

Meadowlake Village Homeowners Association

Community Clubhouse Rental Agreement

The Meadowlake Village Community Clubhouse, located at **7410 Breda Drive, Baytown, Texas 77521**, is available for rent by Meadowlake Village property owners for **\$75.00 for up to four (4) hours**. Additional rental time is available at **\$18.75 per hour**. The clubhouse may not be rented for commercial or business purposes.

Reservation & Payment

To confirm a reservation, this agreement must be signed and returned within five (5) days of the reservation request along with the rental fee and a **\$100.00 cash security/cleaning deposit**. Rental fees may be paid by cash or check. Checks should be made payable to **Meadowlake Village HOA** with the reservation date in the memo line. Only members in good standing with the Association, including being current on all HOA dues, are eligible to rent the clubhouse.

Cancellation Policy

- 30 days or more before the event: Full refund of the rental fee.
- 8–29 days before the event: \$25.00 refund.
- 7 days or fewer before the event: No refund.

Rental Information

Member Name:	_____
Rental Date:	_____
Rental Time:	_____ to _____
Estimated Number of Guests:	_____
Type of Event:	_____

Clubhouse Rules:

Any violation of these rules will result to forfeiture of deposit.

1. Pool use is not included unless separately rented. You are not permitted to enter the pool area.
2. Overhead breezeway doors must remain closed.
3. The back interior door to the pool must remain closed; pool access must be through the breezeway gate if you have also rented the pool.
4. Alcoholic beverages are not permitted on the premises.
5. Decorations may not be taped, tacked, stapled, nailed, or otherwise attached to walls, ceilings, doors, windows, or other surfaces. Placing anything on these areas will result in forfeit of deposit. Damage resulting from decorations are also subject to additional repair charges.
6. Lift furniture when moving it - no scooting across the floor. Furniture must remain inside the clubhouse.
7. Loud music is prohibited.
8. Smoking is prohibited inside the clubhouse. Guests may smoke outside but may not leave cigarette butts on the ground.
9. Only birthday candles are permitted.
10. Pets and other animals are not permitted on the clubhouse premises, neither inside or outside the building.

Renters Initials _____

Clubhouse Rules Continued:

11. HOA supplies in cabinets and refrigerator are not available for renter use.
12. During pool parties, guests must be completely dry before entering the clubhouse.
13. Set the thermostat to 72°F before leaving.
14. Bounce houses, slides, and inflatables are prohibited.
15. Complete all items on the attached Community Clubhouse Clean-Up Checklist before leaving.

Cleaning, Inspection & Deposit

The member agrees to clean the clubhouse according to the attached Community Clubhouse Clean-Up Checklist. The Association will inspect the facility within 24 hours following the rental. The security deposit will be refunded following a satisfactory inspection. If all clubhouse rules were followed, and no damages or cleaning deficiencies are identified, the deposit will be returned within __business days. Violation of these rules may result in all of the security deposit. The member is responsible for repair costs exceeding the deposit. The Association reserves the right to recover unpaid repair costs through remedies available under its governing documents, including the placement of a lien where permitted by law.

Signatures

Member Printed Name:			
Member Signature:		Date:	
Association Representative:		Date:	

Community Clubhouse Clean-Up Checklist

1. Remove all food and trash; place bagged trash at the curb.
2. Wipe tables, countertops, refrigerator, sink, cabinets, and cabinet fronts.
3. Sweep and mop all floors.
4. Bathrooms: Clean sinks, toilets, mirrors, and restroom floors.
5. Wipe down and stack tables long ways on the floor away from the wall.
6. Stack chairs on the black rugs.
7. Set thermostat to 72°F.
8. Remove exterior trash and cigarette butts.
9. Lock all exterior doors. (Front clubhouse door and side door leading to restrooms)

Renters Initials _____