCE FUND.** A \$30 service fee will be charged on returned checks.
  - 2) Lessee’s Maintenance/Recreation fees must be paid in full to be eligible to rent the facility.
  - 3) Lessee shall indemnify and hold harmless Northshire Maintenance Fund, Inc., it’s Trustees, Officers and members, against any and all stolen items, injuries and/or damages to persons and/or personal property sustained by Lessee or his/her guests while using Northshire Maintenance Fund, Inc. property.
  - 4) Use of the Pool is NOT included in this Contract.
  - 5) Exclusive use of the Park facilities is NOT included in this Contract.
  - 6) Decorations are limited to chairs, tables and outside area only. Wall or ceiling are not allowed.
  - 7) Usage is limited to the downstairs areas of the clubhouse only. The upstairs is available upon request at no cost yet will remained locked if not requested to limit risk of injury.
  - 8) Lessee shall be responsible for any damages to the building, fixtures, and equipment during the Rental and shall reimburse Northshire Maintenance Fund Inc. for any damages.
  - 9) Lessee shall be responsible for cleaning the facility after use. The Cleaning Checklist, which is posted in the clubhouse, advises Lessee what criteria are used for inspection after rental. Inspection and security deposit return will normally be accomplished within 72 hours of rental completion.
  - 10) Lessee shall use the provided Swiffer Sweeper with the provided Swiffer pads in lieu of traditional mop and mop bucket to ensure the floor is cleaned for the next event.
  - 11) During the rental period Lessee shall be responsible for securing the facility including locking all doors and windows.
  - 12) Lessee is required to be a resident and/or spouse of resident and/or an adult with a deed/rental agreement and in attendance as the host of an event. **No subleasing allowed.**
  - 13) Lessee shall restrict guests to a maximum of 50 people.

IN WITNESS WHEREOF, the parties have executed this contract in duplicate on this the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ with the intent to be legally bound.

APPROVED BY:

DATE OF USE: \_\_\_\_\_

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Type of Function

\_\_\_\_\_  
Lessee Address

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Lessee contact number

\$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Security Dep. / Date / CK#

\$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Rental Fee / Date / CK#

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**NORTHSHIRE MAINTENANCE FUND, INC.**

## **Cleaning Checklist**

The facility requires thorough cleaning after use. By signing the Rental Contract, you also agree to and accept these responsibilities. After your cleanup is completed, a Board member will inspect the following items for cleanliness and condition. If, at the sole discretion of the inspector, a proper cleanup has not been completed or damage to the facility is noted, the Lessee's Security Deposit will be applied to the charge for cleaning or repairs. The Lessee is liable for actual cleaning fees, all damages, and any missing furnishings or equipment. After cleaning or repairs have been completed, any remaining balance of the Security Deposit will be returned to the Lessee. If the amount of actual cleaning fees, damage repairs, or cost of replacement of missing equipment exceeds the amount of the Security Deposit, Lessee agrees to pay any balance remaining on demand.

**NOTICE: New lightweight ceiling panels have been installed. Please do not hang anything from the panels. Removal of tape or use of pushpins or thumbtacks will easily damage them.**

### **CLEANING**

- \_\_\_\_\_ All floors swept and mopped.
- \_\_\_\_\_ Both bathrooms and fixtures cleaned.
- \_\_\_\_\_ Kitchen area and fixtures cleaned.
- \_\_\_\_\_ Refrigerator cleaned and all items removed.
- \_\_\_\_\_ All decorations removed.
- \_\_\_\_\_ All trash bagged and placed in the container provided.
- \_\_\_\_\_ All trash in park area picked up and placed in container.
- \_\_\_\_\_ All outdoor trashcans emptied into container.

### **EQUIPMENT**

- \_\_\_\_\_ Tables folded and chairs stacked.
- \_\_\_\_\_ Lights turned off inside the building.
- \_\_\_\_\_ Heating/cooling equipment turned off (3 units)
- \_\_\_\_\_ Damaged or missing fixtures/equipment. (See comments below)

### **COMMENTS**

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\_\_\_\_\_  
Lessee's Signature

\_\_\_\_\_  
Inspector's Signature

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

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount of Security Dep. Return Authorized