

PECAN LAKES

**Community Association
Clubhouse**

**1818
Misty Falls Lane**

**Rules And Regulations
Governing the use of the Clubhouse**

The Board of Directors has the right to amend these rules at any time

Please read this document carefully and in its entirety,
Have the document notarized and
Return the document with the deposit and fees to:

Pecan Lakes Pool Reservations Coordinators

Maria Araujo (281) 344-8292

Or

Becky & Conley Shepherd (832) 595-9033

The following rules apply to all clubhouse applicants

1. An applicant must be a member in good standing with the Pecan Lakes Community Association, Inc. (**Pecan Lakes C.A.I.**). **NOTE:** All fees must be current.
2. The clubhouse may be reserved with a notice of at least (10) working days, and reservations are made on a first come first serve basis except for association functions or meetings.
3. A minimum fee of \$65.00 is required for any clubhouse rental with a refundable \$250.00 security deposit. These fees may be adjusted by the Board of Directors without prior notice.

NOTE: Two checks are required-

- **Security Deposit** payable to **Pecan Lakes C.A.I.** in the amount of **\$250.00**. This check will be refunded upon passing the exit inspection
- **Rental Fee** payable to **Pecan Lakes C.A.I.** in the amount of **\$65.00**.

In the even a security deposit is waived for a Recognized subdivision Group and damages are encountered, the applicant will be held accountable for all damages to the property and/or cleaning. Additionally, future use of the clubhouse for this designated group may be terminated.

4. Any “Recognized Subdivision Group” whose total membership is comprised of Pecan Lakes residents, is eligible for clubhouse rental and is eligible for a waived or reduced fee depending on the type and length of the rental. **NOTE:** The Board of Directors shall make the determination whether an organization is considered a “Recognized Subdivision Group” for the purpose of waiving and/or reducing the rental fee. The decision of the Board is final and binding.
5. The rental fee, if required, is due at the time of reservation/
6. **All events must end by 1:00 a.m.**
7. Noise must be kept down to a level as not to disturb nearby residents. Violations will result in the security deposit refunded at a reduced amount.
8. A member of the **Pecan Lakes C.A.I.** **must** be present at all times.
9. Youth groups may use the clubhouse providing that an adult makes the reservation. Said adult must be a member of Pecan Lakes C.A.I., be present at the function, be in good standing, and will be responsible that all rules and regulations are adhered too.

10. Teenager/Young adult functions having persons under the age of twenty-one (21) must have one (1) adult chaperon for every ten (10) in attendance.

11. A uniformed security guard is required for:
- Teenage/Young adult functions with over twenty-five (25) persons anticipated to attend
 - Adult functions when alcoholic beverages will be served w/over 20 persons anticipated to attend.
 - Adult functions when fifty (50) persons are anticipated to attend

NOTE: a uniformed security guard is defines as an individual commissioned by the state of Texas as a peace officer and having jurisdiction in Ft. Bend county.
Payment for the security guards is the responsibility of the applicant.

12. **Smoking within the clubhouse is prohibited**, and applicants assume full responsibility for any violation of the regulation and related damages.
13. No pets or animals are allowed in the clubhouse/pool.
14. Applicant hereby agrees to be responsible for cleaning up the clubhouse, including the kitchen, rest rooms, and outdoor areas immediately following the activity, and thereby leaving the property clean. Hence, the clubhouse must be mopped, vacuumed, and all litter and debris must be removed from the premises. **All trash has to be removed from property by renter.**
15. If the pool is also rented, Lifeguard rate/ratio to be determined by pool contractor. This guard must be hired through the current pool contractor, and you must give at least one week notice. The Cost of the Lifeguard is responsibility of the resident. Contact Sweetwater Pools at (281) 300-6077 or e-mail to: parties@sweetwaterpoolsinc.com

Note: No Alcohol Permitted in the Pool Area

16. Cleaning/Damage Policy
- If the clubhouse is adequately cleaned after the function and no damage has occurred, your security deposit will be returned via US mail within ten (10) calendar days.
 - A walk-through of the clubhouse will be conducted before and after the event. The second walk-through will take place within twenty-four (24) hours of the event.
 - If damage occurs or if the clubhouse is not cleaned, as set forth in item #14, the cost of such cleaning and repair will be deducted from the security deposit.

- If the cost of clean-up and repair to the **Pecan Lakes C.A.I.** exceeds the amount of the deposit, the applicant agrees to pay the additional cost for said repairs and cleaning.

17. Decoration Policy

- Any decorations used during the rental period will be temporary whereby they will not mar any building surfaces.
- The use of either tape, tacks, nails, or staples on the wall, floors, or ceiling will result in a portion of the deposit being withheld.
- Masking tape temporarily applied to glass or plastic, wooden trim or door surfaces is normally acceptable if done reasonably
- All decorations and similar materials must be made of fireproof material.

