

Colony Creek Village Community Association, Inc.  
12818 Willow Centre Ste. B  
Houston, TX 77066  
Office 713-466-1204

Colony Creek Village Community Association  
Requested Clubhouse Usage Agreement

Dear Colony Creek Village Resident:

Thank you for contacting our office in regards to the use of the Colony Creek Village Community Association's Clubhouse.

Enclosed, please find the Colony Creek Village Clubhouse Usage Agreement. After reading and signing the form, please include two (2) separate checks- one (1) for the rental fee and one (1) for the security deposit. Return this information at least 2 weeks prior to the requested usage date to:

Colony Creek Village Community Association  
c/o Beacon Residential Mgmt LLC  
12818 Willow Centre Ste. B  
Houston, TX 77066

All checks should be made payable to Colony Creek Village C.A. The rental deposit will be returned per the guidelines in the Usage Agreement.

Upon receipt of the above mentioned information, we will reserve your requested date and time in the community calendar. If, in the event the date you have requested has already been reserved, we will notify you and return both the rental and security deposit fees. Should your reservation be approved, a copy will be mailed to you for your records. *Please contact Brent Miller 713-466-1204 at least one (1) day in advance **between 8:00 am and 5:00 pm** in order to obtain the lockbox combination for the clubhouse.*

Please feel free to contact me should you have any further questions or concerns in regards to reserving the clubhouse at 713-466-1204 or [brent@brmtexas.com](mailto:brent@brmtexas.com)

Regards,

Beacon Residential Management, LLC  
Community Manager  
Colony Creek Village C.A

Colony Creek Village Community Association, Inc.  
Property Owner/Resident  
Usage Agreement

Rules and Regulations for Clubhouse Usage

The Colony Creek Village Community Association Board of Directors has adopted the following rules governing the rental and usage of the community clubhouse. The clubhouse is available for use by civic groups, property owners and residents of Colony Creek Village C.A. The rules and regulations must be observed at all times. Community functions will not be charged a fee for the use of the clubhouse.

1. Assessment fees must be current to use the clubhouse.
2. There must be an adult over 21 and present at the clubhouse during the usage period.
3. Members using the clubhouse will be responsible for ensuring compliance to all laws enacted by the State of Texas and reasonable conduct expected of all residents and their guests at the clubhouse, to include the surrounding groups. Members will be responsible for notifying the Harris County Sheriff's Department should the above not occur.
4. Members will be responsible for the set-up and clean-up of the clubhouse after usage.
5. The security deposit does not limit property owner/residents' responsibility for any damages incurred.
6. Property owner/resident certifies and agrees that the clubhouse will be used for the stated purpose only.
7. Property owner/resident shall be present for the entire duration of the reservation time.
8. Property owner/resident shall not permit and shall promptly report to the proper authorities any unlawful activity occurring during the usage period.
9. Members using the clubhouse will be responsible and accountable for the security of the clubhouse keys.
10. The clubhouse is a NON-SMOKING facility.
11. Alcoholic beverages ARE expressly PROHIBITED.
12. "Silly String" or any product similar to Silly String is expressly PROHIBITED.
13. Painting inside the Clubhouse or under the pavilion is PROHIBITED.
14. DO NOT glue anything to the walls
15. Member agrees to remove all trash from clubhouse and throw away in trash bins facing parking lot or remove home for standard collection.
16. Member agrees to indemnify and hold the Association, its agents, employees, officers and Directors harmless from, and against, all injuries, losses, and/or damages sustained by any person, whether associated with the Member or not, arising directly or indirectly of, or related, to the Member's use of the clubhouse, including any claims based upon the alleged negligence of the Association, its agents, employees, officers and/or Directors.

THE ABOVE RULES MUST BE STRICTLY ADHERED TO BY THE PROPERTY OWNER/RESIDENT AND ALL GUESTS. FAILURE TO COMPLY WITH THE RULES SET FORTH WILL RESULT IN THE FORFEIT OF ALL, OR PORTION, OF THE DEPOSIT.

Colony Creek Village Community Association, Inc.  
Property Owner/Resident  
Usage Agreement

Rental Application Form

1. There is a \$35.00 rental fee. There is a \$150.00 security deposit required. As long as there is no damage after the rental, your deposit check will be shredded. Should there be damages, the cost to repair said damages will be deducted from the deposit & the difference refunded.
2. Property owners/resident must provide adequate security during the entire usage time.
3. If all rules have been adhered to and there is not any damage done or additional clean-up necessary by the Association, the security deposit will be refunded to the property owner/resident.

\*\*\*\*\*  
I have read and understand this rental agreement and agree to abide by it and be bound by the clubhouse rules and regulation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone:  
Home \_\_\_\_\_  
Work \_\_\_\_\_  
Cell \_\_\_\_\_

Texas Drivers License \_\_\_\_\_

Description of Function \_\_\_\_\_

Date Needed \_\_\_\_\_ Time Needed \_\_\_\_\_

# of Attendees \_\_\_\_\_

\*\*\*\*\*  
FOR OFFICE USE ONLY

APPROVED / DENIED  
Colony Creek Village C.A.

Colony Creek Village Community Association, Inc.  
Property Owner/Resident  
Usage Agreement

Clean-Up Check List

Please follow these requirements and help us keep the Colony Creek Clubhouse a clean and orderly environment for all of our owners and guests to enjoy.

1. No alcohol
2. No pets
3. No roller skates
4. No "Silly String"
5. No Smoking Inside the Clubhouse
6. No painting in the Clubhouse or outside in the pavilion
7. DO NOT make any holes in the walls with any nails, thumbtacks or other items
8. DO NOT glue anything to the walls
9. Take Out all Trash
10. Clean Out the Refrigerator
11. Wipe all Tables, Counter Tops and the Sink
12. Clean the Stove
13. Clean the Restroom
14. Sweep and Mop the Floor
15. Vacuum
16. Follow posted instructions with regard to A/C and heater

*The combination to the lockbox will be provided. The key must be returned to the lockbox at the Clubhouse after use.*

*Should there be a shortage or the requirements specified in this Usage Agreement are not met, the appropriate amount will be deducted from your rental deposit.*

*Please report any damage or problems to Brent Miller at 713-466-1204.*

Thank you again for helping us keep Colony Creek neat and clean for everyone.

**Clubhouse Cleaning Checklist**  
**Fill out completely and leave on top of refrigerator**

**Kitchen:**

Counters cleaned \_\_\_\_\_

Floor swept \_\_\_\_\_

Floor mopped \_\_\_\_\_

Trash taken out \_\_\_\_\_

**\*\*Please remove trash and place in receptacles  
outside of pool area**

Refrigerator emptied \_\_\_\_\_

Stove cleaned \_\_\_\_\_

Sink cleaned \_\_\_\_\_

**Bathroom:**

Sink cleaned \_\_\_\_\_

Toilet cleaned \_\_\_\_\_

Trash removed \_\_\_\_\_

Floor swept \_\_\_\_\_

Floor mopped \_\_\_\_\_

**Main room:**

Floor vacuumed \_\_\_\_\_

Tables cleaned \_\_\_\_\_

Chairs stacked \_\_\_\_\_

Decorations removed \_\_\_\_\_

**Outside pavilion:**

Area cleaned \_\_\_\_\_

**Please report any issues or problems to Brent Miller at 713-466-1204**

Signature \_\_\_\_\_

Date \_\_\_\_\_