

**DEER CREEK VILLAGE HOMEOWNER'S ASSOCIATION**  
**CLUBHOUSE RESERVATION AGREEMENT**

Homeowner's Name \_\_\_\_\_

Homeowner's Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email \_\_\_\_\_

**RESERVATION INFORMATION:**

Date Requested: \_\_\_\_\_ Anticipated Number of Guests: \_\_\_\_\_

Specific Purpose of Use: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

I \_\_\_AM or \_\_\_AM NOT requesting to use the DEER CREEK VILLAGE Clubhouse grill.

.....  
I understand that I am responsible for meeting the conditions stated in the Clubhouse Rules and the Cleaning Checklist as part of my entitlement in using the DEER CREEK VILLAGE Clubhouse. **I understand that I must be in attendance for the function at all times. I understand the Pool is Not Reserved and Will Not Be Used during my reservation for event and the Fitness Center Will Not Be Used or Accessed during my reservation at any time.** In the event any of the items on the Cleaning Checklist are unsatisfactory, I understand that I will forfeit my Reservation Deposit. **Deer Creek Village HOA** agrees to return the remaining balance of the premises deposit to the applicant within thirty (30) days of the rental. In the event of damage or loss I will be fully responsible for the entire cost of replacement or repairs. I also understand as the DEER CREEK VILLAGE Homeowner reserving the Clubhouse that I am assuming full responsibility for all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse. I also agree to the hold harmless contained in the Rental Agreement Rules & Policies which are attached and part of Clubhouse Reservation Agreement and the Cleaning/Damage Agreement.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

I understand my Access Card will be programmed for Set-up time above and I must access the clubhouse door at that time or will not receive access. The door will remain open during the times from Set-up to Finish. If ending early, I must go back to clubhouse at Finish Time to close front door to lock automatically. \_\_\_\_\_Homeowner Initial

**RESERVATION STATISTICS**

**Completed by Authorized HOA Management**

**\*PRE-EVENT:**

Reservation Request & User Fee Received:

\$ \_\_\_\_\_ DP# \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Cleared Bank: \_\_\_\_\_

Reservation Received By: \_\_\_\_\_ Event Approved On:

\_\_\_\_\_ Approved By: \_\_\_\_\_ **OR**

\*Event Not Approved On: \_\_\_\_\_ By: \_\_\_\_\_ Reason for

Disapproval: \_\_\_\_\_ Date

Reservation & User Fee Returned if Disapproved: \_\_\_\_\_ Cleaning

Complete, Approved for Deposit Return: \_\_\_\_\_

# POST DEER CREEK VILLAGE CLUBHOUSE CLEANING CHECKLIST

HOMEOWNER NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

## KITCHEN:

ALL Countertops are to be wiped clean, sanitized, no crumbs or sticky spots. Make sure to wipe down the fronts of cabinets and appliances.

Empty fridge and wipe clean, return removed shelves/drawers to fridge. Empty food from the freezer, ice may be left, but utensils or ice scoops are to be removed.

Clean the microwave and the oven inside and out.

Clean and dry the kitchen sink. Run the disposer with water, making sure the disposal is free of debris.

Run the dishwasher and unload prior to leaving.

## RESTROOMS:

Clean & sanitize countertops, mirrors and commodes.

Empty trash and replace liners.

Refill soap and toilet paper with supplies found in the entry storage closet.

## TABLES AND CHAIRS:

Clean all tables and chairs, removing any tape, or decorations that were used.

Store tables and chairs in the storage closet.

## DECORATIONS:

Make sure no decorations remain; all balloons, and streamers removed. **NO TAPE OR ANY OTHER PRODUCT USED TO ATTACH ON WALLS, DOORS, WINDOWS, ETC.**

Turn off all stereo and television equipment and return the remotes to the top of the tuner.

Clean all glass surfaces including windows so that no fingerprints remain.

