

PHEASANT CREEK HOMEOWNERS ASSOCIATION

Policy and Agreement for Clubhouse Usage

1. In order to use the clubhouse the homeowner assessments must be paid in full and with no outstanding balances.
2. Reservations must be made fourteen (14) days in advance through Sterling ASI at (832) 678-4500 or email servicedesk@sterlingasi.com. Monday through Friday 8:30 a.m. – 5:00 p.m. Rental fee and Deposit check must be received with usage agreement prior to booking. Reservations do not grant access to the pool for the guests of the private function.
3. The building will be limited to adult supervised and attended activities. Only Pheasant Creek homeowners in good standing will be permitted to reserve the facility.
4. A deposit of \$250.00 will be required by check in advance for private functions. The utility usage fee for the Clubhouse will be \$10.00 per hour with a \$50.00 minimum. Please provide a copy of homeowners insurance and driver's license. If you are a renter please provide a copy of the lease and insurance and driver's license. Deposits will be returned after the inspection of the facility and within 30 days following the rental. Any group or individual using the Clubhouse must have rental and deposit checks on file before access to the Clubhouse will be granted. Please issue two separate checks.
5. Sterling ASI will handle all scheduling. Please report any damages or problems with the facility to Sterling ASI.
6. A clean-up charge will be deducted from the deposit if the facility is not properly cleaned. The Clubhouse and all furnishings must be left in the following condition: all lights turned off; toilets flushed; counters and table tops wiped clean, floors swept and cleaned; trash cans emptied and any trash removed.
7. No loud or offensive activities that will become an annoyance or nuisance to the surrounding homes will be permitted.
8. Only non-profit activities will be allowed.
9. Occupancy of the building will be limited to fifty (50) people at any one time or event.
10. All Association approved Clubhouse rules will be adhered to and followed. If violations of the rules occur, the Board of Directors or their appointee can close and vacate the facility without notice and without refund of the deposit and utility usage fee.
11. The facility will be inspected by the homeowner and the Association representative before and after the function. Damage to the facility, furnishings and/or fixtures will result in deductions from the deposit. The amount of deduction will be assessed at the repair or replacement cost of the damaged items. Damages above and beyond the deposit will be the responsibility of the resident signing for use of the facility.
12. No smoking will be allowed in the facility at any time.
13. Alcohol will not be allowed.

14. Toilet paper, soap, and other supplies are not provided by the Association. Please plan to bring necessary supplies and equipment to properly clean the clubhouse after usage.
15. The clubhouse is available for usage between the hours of 7:00 a.m. and 12:00 Midnight.
16. No tacks or tape shall be used on the walls, doors or cabinets.

I acknowledge that I have read the rules and will abide by them. I also acknowledge that I will be responsible for any damages to the facility. I agree to pay any damages in excess of the \$250.00 deposit.

Date: ____/____/____

Time of event: ____:____ /M (to) ____:____ /M

____ Hours X \$10.00 = \$____ (\$50 minimum)

Approved, Clubhouse Chairperson

Homeowner Name _____

Address: _____

Usage Check # _____

(Homeowner Signature)