



WILLOW FOREST CLUBHOUSE RESERVATION AGREEMENT

Assessment Paid? Yes / No
Rental Entered on Calendar? Yes / No
Key Given to Homeowner? Yes / No

Name: _____ Today's Date: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Date of Event: _____ Type of Event: _____

Start Time (including set-up): _____ AM/PM End Time (including clean-up): _____ AM/PM

Please email facilities@ciaservices.com or call (713) 981-9000 prior to submitting this Agreement to confirm date availability

Facilities Needed:

- [] Clubhouse (Pool and other facilities will remain open and accessible to other residents during regular seasonal hours.)
[] Weekly Clubhouse Rental (reoccurring event)

Important note: Clubhouse rental is for the private use of the clubhouse only. Deposit/Rental

Fee:

One-time rental: A refundable deposit of \$150.00; rental fee of \$100.00 for the first (5) hours of rental time (this includes set-up time), an additional \$10.00 per hour should you need the Clubhouse longer.

Reoccurring Event rental: A refundable deposit of \$250.00; rental fee of \$50.00 per day. Option to have HOA take from the deposit per use of daily Clubhouse rental. A reoccurring event may not take place Friday-Sunday.

Receipt of the checks and this Agreement will confirm your reservation. Agreement and checks must be received no later than fourteen (14) days before reservation date; failure to do so may result in your reservation's cancellation.

_____(initial)

The security deposit will be returned after a final walk-through inspection of the facility has been made. If the facilities are damaged or dirtied during the event, the Homeowners Association may, without prejudice to any other remedy, use or apply the whole or any part of the security deposit to the extent necessary to repair such damage or clean up the facilities. User liability for damage or clean-up is not limited to the security deposit amount.

_____(initial)

Capacity:

The maximum capacity for Clubhouse is 50 persons. NO EXCEPTIONS. _____(initial)

Keys:

_____(initial) Arrangements should be made by the homeowner in a timely manner. Contact facilities@ciaservices.com to schedule time for a Board member to meet homeowner at the clubhouse to open the door for the event. A board member will return at the end of the event to do a final walk-through and lock up. Failure to make arrangements could result in losing access to the clubhouse for your event.



Usage Guidelines:

1. The Clubhouse facilities are intended for neighborhood meetings and resident social functions. All other requests must be approved by the Board. Fees for external requests will be set by the Board at the time of the approval.
2. Resident assessment fees must be current to reserve and use the clubhouse.
3. Residents should perform a preliminary walk-through inspection of the facilities prior to their event. It is the resident's responsibility to notify the Homeowner's Association, at facilities@ciaservices.com if any pre-existing damage.
_____ (initial)
4. The person(s) making the reservation must be a Willow Forest homeowner, at least 21 years of age, be in good standing with the community, and **must remain on the premises at all times during the event.** _____ (initial)
5. Residents are responsible for their guests at all times. _____ (initial)
6. Reserved use of this facility is limited and must be vacated by 10:00 p .m., unless otherwise approved by the WILLOW FOREST HOA BOARD prior to the event.
7. The person(s) making the reservation are responsible for set-up and clean- up of the event. All items on the **Willow Forest Cleaning Checklist** must be completed. _____ (initial)
8. Smoking is prohibited at all times inside the clubhouse. _____ (initial)
9. No alcohol is to be served at any event held at the clubhouse. _____ (initial)
10. All Facilities other than the clubhouse will remain open to other residents until 7:00 p.m. during regular seasonal hours. _____ (initial)
 11. Decorations are allowed and may be attached only with Ticky Tac, (which can be found at Hobby Lobby) to the walls. Do not tie anything to ceiling fans. Anything that could leave permanent marks on walls,
 12. doors, windows, etc. is prohibited Balloons must be secured with a weight in order to keep them from get g caught in ceiling fans. No confetti, birdseed, glitter, feathers, etc., will be allowed. _____ (initial)
13. The security deposit and housekeeping fee do not limit responsibility for damages or clean-up resulting from the event.
_____ (initial)
14. Loud music must be contained within the clubhouse. _____ (initial)
15. Clubhouse furniture must remain inside and should never be moved to or utilized on the deck area. _____ (initial)
16. Do not move clubhouse decorations, lamps, desks, etc. _____ (initial)

By signing, and initialing, as indicated, you have read and agree to the above rules.

The Homeowners Association may suspend the enjoyment rights of any member for sixty (60) days for any infraction of above rules and regulations. _____ (initial)

IN CONSIDERATION FOR THE RIGHT TO USE THE CLUBHOUSE, THE UNDERSIGNED (JOINTLY AND) SEVERALLY, IF EXECUTED BY MORE THAN ONE RESIDENT) HEREBY RELEASE AND AGREE TO INDEMNIFY, DEFEND, AND) HOLD HARMLESS WILLOW FOREST HOMEOWNERS ASSOCIATION AND KRJ ASSOCIATION MANAGEMENT CO. AND THEIR RESPECTIVE AFFI LIATES, AGENTS, DIRECTORS, EMPLOYEES, SUCCESSORS AND ASSIGNS (COLLECTIVELY, THE "RELEASED PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITIES, DEMANDS, CAUSES OF ACTION AND DAMAGES ARISING OUT OF, INCIDENTAL TO OR IN ANY WAY RESULTING FROM THE USE OF THE CLUBHOUSE WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

Owner's Signature

Date



Willow Forest Cleaning Checklist

According to the Willow Forest Clubhouse Rental Agreement you are responsible for leaving the clubhouse in the same condition as it was when you entered.

In the event you decide not to complete the following cleaning items upon the end time of your event a \$100 cleaning fee will be deducted from your deposit.

Please initial each completed item and submit the completed form to facilities@ciaservices.com

Pick up all trash indoors and outside from your event. Place trash in plastic sacks and deposit into large outdoor trash cans

Remove all decorations

Clean out refrigerator and wipe down inside and outside

Clean and return all furniture/clubhouse belongings where it was found upon arrival

Wipe down all furniture

If you utilize the clubhouse tables and chairs they must be returned to the storage room and stacked neatly

Clean kitchen sink and wipe all counters and stove/oven/microwave of all spills

Clean bathroom sinks and toilets

Sweep and mop all floors including bathrooms, entrance, and kitchen

Vacuum carpeted areas

Spray and wipe any noticeable fingerprints left on windows

Turn off all lights

Owner's Name: _____ Today's Date: _____

Address: _____

Email Address: _____

Home Phone: _____ Date of Function: _____