

# Meadowlake Village Homeowners' Association

## COMMUNITY CLUBHOUSE RENTAL AGREEMENT

The clubhouse located at 7410 Breda Drive, Baytown, Texas 77521, is available for rental to Meadowlake Village Subdivision property owners at a cost of \$75.00/4 hour period. An additional \$18.75 will be added to your rental fee for each additional hour.

The clubhouse is not available for any commercial or business meetings.

All signature blocks of this agreement must be signed and returned with rental fee and security deposit check within five days of the initial reservation request in order to keep your reserved rental date. Please write two separate checks, both payable to Meadowlake Village HOA, with the reservation date noted on the check. Unless otherwise requested, your deposit check will be shredded upon a clean inspection. Rental agreement forms and checks may be mailed to:

P.O. Box 1583  
Mont Belvieu, Texas 77580

The clubhouse key will be available for you to pick up from Brenda Marsh (713) 806-5648. Regardless of the time that you receive your key, you may not enter the facility until 30 minutes prior to your scheduled time. **The key must be returned in the drop box at 4123 Arapajo, Baytown, Texas, the same day of your rental within 1 hour of your end time.** Late key returns will be assessed a \$50 fee per day. Your security deposit will be returned to you by mail, pending a clean post-rental inspection that yields no damage to the room, furnishings, building, or surrounding property.

This Agreement between Meadowlake Village Homeowners Association and \_\_\_\_\_, a member of the Association, establishes the conditions and requirements for rental of the community clubhouse.

At the time this agreement is signed and returned to the Association, member will pay **2 separate checks**: 1) a fee of \$75.00 for each reserved date, and 2) a cleaning/security deposit of \$100.00 for use of the clubhouse on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. Anyone renting the Clubhouse must be a member in "good standing" of the Meadowlake Village Homeowners Association Community; this includes being paid up-to-date on Association dues. If member cancels their reservation at least 30 days in advance, they will be refunded their entire \$75.00 rental fee. Cancellations between 7 and 30 days before the event will be entitled to a refund of \$25.00 of the \$75.00 fee. Cancellations 7 days or less will result in no refund of the \$75.00 rental fee. The member assumes full responsibility and liability for any damages to the Clubhouse or surrounding property, which is the result of actions of the member or their guests during the term of this agreement.

\*Rental of the Clubhouse **does not** include use of the swimming pool, pool area, pool furniture, or lettered marquee sign. If you have not rented the swimming pool in conjunction with the clubhouse and any of your guests enter the swimming pool, pool area, or use the pool furniture your entire deposit will be forfeited. If the marquee signage is changed, your deposit will be forfeited. Overhead doors located in breezeway are **not** to be opened for any reason

\*Alcoholic beverages are **not** permitted on the premises.

\*You should **not** tape, tack, staple, nail, or attach any streamers, balloons, signage, etc. to the ceiling, doors, or wall of the clubhouse. Doing so will forfeit your entire deposit.

\*When moving furniture please **do not** scoot furniture across the floor as this will cause damage to the tile. Furniture may **not** be taken outside for outdoor use.

\*No loud music (defined as music you can hear when standing in the street) will be permitted during rental of the clubhouse.

\*Smoking is **not** permitted inside the clubhouse. Guests may smoke outside the building provided cigarette butts are not discarded on the grounds.

\*No candles permitted with the exception of birthday candles. Candles for the purpose of decoration and/or fragrance are **not** permitted.

\*No animals (including wildlife and livestock) will be permitted on the premises inside or out.

\*The supplies in the cabinets and refrigerator in the clubhouse are **not** for your use. Vacuum cleaner may not leave the premises for any reason.

\*If you are also having a pool party, anyone entering the room must be completely dry.

There will be a \$50.00 deduction from your Security Deposit for any door left open or unlocked. Air Conditioner/Heater unit should be left on 72 degrees. If the unit is left on a lower setting, there will be a \$50.00 deduction from your Security Deposit.

The member further agrees to clean the premises and restore all rooms and areas to a condition deemed satisfactory by a designated Association official and to return the key within 1 hour of completion of the event. Keys not returned on time will be assessed a \$50.00/day fee. Any lost keys will result in rekeying of the door and member will be assessed a fee of \$150.00.

Meadowlake Village HOA will inspect the premises within 24 hours without the member being present. The attached checklist will be used to determine satisfactory conditions. The cost of any damage or incomplete cleaning will be deducted from the cleaning/security deposit. Any repairs not covered by the deposit will be billed to the member. Meadowlake Village HOA reserves the right to collect the money for repairs to the fullest extent of the community documents including the creation of a lien against the member's property.

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Member Signature & Member Address

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Association Representative Signature

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Date

## COMMUNITY CLUBHOUSE RENTAL QUESTIONNAIRE

1. Owner (Member of MLV HOA)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

2. Date Requested: 1st choice: \_\_\_\_\_

3. Type of event to be held at the Clubhouse: \_\_\_\_\_

Approximate Number of people expected to attend: \_\_\_\_\_

4. Will you be the individual holding the event? Yes \_\_\_ No \_\_\_

If no, please explain: \_\_\_\_\_

6. Will a donation or cover charge be collected at the door? Yes \_\_\_ No \_\_\_

7. Number of guests \_\_\_\_\_

## COMMUNITY CLUBHOUSE CLEAN-UP CHECKLIST

### CLUBHOUSE

Discard all food.

Remove all garbage.

Wipe down all tables, refrigerator, countertops, and sink. Make sure cabinets and cabinet front are clean and dry.

Sweep and Mop the floors.

### BATHROOM

Clean sink, toilets, and mirror.

Remove all trash and garbage.

Sweep and mop bathroom floor.

### GENERAL

Wipe all tables.

Tables should be stacked long ways on the floor away from the wall.

Stack chairs on the carpet mats in the room. Wipe down chairs to remove any food debris.

Leave A/C on and set at 72 degrees.

### EXTERIOR

Remove all trash and garbage.

Remove cigarette butts from premises.

Make sure all exterior doors are locked.

### PLACE ALL GARBAGE IN TRASH BAGS AND PLACE AT THE CURB FOR TRASH REMOVAL.

Please have guests enter and exit from the front clubhouse door. Please check the following exit doors and make sure they are locked prior to leaving the clubhouse: front door of clubhouse and door leading to bathrooms.