WOODHAVEN

CLUBHOUSE RESERVATION REQUEST

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit #: \_\_\_\_\_\_\_\_

[ ] Owner [ ] Leasing Resident

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time you are requesting to reserve the Clubhouse:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated # of guests:\_\_\_\_\_\_\_\_\_\_ Will alcohol be served?\_\_\_\_\_\_\_\_\_\_

\*Security Deposit $ 250.00

[ ] Cash \_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Money Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clubhouse Fee: Owner: $50.00-Leasing Resident: $100.00

[ ] Cash \_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Money Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a leasing resident is the requester, owner approval date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOA Board approval date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The mailroom parking spaces must not be used for guest parking, loading or unloading purposes during, prior to or after your reservation period. Cars parked in the designated mailroom parking spaces will be subject to immediate towing and $100.00 will be deducted from the security deposit.

\*Should an owner renting the Clubhouse have an outstanding balance due, all or any portion of the funds received for the deposit on the clubhouse will be applied to the outstanding balance due at the time of reservation.

Key Pick-up: [ ] Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The key must be picked up during Woodhaven Office working hours on Thursday between 1:00 p.m. and 6:00 p.m. (5981 Arapaho Road, Dallas, TX 75248).

The security deposit will be held until the key is returned to Alternative Management Group, Inc. and the Clubhouse has been inspected.

INSPECTION AFTER USAGE WILL INCLUDE:

[ ] Bathroom areas cleaned

[ ] Clubhouse tables and floors cleaned

[ ] Furniture placed in appropriate location

[ ] AC/Heater turned off (or at designated temperature)

[ ] Lights/fan turned off

[ ] Clubhouse doors locked

[ ] Refrigerator/freezer cleaned

[ ] Trash removed

[ ] Clubhouse key received by AMGI from requester

The owner of the unit (or the leasing resident) reserving the Clubhouse will be responsible for payment for any damages occurring during the use or during the time the requester has possession of the key to the Clubhouse.

The requester must be present during any and all times that the Clubhouse is occupied with guests.

Should you have any questions, please contact Alternative Management Group, Inc. at 972-503-2644.

I have read and am in agreement with the below Clubhouse Reservation Policy and the terms and conditions stated above concerning the reservation of the Clubhouse.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Revised 01-01-2025

**Woodhaven Condominiums HOA**

**Clubhouse Reservation Policy**

Only owners and leasing residents may reserve the Clubhouse and must be present at all times during the function.

The owner or leasing resident reserving the Clubhouse is liable for all damages, losses, clean-up expenses and miscellaneous costs to the Clubhouse and any other parts of the complex.

The owner or leasing tenant reserving the Clubhouse must provide a description of the function, including how many people are estimated to attend.

The HOA Board of Directors has full authority to reject reservations for the Clubhouse at its sole and absolute discretion.

The reservation for the Clubhouse is for the Clubhouse only and not for the pool area, which is open to all owners and residents.

The maximum number of people allowed in the Clubhouse is forty (40).

Reservations for the Clubhouse are accepted up to 60 days in advance, and such reservations are made through the Managing Agent.

Reservations must be made a minimum of fourteen (14) days in advance.

The Clubhouse fee and security deposit must be made a minimum of fourteen (14) days prior to the function (cash or cashier’s checks only).

The Clubhouse fee is $50 per function for owners and $100 per function for leasing residents (this fee is subject to change at any time). If the reservation is cancelled at least seven (7) days prior to the function, the Clubhouse fee will be refunded.

The Clubhouse security deposit is $250 (this security deposit is subject to change at any time). If the reservation is cancelled at least seven (7) days prior to the function, the Clubhouse security deposit will be refunded.

The Clubhouse security deposit will not be refunded if there are damages to the Clubhouse or any other parts of the complex, there are clean-up expenses borne by the HOA or any other violation of the Clubhouse rules. Under no circumstances shall these rules be construed to limit the liability of the person who reserves the Clubhouse for a function to the amount of the security deposit. The person who reserves the Clubhouse for a function shall be liable for all damages to the Clubhouse and its environs in excess of the amount of the security deposit which occurs during that person’s use of the Clubhouse.

The Clubhouse must be cleaned and ready for inspection no later than 12:00 PM the day after the Clubhouse reservation.

No owner or leasing resident will be permitted to reserve the Clubhouse unless they are a member in good standing of the HOA, are not delinquent on any obligation to the HOA and are not in violation of any of the rules and regulations of the HOA.

The owner or leasing resident reserving the Clubhouse is responsible for ensuring that guests on the property abide by the rules and regulations of the HOA, including ensuring that guests do not park in the designated mailroom parking spaces.

The HOA Board of Directors reserves the right to change the Clubhouse fee and security deposit without prior notice.

If alcohol is served during the function, the HOA may, at its discretion, require that a security guard must be onsite in the Clubhouse at all times during the function.

A representative of the HOA Board of Directors will have the right to go to the Clubhouse at any time during the function.

HOA tables and chairs may be used. The owner or leasing resident reserving the Clubhouse is responsible for damage to the HOA tables and chairs caused by them or their guests.

**Use Restrictions:**

* The fireplace shall not be used.
* The kitchen is limited to use of the refrigerator/freezer (not the stove, oven and microwave).
* No other facilities on the property are allowed to be used (only the clubhouse).
* Reservations are restricted to the hours between 11:00 AM and 9:00 PM.
* Maximum duration of the function is 6 hours (not counting set-up and clean-up).
* Normal rules regarding loud music and quiet hours apply to the Clubhouse.
* Events that include a DJ are prohibited.

**Managing Agent:**

Alternative Management Group, Inc.

310 East I-30, Suite 320

Garland, TX 75043

Phone: 972-503-2644

FAX: 972-503-2650

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