

Harris Glen Community Center Reservation Request Form

Requested Event Date: _____

Requested Event Start Time: _____

Requested Event End Time: _____

Event Name: _____

Event Type/Purpose: _____

Requestor Information:

Name: _____

Address: _____

Date of Birth: _____

Contact Phone Number: _____

Contact E-mail: _____

Please initial:

_____ I understand that reservations are made on a first come, first serve basis and that my requested time may not be available

_____ I have received a copy of the community center guidelines and agree to abide by them

_____ I will ensure the facility is left in good condition at the end of my event

*The following are the guidelines set forth by the
Harris Glen Homeowners Association for the Harris Glen Community Center.
Member should read this information prior to making a reservation.
Any of this information is subject to change.*

Reservations are made by submitting a **Reservation Request Form** to harrisglen.president@gmail.com and harrisglen.treasurer@gmail.com or mailing to Harris Glen Association, 1427 Dexford Dr. Austin, TX 78753. All reservations are made on a "first come, first serve" basis. No reservations are finalized until you receive a confirmation email from the Community Center Coordinator.

Community Center Available Reservation Hours:

- Sun-Thur: 9am-9pm
- Fri & Sat: 9am-10pm
- **All reservations must be made with a two (2) hours minimum rental time.**

The Community Center is not available to rent on all major holidays:

- New Year's Eve
- New Year's Day
- Easter Sunday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Eve
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Rental Fee Rates:

	Private Event Resident Rate	Private Event Non-Resident Rate
Club House – in season	\$25/hr	\$50/hr
Club House – off season	\$50/hr	\$100/hr

NOTE: Board member will be present to open facility and lock up facility.

Rental Rules for Harris Glen Community Center

1. The Community Center may be scheduled for social and community events. Events must be in good taste and reflect the general standards of the Harris Glen HOA.
2. Harris Glen HOA will not reserve any event until the **Reservation Form** is submitted. No reservation is secured until you receive a confirmation email from the Community Center Coordinator. No reservation will be accepted less than 5 days prior to the event.
3. No event (including clean up time) may continue past 10:00 pm on the weekends or 9:00 pm during the week. No overnight bookings.
4. The rental fee must be paid at least **5 days** prior to the event by check or money order.
5. Person making the reservation must be at least **21** years of age and must be the one to sign all applicable forms, agreements, and waivers. Resident rates will be based on this person's status. This person is responsible for the reservation and will be held liable for any damages. This person must be present during the entire reservation.
6. Events for minors younger than 21 years of age require a ratio of at least one adult present for every **15** minors at all times.
7. To receive a refund of the rental fee, less a \$10 processing fee, all cancellations must be made 72 hours prior to the date of the event. A cancellation made less than 72 hours prior to the event will result in a forfeiture of the rental fee. Rental fees are non-refundable if a portion of the time reserved is not utilized.
8. If Member is a no show, no call for their event, the HOA board member will leave the premises. In such a case, there will be no refund of the rental fees to Member.
9. A security deposit of **\$50** is required prior to the event (may be in the form of a credit card authorization), however will be refunded if the facility is left in the same condition it was prior to the event. Member understands and agrees that the security deposit may be used to compensate the HOA for cleaning fees;

damage to the property, equipment, furniture; overtime use; replacement costs; disregarding of the Community Center rules; and/or cancellation fees; as a direct result of the Member's reserved use of the Community Center. Member further acknowledges and agrees that the HOA shall have the right to all remedies at law to recover from Member all outstanding unpaid invoices and charges incurred by the HOA in connection with Member's use of the Community Center.

