

Burney Road Community Center

14122 W. Airport Blvd Bldg. A
Sugar Land, TX 77498

Rules and Regulations Governing the use of the Burney Road Community Center

(Black Out Days: Last day of school, Memorial Day, July 4th & Labor Day)

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

Please read this document carefully and its entirety,
Return the document with the deposit and rental fees to:

Sterling Association Services, Inc.
11201 Lake Woodbridge Drive
Sugar Land, TX 77498
Office: 832-678-4500 Fax: 832-678-4543
burneyrdcc@sterlingasi.com

Rental fee and deposit via Cashier's Check, Money Order or
Zelle: burneyrdcc@sterlingasi.com

The following rules apply to all community center applicants

An applicant (the “Applicant”) must be a member in good standing with the Homeowners Association **NOTE: All accounts/fees must be current.**

THE COMMUNITY CENTER may be reserved with a notice of at least (10) business days between 8:00 AM – 5:00 PM and by 12:00 PM on Friday. Reservations are made on a first come first serve basis except for association functions or meetings.

- A rental fee of \$275.00 per day is required for Burney Road Community Center rental with a refundable \$350.00 security deposit. These fees may be changed by the Board of Directors without prior notice.

NOTE:

- ❖ **Security Deposit** payable to Burney Road Community Center in the amount of **\$350.00** (*this payment will be refunded upon passing the inspection*).
 - ❖ **Rental Fee** payable to Burney Road Community Center in the amount of **\$275.00** (*will be deposited upon acceptance of your management company*)
 - ❖ **Statement of Account or Account Statement** (*Ashford & Gannoway Lakes “ONLY” please obtain this document from your management company*)
- Community Center Rental Hours
 - ❖ 10:00 AM - 11:00 PM SUNDAY-THURSDAY
 - ❖ 10:00 AM - 12:00 AM FRIDAY-SATURDAY
 - The maximum occupancy of the community center is 60 people.
 - Cooking on site is not allowed. Stove is to be used only to warm food. No metal material to be used in the microwave. Flammable materials are prohibited in the community center or surrounding property.
 - No barbecue grills or flame candles are allowed anywhere on the grounds.
 - Interior furniture will always remain inside the building and not taken outside the facility for any reason.
 - Bounce houses and live animals prohibited.
 - No one from your party may enter the pool during your reserved time at the community center. Due to the extreme liability involved, any violation of this rule will result in forfeiture of deposit.
 - The homeowner’s HOA has the right to revoke privileges based on applicant’s or groups past rental history.

Burney Road Community Center Rental Agreement

- **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.**
- **No alcohol allowed on community center premises.**
- **Smoking/Vaping within the community center is prohibited.** Applicants assume full responsibility for any violation of this regulation and related damages.
- No pets or animals are allowed in the community center.

Cleaning/Damage Policy

- Applicant hereby agrees to be responsible for cleaning up the community center immediately following the activity. The community center must be swept; trash cans in kitchen and bathrooms must be emptied **and all litter and debris must be removed and placed in trash cans/recycle bins outside the premises. This includes outside surrounding areas of the community center and parking.**
- A walk-through of the community center will be conducted after the event. Any repair or cleaning costs will be deducted from the security deposit. Refer to the Fine Schedule.
- If the cost of clean-up and repairs to the Burney Community Center exceeds the amount of the deposit, the Applicant agrees to pay the additional cost for said repairs and cleaning.

Decoration Policy

- Any decorations used during the rental period will be temporary whereby they will not mark any building surfaces.
- Pinatas are NOT allowed.
- **The use of tape, tacks, nails or staples on the walls, floors or ceiling is STRICKLY PROHIBITED and will result in portion of the deposit being withheld.**
- The **ONLY** acceptable item allowed is the “*Command Adhesive*” or “*Painters Tape*” if done reasonably and applied temporarily to the surfaces.

Key Policy

- Keys must be dropped in the black mailbox next to the front doors after the event. **Failure to comply will result in forfeiture of your deposit.**
- The community center key must be picked up (1) business day prior to the event between 8:00 AM – 5:00 PM and by 12:00 PM on Friday from C/O Sterling Association Services, Inc., 11201 Lake Woodbridge Drive, Sugar Land, TX 77498. Office Phone: 832-678-4500 OR 832-678-4543.

INITIAL:_____

Burney Road Community Center Rental Agreement

Lights and Door Policy

- Before leaving, all lights must be turned off, thermostats reset as per the season and all doors must be locked. **Also, check and lock all exterior doors.**
- Alarm must be activated upon leaving.