## ALL FLOORS:

Sweep AND Mop all floors including the kitchen, bathroom and bathroom , hallway.

Mop all spills

## TRASH:

Empty all trash throughout the clubhouse & bathrooms, and take to the trash bins outside of the clubhouse. **ONLY USE RECYCLABLE TRASH BIN FOR PLASTIC BOTTLES AND ALUMINUM CANS.**

Replace all trashcan liners.

Pick up all litter in adjacent yards, clubhouse/pool lawn, streets and parking lot. **YOU MUST TAKE TRASH CANS TO THE FRONT CURB.**

## FINAL WALKTHROUGH:

Reset the thermostat: Heat setting is 68°; air conditioner setting is 78°.

Turn off all lights and close all interior doors and the door between restrooms and clubhouse.

Lock all doors, including deadbolts. **LOCK DOOR GOING TO RESTROOMS.**

Set the alarm 2731 AWAY. **If an error is given, double check all doors to the pool area.**

**FRONT ENTRY DOOR WILL AUTOMATICALLY LOCK AT ENDING TIME ON RESERVATION**

Homeowner \_\_\_\_\_  
Print Signed

Deer Creek Village HOA By \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

[ ] Approved [ ] Disapproved. Reason \_\_\_\_\_

# DEER CREEK VILLAGE HOMEOWNER'S ASSOCIATION

## Clubhouse Rules and Policies

Effective 12-01-23

The Clubhouse is intended to serve as a meeting place for the DEER CREEK VILLAGE HOA functions. The Clubhouse is available with a reservation fee for DEER CREEK VILLAGE Property Owners who's Association Dues are current, to reserve for private social functions **HOSTED AND ATTENDED at all times during the private event by the DEER CREEK VILLAGE Property Owner** and their guests. **The Clubhouse cannot be reserved for third-parties. There is only one (1) allowed reservation per calendar day.**

**DEER CREEK VILLAGE Property Owners must be in attendance at all times.**

The CDC has developed recommended actions for preventing the spread of COVID-19 as well as other illnesses. Please follow CDC guidelines at the time of your event for group gatherings.

### **SECTION 9.1. HOLD HARMLESS AND INDEMNIFY FOR USE OF COMMON AREA, LAKES, SWIMMING POOLS AND APPURTENANT STRUCTURES, PLAYGROUNDS, AND RECREATIONAL FACILITIES.**

Residents agree to hold Declarant and the Association harmless and shall indemnify the Declarant and Association from any damage, loss, injury, detriment, or liability of any type from the use of the Common Area, lakes, swimming pool and appurtenant structures, playground, and recreational facilities and equipment, if any.

***The POOL CANNOT be reserved for private functions and IS NOT to be used during a function or after normal pool hours. Fitness Center is closed to homeowners and its guests during any private event.***

### **Maximum Clubhouse Capacity: 113**

The Clubhouse is to be kept locked at all times except during scheduled functions. **Homeowner's access card will be programmed for adult residents for approved functions. FRONT ENTRY DOOR IS NOT TO BE PROPPED OPEN AT ANY TIME.**

### **Planned HOA events/activities take precedence over private functions.**

The Clubhouse will be made available on a first come/first-serve basis to Property Owners of DEER CREEK VILLAGE whose **DEER CREEK VILLAGE Annual Homeowner Association Fees are current and are in compliance with DEER CREEK VILLAGE CC&R's.** It is suggested that reservation requests be made as far in advance as possible however a minimum of Fifteen (15) business days is required.

**The Clubhouse will be reserved for one (1) event only per calendar day. Reservations are not recorded and confirmed until the Clubhouse Rules, Reservation and Cleaning Damage Agreements have been: (1) Completed, signed, dated, and submitted with required deposit and fee paid and received by Neighborhood Services, (2) Neighborhood Services has received and approved Reservation AND (3) Deposit and Fee payment.**

## **Clubhouse Reservations:**

Contact the DEER CREEK VILLAGE HOA clubhouse contact via email [madel.sjuan@neighborhoodsplus.com](mailto:madel.sjuan@neighborhoodsplus.com), to determine if date and time for a reservation is available. If available, a Clubhouse Reservation Agreement and the Clubhouse Rules will be emailed to you.

