

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, TX.

- I. **LEGAL** – In consideration if 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, TX is wholly owned by Northshire Maintenance Fund, Inc., shall be available for use by Northshire Section I and 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 the 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 and a valid Northshire address listed on the check or through the owner portal.
- IV. **RENTAL FEE** – The rental fee for Monday – Thursday is \$175.00 USD except holidays. The rental fee for Friday – Sunday is \$225.00 USD. The fee can be paid with check, money order, or through the owner portal.
- V. **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 the rental date shall incur a \$50.00 USD cancellation penalty. No refunds on cancellations within forty-eight (48) hours of the rental start time. The board may cancel any rental without recourse by giving fourteen (14) days' written notice.
- VI. **CONDITIONS AND EXCEPTIONS – THE PARTIES AGREE TO THE FOLLOWING:**
 1. All fees and deposits must be paid by check, money order or through the owner portal. CASH IS NOT ACCEPTED. Checks should be made payable to: NORTHSHIRE MAINTENANCE FUND. A \$30.00 USD 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., its trustee, 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 the 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. Walls or ceiling are not allowed.
 7. Usage is limited to the downstairs area of the clubhouse only. Upstairs is available upon request at no cost yet will remain locked if not requested to limit the risk of injury.
 8. Lessee shall be responsible for any damage 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 clubhouse after use. The cleaning checklist, 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 mop and mop bucket to ensure the floor is clean for the next event.
 11. During the rental period, the 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 a resident and/or an adult with a deed/rental agreement and in attendance as the host of an event. NO SUBLEASING IS ALLOWED.
 13. Lessee shall restrict guests to a maximum of 50 people.
 14. **A licensed security guard is required on-site if alcohol is being served at the event.**

IN WITNESS WHEREOF, the parties have executed this contract in duplicate on this _____ day of _____, 2025 with the intent to be legally bound.

APPROVED BY:

DATE OF USE: _____

Board of Director Signature

Lessee Signature

Type of function

Lessee Address

Date approved

Lessee Contact Number

\$ _____

\$ _____

Security Deposit/ Date/Check #

Rental Fee/Date/Check #

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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 clubhouse is noted, the Lessee's security deposit will be applied to the charge for cleanup and/or repairs. The Lessee is liable for actual cleaning fees, all damages, and any missing furnishings or equipment. After the 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 or furnishings exceeds the amount of the security deposit, the Lessee agrees to pay any balance remaining on demand.

NOTICE: New light-weight ceiling panels have been installed. Please do not hang anything from the panels. The removal of tape or the use of push pins or thumbtacks will easily damage the panels.

CLEANING

- _____ All floors swept and mopped.
- _____ Both bathrooms and fixtures cleaned.
- _____ Kitchen area and fixtures cleaned.
- _____ Refrigerator cleaned and all items removed.
- _____ All decorations were 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 total)
- _____ Damaged or missing fixtures/equipment. (See comments below)

COMMENTS: _____

Lessee's Signature

Inspector's Signature

Print Name

Date of Inspection

Date

Amount of authorized security deposit refund

PLEASE RETURN TO BRENDA LEIJA via email at bleija@imcmanagement.net or by mail to: Northshire Maintenance Fund
c/o IMC Property Management
3500 W. Davis St. Ste. 190
Conroe, TX 77304