

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 AND CONFIRM RESERVATION

Write a check payable to **OO Association** including the date of the reservation:

\$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 **Misha Saeed**

Phone: **832-294-1721**

Email: oldorchard1212@gmail.com