

Champions Park Clubhouse Rental Agreement Rules and Checklist

The Champions Park Homeowner's Association (HOA) Board of Directors maintains the Champions Park Clubhouse facility for the mutual benefit of all residents. The rules and procedures set forth herein are for the protection of Champions Park HOA community property. Any individual or representative of any organization reserving the Clubhouse will review these rules and agreement terms with the party overseeing the clubhouse reservation to signify the following:

1. They understand the rules and will comply with the rules.
2. They will be responsible for all charges levied pursuant to the rules described below.
3. They have reviewed the After Use Checklist and approved it.

A representative from the HOA Board of Directors will be responsible for determining that the Clubhouse is in suitable condition prior to the beginning of any rental. Within a period of no more than 24 hours after a rental is completed the After Use Checklist will be completed by a HOA clubhouse representative and a copy given to the rental responsible party.

Any work required to restore the Clubhouse to the condition it was in immediately prior to its use by the responsible party will be deducted from the security deposit; to the extent that the required work was a direct result of or caused by the usage of the Clubhouse by the responsible party. All decorations (wall hangings, pictures and furniture) are the property of Champions Park Homeowners Association. The cost of repair or replacement of HOA property that exceeds the amount of the security deposit will be charged to the responsible party if it is determined that damage or loss is due to the responsible party usage.

Rental Fees and Deposits

1. The rental fee is \$ 75 per calendar day, to be paid in full at the time of reservation and confirmation.
2. A security deposit is also required to be paid at the time of reservation and confirmation. The security deposit shall be a separate payment method from the rental fee.
 - 2.1 The security deposit is \$ 250 for events where alcohol is not served and \$ 500 for events where alcohol will be served.
3. A cleaning fee of \$110 will be charged for all rentals and must be paid at the time of reservation and confirmation. This fee may be included with the rental fee.
4. All payments are to be given to the designated HOA clubhouse coordinator.

General Rules

1. Only residents of Champions Park are eligible to rent the Clubhouse. Residents must be in good standing with no unresolved debts to Champions Park HOA.
2. The use of the pool is not included with the rental of the Clubhouse. The pool may be available during normal pool hours. Access to the pool is through the pool gate only. If additional lifeguards are required, the responsible party must coordinate with the HOA pool management company and enter a separate agreement.
3. There is to be no smoking, vaping, or use of e-cigarettes in the clubhouse, on the clubhouse porch, or on the community playground area.
4. Pets are not permitted inside the clubhouse except for certified service animals.
5. HOA property is not to be removed from the clubhouse.
6. Pots, pans, reusable kitchen utensils, and similar items belonging to Champions Park HOA may be used during the rental provided they are properly washed and stored away after use. Disposable utensils, plates, napkins, and similar paper goods are not included.

7. The rental will include the use of folding tables and chairs which are stored in the Clubhouse closet. These must be put away after use.
8. Permanent furniture such as wooden tables and chairs, couches, upholstered chairs, and televisions should be placed back in their original location if moved during the rental time.
9. All events are to conclude no later than 11 PM.
10. At the conclusion of the rental period all trash is to be emptied and placed in the large trash bins which are located behind the gated area near the parking lot. Trash bags left on the ground may result in the loss of the security deposit.
11. The Clubhouse conference room is not available for use during a rental.
12. Occupancy is not to exceed the posted limit set by the Harris County Fire Marshal.

Decorating Rules

1. Absolutely no tape, nails, tacks, pins, or adhesive material may be used on interior walls or doors of the Clubhouse. Ceiling clips are in place for lightweight decorations.
2. Nails, tacks, pins, or similar items may not be used on the exterior of the clubhouse. A decoration mounting strip is available for hanging decorations.
3. Exterior decorations may be placed in flowerbeds or entryway providing the decorations are removed and will not cause harm to trees, plants, or shrubs.

Clubhouse Access

1. Hard keys will not be provided for a rental. A resident will be required to use their entry fob for the event. If a resident wishes to rent the Clubhouse and does not have a fob, one must be obtained through the HOA designated board member responsible for access.
2. The HOA clubhouse coordinator will be responsible for scheduling front door access the day of the rental agreement. There shall be two periods of access during a rental time:
 - 2.1 The responsible party will have fob access to the front door the day of the rental. This will allow the responsible party to enter the Clubhouse door by using their fob to enter. To exit the Clubhouse during this time, the green Exit button to the left of the door must be pressed. The beginning access time will be coordinated no less than 72 hours prior to the time access is needed.
 - 2.2 The responsible party will be required to communicate estimated arrival and departure time of event guests so that the front door will be set to be completely unlocked. Under no circumstances shall the door be propped open during a rental time.

Scheduling

1. Rentals may not be scheduled more than 90 calendar days in advance.
2. Rentals must be requested, confirmed, and paid in full no less than five calendar days prior to the rental day. Exceptions may be made on a case basis at the discretion of the Clubhouse Coordinator.
3. Residents are allowed only one confirmed reservation at a time.
4. The designated Clubhouse Coordinator maintains one calendar used for scheduling.

Clubhouse Use for Community Events and Non-Profit Organizations

1. Non-profit organizations may use the Clubhouse at no cost provided events are open to the community, are advertised to all residents, and approved by the Champions Park HOA Board of Directors. Organizations granted access at no charge will be responsible for cleaning the Clubhouse after use.
2. Non-profit organizations requesting use of the Clubhouse must have a representative that is a Champions Park resident in good standing. The representative resident is required to be present during events at the Clubhouse.
3. For profit events or concession events are not permitted unless approved by the Champions Park HOA Board of Directors.

After Use Clubhouse Checklist:

Responsible Party

Clubhouse Coordinator

1. All decorations, food, beverages, or similar items belonging to the responsible party are removed.

2. Kitchen range and oven are turned off and cleaned of any food spills.

3. Refrigerator and freezer doors are completely shut.

4. Kitchen and bathroom faucets are off.

5. Clubhouse furniture is placed in original location

6. Folding tables and chairs are returned to storage.

7. Kitchen trash is placed in the outside bins.

8. Lights and ceiling fans are turned off.

9. HVAC system is set to posted settings.

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| Resident/Responsible Party Name: | |
| Resident Address and Phone Number: | |

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| Date of Rental: |
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| Rental and Cleaning Fee: Payment Date and Method | Date: _____ Pymt: _____ |
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|--------------------------|--------------------------------|--------------------------|--------------------------------|
| Security Deposit: | Date: _____ Pymt: _____ | Deposit Returned: | Date: _____ Pymt: _____ |
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I understand that I am responsible for leaving the Champions Park Clubhouse in the same condition it was in immediately prior to my use thereof. Failure to do so will subject me to liability for the full extent of restoring the Clubhouse to such condition. I have read the above rules and regulations and understand them fully.

Responsible Party: _____ Date: _____

Clubhouse Coordinator: _____