

WEST BELLFORT

Property Owners Association Clubhouse/Pool

Rules And Regulations Governing the use of the Clubhouse/Pool

The Board of Directors has the right to amend these rules at any time

Please read this document carefully and in its entirety,
and
return the document with the deposit and fees to:

**Ludington Clubhouse Rental – Joy Cunningham 713-417-8154 Joycunningham@sbcglobal.net
Braesridge Clubhouse Rental Jeannette Calhoun 713-203-2407 jeannettecalhoun@aol.com**

The following rules apply to all clubhouse applicants

1. An applicant must be a member in good standing with the West Bellfort Association (**West Bellfort P.O.A., Inc.**). **NOTE:** All fees must be current.
2. **THE CLUBHOUSE** may be reserved with a notice of at least (10) working days, and reservations are made on a first come first serve basis except for association functions or meetings.
 - A **Reservation Fee of \$100.00 plus \$275.00 COVID cleaning fee = \$375.00** for the **Ludington Clubhouse** and **\$125.00 plus \$175.00 COVID cleaning fee = \$300.00** for the **Braesridge Clubhouse payable to West Bellfort POA.** A refundable **\$250.00 Security Deposit** is payable to **West Bellfort POA, this check will be deposited by the HOA and refunded when approved by the coordinator.** These fees may be adjusted by the Board of Directors without prior notice.
3. **If the pool is also rented,** lifeguard rate/ratio to be determined by pool contractor (**Sweetwater Pools, (281)-988-8480**). The guard(s) must be hired through the current pool contractor, and you must give at least one week notice. ***The cost of the Lifeguards is the responsibility of the resident.***
 - **NOTE: The pool can only be rented during non-operational hours and you MUST coordinate this with Sweetwater Pools.**
4. **No Alcohol Permitted in the Pool Area.**
Alcohol is not permitted at any time for a community wide function. Alcohol may be permitted for private functions subject to the Lessee providing Uniformed Security Guard. If alcohol is being served in the clubhouse, rental of the pool will not be allowed at the same time.
5. Any “Recognized Community Event” of West Bellfort POA, is eligible for clubhouse rental and is eligible for a waived or reduced fee depending on the type and length of the rental. **NOTE:** The Board of Directors shall make the determination whether an organization is considered a “Recognized Community Group” for the purpose of waiving and/or reducing the rental fee. The decision of the Board is final and binding.

In the event a security deposit is waived for a “Recognized Community Event” and damages are encountered, Lessor will be held accountable for all damages to the property and/or cleaning. Additionally, future use of the clubhouse for this designated group may be terminated.
6. All events must end by **11:00 P.M.**
7. Noise must be kept down to a level as not to disturb nearby residents. Violations will result in the security deposit refunded at a reduced amount.

8. **A member of the West Bellfort P.O.A. MUST be present at all times.**
9. Youth groups may use the clubhouse providing that an adult makes the reservation. Said adult must be a member of **West Bellfort P.O.A.**, be present at the function, be in good standing, and will be responsible that all rules and regulations are adhered too.
10. Teenager/Young adult functions having persons under the age of twenty-one (21) must have one (1) adult chaperon for every ten (10) in attendance and **NO Alcohol is allowed.**
11. A uniformed security guard is required for a private adult function where alcohol is to be served.
NOTE: A uniformed security guard is defined as an individual commissioned by the state of Texas as a peace officer and having jurisdiction in Harris County. ***Payment for the security guards is the responsibility of the applicant.***
12. **Smoking within the clubhouse and pool area is prohibited,** and applicants assume full responsibility for any violation of this regulation and related damages.
13. No pets or animals are allowed in the clubhouse/pool.
14. Exterior activities will be considered by the Board on a case by case basis (i.e., parking lot, play ground, etc.)
15. **Cleaning/Damage Policy**

Applicant hereby agrees to be responsible for removing all trash, placing all furniture in original place. Cleaning of the clubhouse and/or pool area, including the kitchen, rest rooms and outdoor areas will be provided by contracted COVID Cleaning Service. **All litter and debris must be removed from the premises NO LATER THAN 12:00PM THE NEXT DAY. ONLY IF NOT RENTED THE NEXT DAY. IF THERE IS A RENTAL THE FOLLOWING DAY, THE CLUBHOUSE MUST BE CLEANED NO LATER THAN 7:00 AM.**

- If the clubhouse and/or pool area is adequately cleaned after the function and no damage has occurred, your security deposit will be returned via US mail within thirty (30) calendar days.
- Applicant is responsible for coordinating with the Key Coordinator to obtain the key and review the condition of property both before and after rental. The Key Coordinator must sign to complete the walk-through form, which must be returned, with the key release form to the Key Coordinator the following business day after the function by 10:00 A.M., unless otherwise notified by the Key Coordinator.

- If damage occurs, repairs will be deducted from the security deposit. If the repair exceeds the amount of the deposit, the applicant agrees to pay the additional cost for said repairs and cleaning. Anything in excess of the deposit will be added to the applicant's annual assessment fee.
- Thermostat must be set to 78 degrees in summer and 70 degrees in winter once function is over. Never set thermostat below 70 in summer or above 76 in winter.

17. Decoration Policy

- Any decorations used during the rental period will be temporary whereby they will not mar any building surfaces.
- The use of either tape, tacks, nails or staples on the walls, floors or ceiling is prohibited and will result in a portion of the deposit being withheld. Balloons must not be tied onto the ceiling fans or placed anywhere near them.
- Masking tape is normally acceptable if done reasonably and applied temporarily **Only** to glass and plastic surfaces.
- All decorations and similar materials must be made of fireproof material.