The Clubhouse Rules, Reservation, Cleaning/Damage Agreements must be completed, signed, and submitted to the DEER CREEK VILLAGE HOA **a minimum of fifteen (15) business days before the requested date** and the deposit must be submitted and received at same time. Any deposit not received with the reservation form will not be accepted.

The items on the top of the form under Reservation Information are to be completed in detail for all functions. Be specific, please. Just writing the word "party" for specific purpose is not adequate.

**A \$150.00 Reservation Deposit and \$100.00 Non-Refundable User Fee needs to be 2 separate payments per calendar day of event must accompany all reservations. Payment by Check or Money Order will be accepted from the Host Primary DEER CREEK VILLAGE Homeowner Only and should be made payable to the DEER CREEK VILLAGE HOA at NSC 1326 Fretz Dr. Edmond, OK 73003. The \$150.00 Reservation Deposit per calendar day of event will be refunded within 30 days following the event and final inspection if the cleaning standards have been met according to the checklist. Anyone who reserves the clubhouse but wants to cancel the reservation must notify the clubhouse committee no later than Seven (7) days prior to the event either in writing or by e-mail. If the cancelation is not received Seven (7) days prior to the event, the homeowner will not receive a refund of the \$150.00 Deposit. The \$100.00 User Fee is non-refundable.**

Any specific questions concerning cleaning, hours, use of extra tables, chairs, etc. should be directed to the Neighborhood Services at the time the reservation is made. Neighborhood Services will not be available to go to the Clubhouse on last minute notice to answer questions, provide keys, etc. Your key card will be programmed to open the door AT THE TIME LISTED on your reservation form and the door will automatically lock AT THE END TIME listed on your reservation form.

DEER CREEK VILLAGE HOA Contact: Neighborhood Services. Your security deposit will be returned after HOA board gives Neighborhood Services permission.

**The Clubhouse is to be used for homeowner private social purposes only. The clubhouse is not to be used for any activity or event which would yield personal monetary gain or for any outside organization's meetings, politics, religion, etc.**

Due to the size of the Clubhouse and the proximity of homes, careful attention must be paid to music and noise. At no time, should the sounds of a gathering be heard outside of the Clubhouse building:

Doors should remain completely closed at all times, during setup and event. **Do not prop doors open at any time. If the doors are propped open this will interfere with the key lock system and you will be charged for service call.**

Guests should enter and leave functions by the front door in order not to disturb residents that reside around the Clubhouse.

All **evening functions must be over by 10:00 PM on weeknights including Sunday's** and by **11:00 PM on**

Friday and Saturday nights, No Exceptions.

**NO Smoking or Vaping is permitted inside the Clubhouse.**

**The Fitness Center is Not to Be Accessed or Used by any Guest(s) during event.**

The DEER CREEK VILLAGE Homeowner reserving the Clubhouse will assume full responsibility for any and all accidents, illnesses or claims that may arise as a result of any accident or for any other reason in connection with the private social event for lease of the Clubhouse by said homeowner. The said homeowner shall agree to the hold harmless contained in the Rental Agreement to which these rules are attached.

Clubhouse Rules & Policies will be emailed to you with the Reservation Agreement.

## **BEFORE THE FUNCTION:**

The Cleaning Checklist and Post Cleaning Checklist will be emailed to you when your reservation has been confirmed. The DEER CREEK VILLAGE Homeowner will sign the Pre-Function Clubhouse approval notice and Homeowner will need to return Cleaning Checklist to NSC.