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

APPLICANT, HIS/HER SUCCESSORS, HEIRS, EXECUTORS, ADMINISTRATORS, LEGAL REPRESENTATIVES, AND ASSIGNS, HEREBY AGREE TO RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS BURNEY ROAD COMMUNITY CENTER ITS CONTRACTORS, SUBCONTRACTORS OF ANY LEVEL, AND ANY OF HOA'S OR ITS CONTRACTORS' AND SUBCONTRACTORS' SUCCESSORS, ASSIGNS, AFFILIATES, SISTER AND PARENT COMPANIES, PARTNERS, SUBSIDIARIES, INTERRELATED COMPANIES, OFFICERS, EMPLOYEES, AGENTS, INSURERS, AND ASHFORD LAKES GANNOWAY LAKES ESTATES AND GLEN LAUREL HOA'S VOLUNTEERS FROM AND AGAINST ALL CLAIMS, DAMAGES, CAUSES OF ACTION (INCLUDING ATTORNEYS FEES) ARISING OUT OF OR RESULTING FROM APPLICANT'S, OR APPLICANT'S INVITEES', LICENSEES' AND/OR GUESTS' PRESENCE OR PARTICIPATION, DIRECTLY OR INDIRECTLY, IN THE ACTIVITIES INCLUDING LOSS OF USE OR DAMAGE TO PROPERTY OR BODILY INJURY AND/OR DEATH CAUSED TO ANY PERSON INCLUDING APPLICANT, OR APPLICANT'S INVITEES OR LICENSEES WHETHER CAUSED BY THE SOLE, JOINT, COMPARATIVE OR CONTRIBUTORY NEGLIGENCE OF ASHFORD LAKES, GANNOWAY LAKES ESTATE AND GLEN LAUREL.

APPLICANT HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE CAUSED OR SUSTAINED BY APPLICANT OR APPLICANT'S INVITEES, LICENSEES, AND/OR GUESTS DUE TO ANY ACT OR OMISSION OF THE ABOVE HOA'S OR ANY OF THEM WHILE THE APPLICANT OR APPLICANT'S INVITEES OR LICENSEES ARE IN ABOUT OR UPON THE PREMISES OF THE COMMUNITY CENTER, OR WHILE THEY ARE USING BURNEY ROAD COMMUNITY CENTER FACILITIES, PREMISES, OR EQUIPMENT OR ARE PARTICIPATING IN ANY ACTIVITIES DESCRIBED IN THIS AGREEMENT WHETHER OR NOT CAUSED BY THE SOLE, JOINT, COMPARATIVE OR CONTRIBUTORY NEGLIGENCE OF ASHFORD LAKES, GANNOWAY LAKES ESTATE AND GLEN LAUREL.

CANCELLATION CLAUSE

If Applicant gives notice of termination less than 2 business day before the scheduled event, a \$50 administration fee shall be deducted from the rental fee and the deposit will be returned. **NOTIFICATION OF CANCELLATION MUST BE MADE IN WRITING** and emailed to Becky Salinas at bsalinas@sterlingasi.com.

INITIAL: _____

FINE SCHEDULE

The following is an agreed upon schedule of fines to be paid **in addition to the cost of repairs for any areas shown in the inspection form as unacceptable.** *Please initial each.*

EXTERIOR DOORS NOT SECURED \$250.00 _____

TRASH NOT REMOVED FROM THE FACILITY \$50.00 _____

FLOORS NOT SWEEPED \$50.00 _____

KITCHEN APPLIANCES NOT CLEANED AFTER USAGE \$50.00 _____

CHAIRS AND/OR TABLES NOT STORED IN STORAGE ROOM \$25.00 _____

WALLS AND/OR WINDOWS MARKED &/OR DIRTY \$50.00 _____

LIGHTS LEFT ON \$20.00 _____

AIR CONDITIONING NOT RESET TO 80 DEGREES IN SUMMER \$25.00 _____

HEAT NOT RESET TO 60 DEGREES IN THE WINTER \$25.00 _____

DAMAGE/MISSING OR STOLEN ITEMS At cost _____
(Broken Window & TV, Missing or broken tables/chairs, broken appliances)

FORM OF PAYMENT

Community center Rental Information

Reference is made to your request of the Burney Road Community Center for permission to use the Burney Road Community Center community center located at 14122 W. Airport Blvd.

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. Kitchen needed (Yes / No)
8. Anticipated Attendance _____ (maximum capacity 60 people per Fire Marshall)
9. Signature of Applicant/ Responsible Party

Name _____

Address: _____

Phone Home: _____

Alternate Phone: _____

10. **Rental Fee \$** _____
Amount

Cashier's Check / Money Order / Zelle

11. **Security Deposit \$** _____
Amount

Cashier's Check / Money Order / Zelle

INITIAL: _____

Burney Road Community Center Rental Agreement

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 CONTRACTS IS IN EFFECT***

(Print) Name of Applicant/ Organization

Date of Event

(Print) Applicant Address

Telephone Work/ Home

(Signature) Name of Applicant

INITIAL: _____

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CLEANING CHECK OFF LIST

NOTE: Cleaning of the community center must be completed the same day.

As a renter the following must be completed to receive a complete deposit refund.

NOTE: DO NOT DRAG THE CHAIRS ACROSS THE FLOORS, PLEASE USE THE CHAIR STACKER PROVIDED IN THE STORAGE ROOM.

- ❖ All chairs cleaned, stacked, and stored in the storage room.
- ❖ All tables cleaned, folded, and stored in the storage room.
- ❖ All community center decorations placed back in their original locations.
- ❖ Kitchen Counters, Refrigerator, Stove/Oven, Microwave and Dishwasher cleaned.
- ❖ Floors swept.
- ❖ **NO TAPE, TACKS, or STAPLES, NAILS placed on walls; *this is NOT Allowed.***
- ❖ Sweep and remove any debris from outside of the community center walkway area.
- ❖ All trash/trash bags removed from community center premises; replaced trash bag liner.
- ❖ Reset thermostats to 60/80 degrees, the required temperature based on season.
- ❖ Alarm system has been activated (Code#) and all lights turned off.
- ❖ **LOCKED COMMUNITY CENTER DOOR:** deposit key in the black mailbox next to the front door.

INITIAL: _____