

# SETTLERS VILLAGE COMMUNITY IMPROVEMENT ASSOCIATION POLICIES FOR RENTAL CLUBHOUSE

## Purpose

To provide a uniform policy by which the property owners of Settlers Village may enjoy preferred usage of the facilities for general membership functions and to provide opportunity for private or organizational functions to be scheduled. Additionally, it is the opinion of the Board of Directors that owners using the facility for private functions should share in the operating expenses.

## Requirements

Any member of the Association in good standing (maintenance fees paid current and not in violation of deed restrictions) is eligible to rent the facility. **Clubhouse doors will be unlocked at 10:00am the day of the party and locked at 10:00pm that night.**

## Policy

1. Applicant, aka the Renter, hereby agrees not to use, occupy, or permit the use or occupancy of the Clubhouse for any purpose which is, directly or indirectly, forbidden by law, ordinance or governmental or municipal regulations or order, or which may be dangerous to life.
2. Any group using the facility must have resident representation.
3. Use of the facility for the generation of taxable profit or any "BUSINESS" activity is prohibited.
4. The Clubhouse may be reserved with a notice of at least ten (10) working days, and reservations are made on a first come first served basis except for Association functions or meetings which shall take priority.
5. The rental fee is due at the time of execution and the Applicant hereby agrees to notify the Settlers Village Board of any change during the requested period of use to any of the submitted information.
6. A responsible resident 21 or older must be designated who assumes responsibility for the facility and must provide indemnification to the Board for all occurrences arising from the group's use of the facility.
7. The maximum number of occupants for any function per fire code **is 65** people in the clubhouse.
8. No Cooking is allowed in the clubhouse. No propane tanks are allowed to be used during an event. Renter can use the microwave or bring in a slow cooker or chafing dishes to keep food warm.
9. Renter **MUST** bring in their own ICE for the party. If there is water, soda, or other items in the Refrigerator at the time of your party, **DO NOT USE THEM**. Renter must supply their own drinks. If items are missing your deposit will not be returned.
10. At all teenage functions, parents and/or chaperones must be present at all times. A one (1) per ten (10) ratio is required. Chaperones' names and numbers must be listed on booking sheet for verification.
11. **Clubhouse hours are 10:00am to 10:00pm**. Renter must be finished with the party and have Clubhouse cleaned before 10:00pm. Clubhouse doors will lock at 10:00pm
12. Renter must set the AC / Heater to the following when they leave, Summer AC to be set at 74 and Winter the heater must be set at 70. If the unit is not set to the correct temperature, **your deposit will not be returned**.
13. No unauthorized repairs are allowed. The booking agent should be immediately notified of any required repairs, which will be handled by the Association.
14. **The swimming pool cannot be used when renting out the Clubhouse.**
15. Decoration Policy
  - Any decorations used during the rental period shall be temporary whereby they will not mark any building surfaces.
  - The use of tape, tacks, nails or staples on the walls, floors or ceiling will result in a portion of the deposit being withheld to cover the cost to repair damage
  - Masking tape temporarily applied to glass windows is acceptable if done reasonably.
  - All decorations and similar materials must be made of fireproof material.
  - ALL BALLOONS SHALL BE KEPT AWAY FROM FANS to prevent the attached ribbons from wrapping around and potentially causing damage.

14. Alcoholic Beverages and Smoking is **NOT ALLOWED**. The renter assumes full responsibility for any damages caused due to cigarettes, cigars, or pipes. **The deposit will not be returned.**
15. No pets or animals are allowed in the clubhouse.
16. Noise must be kept down to a level as not to disturb nearby residents. Violations which result in the Sheriff's Department being called will result in forfeiture of the security deposit.
17. An authorized security guard must be present at all functions where attendance is in excess of 50 or more people and continues past 6:00 PM or when the attendance includes 20 or more people between the ages of 13 and 21 unaccompanied by their family members.  
Only persons commissioned by the State of Texas as Peace Officers qualify as authorized security guards. Security guards must be in appropriate department uniform and have jurisdiction in Harris County.
18. All events must be concluded by 10:00pm, this includes cleanup. Everyone must be out of the clubhouse by 10:00pm
19. **The Renter is responsible for removing the trash from the facility and moping the floor and leaving the facility in a clean and orderly condition. (You must provide your own cleaning equipment). If any items are missing from the clubhouse, including chairs, tables, drinks in the refrigerator, your deposit will not be returned. Trash is NOT to be left outside of the Clubhouse.**
20. The Renter is responsible for securely closing the doors and gates in the Clubhouse when leaving, and for turning off all lights and fans.

## Agreement

1. Renter agrees to, and to abide by, all provisions included in the above Policy statement.
2. Renter hereby agrees to be responsible for cleaning up all areas immediately following their use, **leaving the property clean and removing all litter and debris i.e., the Clubhouse must be swept, mopped and the trash removed from the property.** A walk-through of the Clubhouse will be done after the event. This walk-through will take place within 24 hours of the *event*. **If damage is noted or if the Clubhouse is not cleaned the cost of such cleaning and repair will be deducted from the security deposit. If the cost of cleanup and repair exceeds the amount of the deposit, the applicant agrees to pay the cost of all repairs and cleaning.** If the Clubhouse is thoroughly cleaned after the function, no damage is evident from the final inspection the security deposit will be returned by mail.
3. By signature below, Renter hereby agrees to use the Clubhouse and all areas appurtenant thereto at its own risk and to indemnify and the Settlers Village Improvement Association, its directors, officers, contractors, agents and employees and the Clubhouse Booking Agent harmless from all claims for injury to persons (including death) or from damage to property which arises from any act or omission by Renter and its members, visitors, guests or invitees, or any other third party, and which act or omissions occurs in or about the Clubhouse (including costs and expenses of defending against any such claims).
4. The Settlers Village Community Improvement Association has the right to REFUSE to rent the Clubhouse to any resident when it has been determined that the resident has abused the privilege, damaged the Clubhouse, is in violation of deed restrictions or is not current on their maintenance fee.

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

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

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

City/ST/Zip: \_\_\_\_\_

Settlers Village Clubhouse Event Request Form  
17171 Park Row Ste 310  
Houston, TX 77084  
281-579-0761

Homeowner Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Number of Guests \_\_\_\_\_

Type of Event \_\_\_\_\_

Additional Information \_\_\_\_\_

Money Orders Only – Please send 3 money order listed below:

**CLUBHOUSE USAGE FEE \$250.00** (Non-Refundable, payable to Settlers Village)

**CLUBHOUSE SECURITY DEPOSIT \$75.00** - Please do not fill this out, If the clubhouse is left per the rules listed, the money order will be returned to you by mail.

**Administration Fee - \$50.00** (Non-Refundable, payable to Crest Management)

OFFICE USE ONLY

Private Party Rental Names	Date of Rental	Rental Check #	Amount of Check	Management Fee	