## **FOLLOWING THE FUNCTION:**

The Checklist for Cleaning is to be completed when the Homeowner's function is over. This checklist should be returned at NSC no later than 9 AM the day following the event. NSC will use the same checklist to verify that the premises are left appropriately clean. In the event any of the items on the cleaning checklist are unsatisfactory, the Reservation Deposit will be forfeited.

Should any Homeowner or guest using the Clubhouse damage, destroy or lose any of the property therein, the host Homeowner will be **fully** responsible for the entire cost of replacement and repairs. In the event the entire cost of replacement and repairs is not paid, then a lien will be filed on the host Homeowner's home.

The Reservation Deposit will be returned to the host homeowner/ resident under the following conditions:

The Clubhouse is cleaned and left in an acceptable condition by 9 AM on the day following the event.

Every item on the checklist for cleaning is completed and the checklist has been returned to NSC by 9 AM on the day following the event.

All conditions of the Clubhouse Reservation Agreement have been met.

The Reservation Deposit will be returned within 30 business days from the day following the event

NSC has advised the Board status of inspection.

## **LOSS OF CLUBHOUSE PRIVILEGES:**

Property Owners may lose the privileges of reserving and using the DEER CREEK VILLAGE Clubhouse for any of the following reasons:

- ❖ Noise and disturbance that carries outside the DEER CREEK VILLAGE Clubhouse building

to the extent that Property Owners are disturbed.

- ❖ The pool is used anytime during or after normal pool hours.
- ❖ The cleaning standards have not been met according to the checklist.
- ❖ It is found that information provided the DEER CREEK VILLAGE HOA on the Clubhouse Reservation Agreement has been misrepresented intentionally for any reason.
- ❖ Any other violation in accordance with the Clubhouse Reservation Rules.

When any of the above conditions are found to be true, the host Homeowner will lose DEER CREEK VILLAGE Clubhouse privileges for a period of time in keeping with the severity of the offense as determined by the DEER CREEK VILLAGE Board of Directors. The host Homeowner will be notified in writing from the Board of Directors of such a loss of Clubhouse privileges.

**The attached Reservation Form is to be completed, signed and returned to DEER CREEK VILLAGE HOA, c/o NSC via email to: [madel.sjuan@neighborhoodsplus.com](mailto:madel.sjuan@neighborhoodsplus.com), Reservations are not guaranteed until form is returned, deposit is received, and reservation is confirmed.**

**Reservation Deposit & Non-Refundable User Fee is to be paid to NSC 1326 Fretz Dr. Edmond, OK 73003.**

**I acknowledge that I have read the above and agree to abide by the Rules and Policies which are attached to and a part of the DEER CREEK VILLAGE Clubhouse Reservation Request.**

**Homeowner Name:** \_\_\_\_\_

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

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

**Deer Creek Village Homeowner s Association Clubhouse**  
**Cleaning /Damage Responsibilities Agreement**

Reservation Date: \_\_\_\_\_

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

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

**GREAT ROOM & KITCHEN:**

- **Clean and Sanitize:**
- All Doorknobs, Countertops & Cabinets (no crumbs or sticky spots)
- Refrigerator (inside & outside, empty food, drinks)
- Microwave & Oven (inside & outside)
- Wash, Dry & return all kitchen utensils to drawers, cabinets
- Sink & Faucet
- Clean all glass surfaces including windows so that no fingerprints remain.
- **All personal property removed, including any rentals from third parties**

**TABLES AND CHAIRS:**

- **Clean and Sanitize** all tables and chairs, removing any tape, or decorations that were used.
- Return tables and chairs to the storage closet, neatly placed.

**RESTROOMS:**

- **Clean and sanitize** doorknobs, countertops, mirrors, and toilets.
- Empty trash and replace liners.
- Refill soap, paper towel and toilet paper with supplies found in the kitchen pantry and front closet.

