

# OLD ORCHARD HOA

## How to Rent the Clubhouse

### 1. CHECK AVAILABILITY

Visit the community calendar to confirm your desired date is available.

If available, go to:

<https://oldorchardtexas.com/forms>

Select “Clubhouse – Make a Reservation.”

### 2. COMPLETE THE RENTAL AGREEMENT

Fill out and submit the Rental Agreement form online.

### 3. SUBMIT PAYMENT

Write a check payable to **OO Association**:

**\$195 – Rental Fee**

### 4. CONFIRMATION

You will receive a confirmation email once your reservation is approved.

### 5. EVENT ACCESS

Temporary door access will be activated for your event date and will automatically expire after your event.

### 6. AFTER YOUR EVENT

Remove decorations, take all trash with you, and leave the clubhouse clean. A post-event inspection will be completed.

### Questions?

Contact Clubhouse Manager **Krupam Patel**

Phone: **616-990-8289**

Email: [clubhouserental@googlegroups.com](mailto:clubhouserental@googlegroups.com)