18. Key Policy

- Keys and walk-through form **must** be returned to the Key Coordinator by **10:00 A.M. the following business day** after the function, unless otherwise notified by the Key Coordinator. ***Failure to comply will result in forfeiture of your deposit.***

19. Light and Door Policy

- All lights and thermostats must be turned off and all doors must be locked upon leaving. ***Also, check and lock all restroom doors and exterior gates.***

20. Applicant hereby agrees not to use, occupy or permit the use of occupancy of the clubhouse for any purpose, which is directly or indirectly forbidden by law, ordinance, order and governmental and municipal regulations that may be dangerous to life, limb or property. In particular, the applicant must adhere to all state and liquor laws.

21. Applicant hereby agrees to indemnify and save the Association harmless from all claims of injury including death to persons or from damage to property which arises from any act of omission by the applicants, its guests and invites, or any other third party whose acts of

omission occur while the permission is in effect in or about the subject premises including costs and expenses of defending against any such claims.

22. Applicant agrees to use and occupy the subject premises and all areas appertaining thereto, at its own risk and hereby releases **West Belfort H.O.A., Inc.**, its Directors, Officers, agents and employees from all claims for any damage, theft or injury to persons including death or property damage.
23. Residents are requested to leave the property after the scheduled party is over and not to loiter outside the clubhouses.
24. Moonwalks or any type of Inflatable Bouncy Houses Prohibited.
 - If found on premises, party will be closed down immediately.
25. **PARKING OR DRIVING ON THE SIDEWALKS AND/OR ANY GRASSY AREAS OF THE BRAESRIDGE CLUBHOUSE/LUDINGTON CLUBHOUSE/POOL FOR ANY REASON OR FOR ANY LENGTH OF TIME BY THE RENTER OF THE CLUBHOUSE AND/OR ANY CATERER OR GUEST BEFORE, AFTER OR DURING YOUR EVENT WILL RESULT IN THE AUTOMATIC FORFEITURE OF YOUR \$250 DEPOSIT.**

APPLICANT HEREBY AGREES, AS EVIDENCED BY SIGNING BELOW

- **THAT YOU HAVE READ AND AGREE TO BE RESPONSIBLE FOR THE COMPLIANCE WITH THESE RULES AND REGULATIONS AND,**
- **THAT YOU FURTHER AGREE THAT YOU WILL BE IN ATTENDANCE AT ALL TIMES WHILE THIS RENTAL CONTRACT IS IN EFFECT**

AGREEMENT EXPIRATION DATE:

(Print) *Name of Applicant/Organization* *Date of Event*

(Print) *Applicant Address* *Telephone Work/Home*

(Signature) *Name of Applicant* *Date*

Reference is made to your request of the **West Bellfort Property Owners Association, Inc.** for permission to use the **West Bellfort POA Clubhouse and/or Pool** located at one of two locations:

- A. 7719 Ludington*
- B. 10810 Braesridge*

Application Information

- 1. Name of applicant requesting reservation _____
- 2. If an organization, state the name of the person responsible for compliance with the terms of the application _____
- 3. Date requesting rental _____
- 4. Time of function _____
- 5. Duration in hours _____
- 6. Type of function _____
- 7. **Called PCMI to Verify Assessments paid: DATE** _____ **PCMI person:** _____
- 7. Kitchen needed(Yes/No) _____
- 8. Will alcoholic beverage be served? No _____ Yes _____
(Security Guard Required)
- 9. Anticipated Attendance _____

10. Signature of Applicant/Responsible Party

Name	Address	Phone Home/Work
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11. Parents/Chaperons for teenage/young adult functions

Name	Address	Phone Home/Work
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Name	Address	Phone Home/Work
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Use back of page to list additional Parent/Chaperon information

12. If security is required, please list the following information:

Name	Address	Telephone
<i>Badge #</i>	Agency Affiliation	
Security Confirmed		

13. If the pool is rented, please complete the following information:

Party Confirmed with: _____,
 (Pool Contractor)
 for _____ lifeguard(s) to be present during private function.

14. Reservation Fee

\$ _____
 Amount Check #

15. Security Deposit

\$ _____
 Amount Check #

WEST BELLFORT H.O.A.
CLUBHOUSE WALK-THROUGH
 7719 Ludington
 10810 Braesridge

	Pre-Rental Condition		Post-Rental Condition	
	Date		Date	
	CLEAN	DIRTY	CLEAN	DIRTY
MAIN AREA				
Floors				
Walls				
Ceiling				
Light Fixtures				
Fans (No balloons near/on fan)				
Windows				
Tables/Chairs				
KITCHEN AREA				
Floors				
Counter tops				
Refrigerator				
Microwave Oven				
Sinks				
Trash Can				
REST ROOMS				
Sinks				
Toilets				
Floors				
Mirrors				
OUTSIDE AREA				

Applicant's Name: _____ :

Walk-Through #1 - Pre-Rental Condition

Applicant's Signature

Key Coordinator's Signature

Walk-Through # 2 - Post-Rental Condition

Applicant's Signature
 West Belfort/Contracts/Clubhouse

Key Coordinator's Signature

WEST BELLFORT H.O.A.

KEY RELEASE FORM

KEY ISSUED TO:

ADDRESS:

PHONE NUMBER(S):

USAGE DATE/TIME:

DATE RECEIVED: _____

(Applicant Signature)

DATE/TIME RETURNED: _____

(Reservation Coordinator Signature)