**DECORATIONS:**

- **NO TAPE, ADHESIVE, PINS, ETC. on any surface including the ceiling, walls, doors, bricks or windows!**
- Make sure no decorations remain; all balloons, and streamers removed.
- Wipe all accent tables and lamps.
- Return tables and chairs to their original spaces and storage.
- Turn off all stereo and television equipment, return the remotes to the top of the tuner.

**ALL FLOORS:**

- Sweep and Mop all floors including the kitchen, bathroom and bathroom hallway.
- Mop all floors using only hot water, no cleaners of any kind. Sticky floors are not considered clean.

**TRASH:**

- **Empty all trash throughout the Clubhouse, Restrooms, and place in outside trash bin of the Clubhouse. If outside bin is full, you are required to take the trash bags to your home. Do not leave outside of trash bins. Replace all trashcan liners. Take trash bins to front curb for weekly scheduled pickup.**
- **Pick up all litter, paper, balloons, etc., and cigarette butts on clubhouse grounds, adjacent yards, sidewalks, and parking lot.**

**FINAL WALKTHROUGH:**

- Reset thermostat: Heat setting is 68°(winter); Air Conditioner setting is 78°(summer); Turn Off Fireplace
- **Turn off all inside lights, close all interior doors and the door to hallway between restrooms and clubhouse.**
- Lock all doors, including deadbolts. Front Door Locks Automatically at Ending Time on Reservation
- Set Alarm – 2731 AWAY, If an error is given, double check the doors to the pool area.

- Leave, Push Front Door from Outside to Close. Check the front door to make sure the door locked.  
Charges and Fees: Clean fees will be deducted from the deposit if cleaning is necessary. Cleaning charges will be calculated at \$35 per hour with a minimum of \$35.

Repair fees will be deducted in the event of any damage to the grounds, the building or any property within. Repair charges due will be actual costs incurred to repair damages plus a 10% service fee.

Applicant agrees to pay the cost of labor and materials for cleaning and repairs. The applicant agrees to pay to the Deer Creek Village HOA the balance of said charges, if any. Under no circumstances is the liability of Applicant to the owner limited by the amount of deposit.

**NSC** agrees to return the remaining balance of the premises deposit to the applicant within thirty (30) days of the rental.

Homeowner: \_\_\_\_\_

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

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



# DEER CREEK VILLAGE CLUBHOUSE PRE-INSPECTION WALK-THROUGH

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

HOMEOWNER NAME AND PHONE NUMBER: \_\_\_\_\_

## KITCHEN:

All Countertops, cabinets and appliances clean & sanitized.

Fridge, freezer, microwave and the oven clean inside and out, empty of food & drinks.

Kitchen sink & disposal clean, all kitchen utensils clean & returned to drawers, cabinets.

## RESTROOMS:

Countertops, mirrors and commodes clean & sanitized.

Trash emptied and clean liners.

Toilet paper, paper towels and soap.

## TABLES, CHAIRS, TV, FIREPLACE , WINDOWS AND REMOTES:

Tables & Chairs clean.

Tables and Chairs in the storage closet.

TV and Tuner Off, Fireplace and Mantle clean. Rugs

to their original spaces.

Remotes on the top of the tuner.

Glass surfaces including windows clean and no fingerprints remain.

## DECORATIONS:

No decorations, balloons, tape or streamers.

## ALL FLOORS:

No spills  kitchen  main room  bathroom  hallway.

Rugs clean.

## TRASH:

Trash & liners  kitchen  bathroom.

**No litter at entry, outside yard or in adjacent yards and parking lot.**

## STORAGE CLOSET

Tables and chairs correctly stored

### **Walk-Thru Completed:**

Homeowner \_\_\_\_\_  
Signature/Date

Deer Creek Village Clubhouse Committee \_\_\_\_\_  
Name/Signature

Date \_\_\_\_\_ Time \_\_\_\_\_

Copy of Walk Thru Checklist to HOA Board on \_\_\_\_\_ REV. 01-09-23