10. The facility should be left in the same condition as it was prior to the event. Member will receive a Cleaning Check List. Member is responsible for understanding the responsibilities listed in the document, noting any pre-event conditions, and returning the completed list to HOA board member. The HOA has the authority to use the security deposit for cleaning fees if any one of the items on the Cleaning Check List was not completed or if the event caused extensive cleaning in excess of a standard event. If cleaning fees exceed the amount of the security deposit, the HOA has the authority to bill the member's account for any excess charges related to cleaning or repairs required as a result of member's event.
11. Harris Glen HOA makes no warranty or representation regarding the physical condition of the Facilities, the furniture, fixtures and other personal property within the Facilities or their safety, security or suitability for use. No oral representation by the HOA shall constitute any kind of warranty whatsoever. Member acknowledges that Member's use is at Member's own risk. Member shall be liable for any damage to person or property proximately caused by any act, omission or neglect of Member or Member's family, guests, invitees, agents and all other persons who are using the facilities by or through Member. Member acknowledges and agrees that the HOA is not responsible for damaged, lost or stolen personal property.
12. Member and Member's guests must leave the building on or before the end reservation time designated on the Reservation Form. All reservation times designated on the Rental Agreement include set-up and clean up time. Members and/or their guests may not enter the reserved space prior to their scheduled time, nor remain in the reserved space after their scheduled time. Member, Member's guests, and all Member's belongings must be out of the building by the reservation end time designated on the Rental Agreement. Member will be charged a late fee for any over time. No time extension is allowed or will be made the day of the event.
13. Member will not be allowed to reserve the HOA facilities until full payment is made for all amounts due from prior reservations and/or any member HOA account outstanding amounts due.
14. Activities that are illegal or generally considered contrary to the public peace are not permitted and may be halted in progress, if necessary, by law enforcement authorities, or officers or agents of the Association.
15. Member agrees to abide by and to enforce the "No Smoking" policy inside and outside the building with respect to their family, guests, invitees, and all other persons who are using the facilities by or through Member.
16. Special effect machines, such as fog machines, bubble machines, etc. are not permitted inside the building.
17. Decorations, streamers, and banners may be hung up on walls with painter's tape only, and all the tape must be removed from the walls immediately after the event. Masking tape, duct tape, putty, and other adhesives, which might permanently adhere to surfaces or leave a mark, are not allowed. Anything that punctures the walls, such as nails, tacks, and staples, are not allowed.
18. Glitter, confetti, bird seed, and rice are not allowed inside or outside of the building.
19. Open flames inside and outside of the building are not allowed, including but not limited to decorative candles, tiki torches, BBQ grills, etc. Birthday candles on a cake for a short amount of time are allowed. Catering supplies such as chafers are approved.
20. Bounce houses and petting zoos are not allowed on the premises.
21. The security gate shall never be propped open.
22. Parking is allowed in the designated areas only. Member may not use the front entry way as a loading/unloading dock. Parking is expressly forbidden on the lawn. Parking may be limited, especially when the pool is open. Parking spots are not guaranteed.
23. Music may be played inside and outside the building. The noise level of music is limited to a level such that it cannot be heard, or bass vibrations felt, indoors in any residence in proximity to the Community Center. HOA board member has the authority to adjust the volume of music at their discretion.
24. The HOA will not set the room up. Member is responsible for setting the room up according to their liking.
25. Member acknowledges and agrees that a reserved event may be terminated in progress if, in the judgment of the HOA board, Member's use violates the Rules, poses a threat of harm or danger to property or other Members, or threatens loss of quiet enjoyment by other Members of the Harris Glen community.
26. Please note that the Community Center runs as a completely separate facility from the pool. Reservations for the Community Center are for the community center only and will not prevent other residents from access to the pool.

Community Center Cleaning Check List

**To prevent cleaning fees being charged, the following tasks must be performed within the time reserved. The facility must be left as clean, and in as good condition, as it was before the rental. Decision by the Association regarding sufficiency of the clean-up and damages incurred shall be final.*

Event Name _____

Member Name _____

Date of Event _____ Start Time _____ End Time _____

You will be charged for any pre-existing damages, messes, missing items, etc. that are not notified to the Board, or listed here if Board member is not available, prior to your event:

MUST CHECK OUT AND RECEIVE INITIALS FROM STAFF BEFORE EXITING THE BUILDING

Charges will be incurred for each item that is not completed/initialed by Board Member

Initial for Completion

(Member) (Board Member)

- _____ _____ All decorations and personal belongings removed from room(s); only painter's tape is allowed and must be completely removed
- _____ _____ Outside cleared of all decorations, trash, personal belongings, etc.
- _____ _____ Kitchen: all food and other items removed; refrigerator/freezer emptied of all items from event
- _____ _____ Clean any mess in excess of a typical event (left to the discretion of the Board Member on duty)
- _____ _____ Gather **ALL** trash accumulated from your event and dispose of properly in the main trash bin in parking lot
- _____ _____ All cleaning completed and everyone exited the building by reservation end time of ____:____ (fees will be incurred in the case of a late exit)