18. Key Policy

- Keys must be returned to the appointed board/committee within 24 hours following the function. *Failure to comply will result in forfeiture of your deposit.*

19. Light and Door Policy

- Before leaving, all lights and thermostats must be turned off and all doors must be locked.

20. Applicant hereby agrees not to use, occupy or permit the use of the occupancy of the clubhouse for any purpose, which is directly or indirectly forbidden by law, ordinance, order and governmental and municipal regulations which may be dangerous to life, limb or property. In particular, the applicant must adhere to all state and liquor laws.

21. Applicant hereby agrees to indemnify and save the Association harmless from all claims of injury including death to persons or from damage to property which arises from any act or omission by the applicants, its guests and invited, or any other third party which costs and expenses of defending against any such claims.

22. Applicants agrees to use and occupy the subject premises and all areas appertaining thereto, at its own risk and hereby release Pecan Lakes C.A.I., its Directors, Officers, agents and employees from all claims for any damage, theft of injury to persons including death or property damage.

RATE SCHEDULE

<u>FUNCTION</u>	<u>RESERVAITION FEE/CLUBHOUSE/POOL</u>	<u>DEPOSIT</u>
Recognized Subdivision Group (Women's Club, Babysitting co-op, etc)	N/A	N/A
Private Party	\$65.00	\$250.00

APPLICANT HEREBY AGREES, AS EVIDENCED BY SINGING BELOW

- *THAT YOU HAVE READ AND AGREE TO BE RESPONSIBLE FOR THE COMPLIANCE WITH THESE RULES AND REGULATIONS AND,*
- *THAT YOU FURTHER AGREE THAT YOU WILL BE IN ATTENDANCE AT ALL TIMES WHILE THIS RENTAL CONTRACT IS IN EFFECT*

THIS AGREEMENT EXPIRES: _____ **at 11:00 P.M.**

(Print) Name of Applicant/Organization **Date of Event**

(Print) Applicant Address **Telephone Work/Home**

(Signature) Name of Applicant **Date**

STATE OF TEXAS

BEFORE ME, the undersigned authority, on this day personally appeared

_____, **Known to me to be the person whose name is subscribed in the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed, GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20 _____.**

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Reference is made to your request of the **Pecan Lakes Community Association** for permission to use the **Pecan Lakes** clubhouse located on Misty Falls Lane.

Application Information

1. Name of applicant requesting reservation
2. If an organization, state the name of the person responsible for compliance with the terms of the application _____
3. Date requesting rental _____
4. Time of function _____
5. Duration (In hours) _____
6. Type of function _____
7. Kitchen needed (Yes/No) _____
8. Anticipated Attendance _____
9. Will alcoholic beverage be served? NO _____ YES _____*
*(Over 20 In Attendance Security Guard Required)
10. **Responsible Party** _____ **Date** _____

Name	Address	Phone Home/Work
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10. Parents/Chaperons for teenage/young adult functions

Name	Address	Phone Home/Work
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Name	Address	Phone Home/Work
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Use back of page to list additional Parent/Chaperon information

13. **Rental Fee (Pecan Lakes C.A.I.)**

\$ _____
Amount

Check #

14. **Security Deposit (Pecan Lakes C.A.I)**

\$ _____
Amount

Check #

15. **If security is required, please list the following information:**

Name	Address	Telephone
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PECAN LAKES C.A.I
CLUBHOUSE WALK-THROUGH
Property at 1818 Misty Falls Lane

Please present this form (pages 9 & 10) to the key coordinator at the time the key is obtained, he/she will keep this form until after the function and the key is returned. After the post-rental inspection and the form has been executed, please return to P.C.M.I. to insure deposit refund.

	Pre-Rental Condition		Post-Rental Condition
	Date		Date
	CLEAN	DIRTY	CLEAN
			DIRTY

MAIN AREA

- Floors
- Walls
- Ceiling
- Light Fixtures
- Fans
- Blinds
- Windows
- Table/Chairs

KITCHEN AREA

- Floors
- Counter Tops
- Refrigerator
- Microwave Oven
- Range
- Sinks

REST ROOMS

- Sinks
- Toilets
- Floors
- Mirrors

OUTSIDE AREA

Applicant:

Walk thru #1 – Pre-Rental Condition

Applicant Signature

Clubhouse Agent Signature

Walk thru #2 – Post-Rental Condition

Applicant Signature

Clubhouse Agent Signature

Name of Resident:

Address:

Phone Number (s):

Usage Date/Time:

Reservation Fee Required: \$65.00

Deposit Required: \$250.00

Refund Deposit: _____ (yes) _____ (no)

If NO Amount to be retained: \$ _____

Deposit Retained Due to (Comments): _____

FACILITIES INSPECTED BY:

Signature/Key Coordinator

Date

Badge #

Agency Affiliation

16. **If the pool is rented, please complete the following information:**

Party confirmed with: _____,

(Pool Contractor)

for _____ **lifeguard(s) to be present during private function.**