



WOODLAND OAKS HOMEOWNERS ASSOCIATION

1056 Woodland Oaks Drive ♦ Schertz, TX 78154

CLUBHOUSE RESERVATION & USE AGREEMENT

RESERVATION DATE/HOURS: _____

RESIDENT’S NAME & ADDRESS (Print): _____

Resident is reserved the exclusive use of the Clubhouse for the date and hours identified above. The rate for use of the Clubhouse is **\$30.00 for the first three (3) hours** and an additional **\$5.00 for each additional hour**. The full use fee plus a **\$75.00 refundable security deposit** is required at the time of reservation. The security deposit, or the appropriate portion thereof, will be refunded if all of the conditions enumerated below are met. The Association Representative (AR) entering into this agreement is authorized to withhold any or all of the security deposit if in their judgement the conditions were not properly met. The Resident may appeal the AR’s decision to the Board of Directors (the Board). The decision of the Board is final.

CLUBHOUSE USE CONDITIONS:

- Clubhouse reservation/use may only be arranged through the AR(s) appointed by the Board.
- Only Residents in good standing (i.e., having no outstanding negative balance with the Association) may reserve or use the Clubhouse. Residents not in good standing are not permitted to reserve or use the Clubhouse, even as guests.
- The total number of Clubhouse occupants may not exceed 28, or the maximum occupancy posted in the room, whichever is less.
- Nothing, e.g., furniture or equipment, is to be removed from the Clubhouse without prior coordination with the AR.
- Any damage or equipment malfunction of any kind is to be reported to the AR immediately.
- **Clubhouse reservation/use does not include pool use.** The door from the Clubhouse to the pool area must remain closed and the Resident entering into this agreement is responsible for ensuring no unauthorized persons enter the pool area.
- No tobacco or e-cigarette/vaping use is permitted in the Clubhouse.
- **The Clubhouse must be cleaned and properly configured at the conclusion of the reservation period.** The floor is to be swept, decorations removed, trash removed, furniture in the original configuration (i.e. tables in a “U” shape, chairs around tables and excess chairs along the walls), and all lights and climate control system turned off. The AR is authorized to determine whether or not this requirement has been properly met, and may withhold all or a portion of the security deposit if, in their opinion, the requirements have not been met. (Note: cleaning supplies are located in the cabinet in the Clubhouse)
- **The key to the Clubhouse must be returned to the AR within 30 minutes of the conclusion of the rental period.** Any delay in return of the key may be considered an extension of the rental period which may result in additional fees according to the rates enumerated above.

RESIDENT SIGNATURE: _____ **Date:** _____

ASSOCIATION REPRESENTATIVE SIGNATURE: _____ **Date:** _____

FUNDS RECEIVED: \$ _____

Indemnity: Resident agrees to release Association, officers, directors, and employees from all damages, liability, and every kind of incident, whether to person or property, arising from the Resident’s use of the Facility.

CLUBHOUSE USE AGREEMENT TRACKING:

RESPONSIBLE RESIDENT & ADDRESS (Print): _____

RESIDENT/MEMBER STANDING CONFIRMED: _____

RENTAL DATE: _____ HOURS: _____

ASSOCIATION REPRESENTATIVE (Print): _____

AMOUNT RECEIVED: \$ _____ CHECK NO(S). _____ CASH: _____

DATE RECEIVED: _____

KEY CHECKED OUT (Date/Time): _____ / _____

IN: (Date/Time): _____ / _____

DEPOSIT AMOUNT REFUNDED: _____ DATE: _____

RESIDENT ACKNOWLEDGEMENT OF DEPOSIT REFUND (Signature): _____