

# LONDONDERRY HOA CLUBHOUSE RENTAL CONTRACT

Make checks payable to LHOA. You may mail the completed contract to: LHOA 8331 London Way Dr., Spring, TX 77389, or place in the mailbox located at the street in front of the clubhouse. Keep a copy for your records.

## SEC 1: CLUBHOUSE RESERVATIONS

1.1 This RENTAL DOES NOT include use of the pool and/or patio area when the pool is closed for the season or not open for regular hours of operation during the season. No one is allowed in pool/patio area at any time unless a LHOA contracted life guard is on duty. You MAY NOT use patio, furniture or trash cans in the pool area when pool is closed. Evidence that resident/guests have gained unauthorized entry to the pool area will result in a \$500 Fine.

1.2 Only Londonderry Residents in good standing are allowed to rent the clubhouse. The resident must be in attendance at all times. The LHOA Treasurer will verify that the resident is in good standing.

1.3 A deposit check made payable to LHOA for \$250.00 is required to secure a rental date. A rental date will not be held or confirmed without a deposit. The deposit check will be held and returned after the rental, provided the clubhouse is undamaged and all conditions are met. Damages and fees incurred over the amount of the deposit must be paid immediately or legal action will be taken. The resident will be responsible for all legal fees incurred.

1.4 The fee for renting the clubhouse is \$150.00 (cleaning included) per day and is due no later than 7 working days before the rental date. See Addendum-A for your responsibilities.

1.5 Refusal to return used equipment to storage, remove trash to appropriate trash bins and/or damage to appliances, facility or grounds and violation of the contract policies will result in forfeiture of the renter's deposit and additional expenses and penalties may be incurred.

## SEC 2: ON THE DATE OF RENTAL

2.1 Obtain entry to the Clubhouse via key from lockbox, code provided by Clubhouse Coordinator.

2.2 Inspect the clubhouse for cleanliness and damages before setup. The renter may be held accountable and/or liable for any and all damages not reported prior to usage.

2.3 Notify the Clubhouse Coordinator of any problems immediately.

2.4 DO NOT nail/push pin anything to the walls, ceiling, trim, or beams or attach anything in a manner that makes holes or damages the paint, wall surface, center beam, or leaves a residue on the windows.

2.5 DO NOT park on the grass. Parking on the grass can equal forfeiture of deposit.

2.6 The Clubhouse is a **NON-SMOKING** Facility.

**SEC 3: AFTER SCHEDULED EVENT, CLEAN THE CLUBHOUSE IN ACCORDANCE WITH INSTRUCTIONS ON ADDENDUM--A.**

**SEC 4: CLUBHOUSE INSPECTION, COORDINATOR MUST INSPECT THE CLUBHOUSE AFTER THE EVENT BEFORE THE DEPOSIT WILL BE RETURNED.**

**SUBMIT SIGNED RENTAL CONTRACT WITH YOUR DEPOSIT CHECK. RETAIN A COPY FOR YOUR RECORDS.** A rental date will not be held or confirmed without a deposit check. Rental Fee must be received 7 days before the rental date.

**CONFIRMED Date of Rental**

I have read and agree to abide by the policies and procedures for renting the Londonderry Homeowners Assoc. clubhouse.

X \_\_\_\_\_ Printed Name \_\_\_\_\_

Contact #'s: Cell: \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Account Current:  Yes  No Date \_\_\_\_\_

Deposit check # \_\_\_\_\_ Amount \$250.00 Check Rec'd Date \_\_\_\_\_ By \_\_\_\_\_

Rental check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check Rec'd Date \_\_\_\_\_ By \_\_\_\_\_

## ADDENDUM A

### Londonderry HOA Clubhouse Rental Guidelines, Instructions and Policies

Please follow these guidelines for inspecting the clubhouse after an event. **Failure to do so will result in forfeiture of all or part of your security deposit. If damages exceed the deposit on file, the renter will be responsible for the residual and must make payment immediately.**

It is the renter's responsibility to inspect the clubhouse before you start to set up for your event. Report any issues to the Clubhouse Coordinator immediately. It is advised that you take pictures of any problems. **Any issues or damages not reported upon arrival will be your responsibility.** *The LHOA Board of Directors shall have full and final authority to assess fees for repair/replacement of any items damaged or missing from the premises, as well as any violations to these Rental Guidelines, Instructions and Policies.*

The Clubhouse is a **NON-SMOKING FACILITY**.

**\*\*\*Refusal to return table & chairs to storage and remove trash from the clubhouse to the outside trash bins could result in loss of future rental privileges and your deposit.**

#### Sec 1: Clean the Clubhouse –

- 1.1 If use of any stored tables or chairs were needed, clean and dry them before returning them back in storage closet. (Be careful not to damage walls with furniture trolleys.)
- 1.2 All trash should be placed outside in the proper trash and recycling receptacle bins. The trash bins are located on the west side (right side) of the building, past the pool entrance in the fenced in area.  
**DO NOT PUT TRASH IN TRASH CANS ON PATIO IN THE POOL AREA. \$500 Fee will be incurred.**
- 1.3 Remove all of your food and drinks from refrigerators.
- 1.4 Remove all sticky residue from windows.
- 1.5 Return all furniture and pillows to their proper placement.
- 1.6 If outside grounds or playground areas were used, please canvass the area and pick up all trash, **INCLUDING CIGARETTE BUTTS.**

**Sec 2:** The LHOA must be informed at time rental fee is paid if renter is bringing any feature to the premises that requires electricity and/or water, such as bouncy houses, activity centers, etc. The renter shall assume sole responsibility for any/all injuries as a result of use of feature brought onto premises, and the renter shall hold the LHOA harmless for injuries and/or damages resulting from the use of any toys or features that the renter brings on the premises, including, but not limited to, bouncy houses or any inflatables, skateboards, or any wheeled toy. The renter shall be responsible for any damages to LHOA property caused as a result of any toys or features they bring to the premises. The LHOA, at their discretion, may assess an additional fee for electricity and/or water.

**Sec 3:** Turn off all lights inside the clubhouse when you leave.

**Sec 4:** Return thermostat to Cool/80 degrees in Summer and Heat/60 degrees in Winter. Failure to set thermostat may result in an energy surcharge.

**Sec 5:** Return the key to the coded lockbox and call the Clubhouse Coordinator for final inspection. Lost key fee will be the cost of having the three locks re-keyed with proprietary locks and the cutting of 12 new keys.

**Sec 6:** This RENTAL DOES NOT include use of the pool and/or patio area when the pool is closed for the season or not open for regular hours of operation during the season. No one is allowed in pool/patio area at any time unless a LHOA contracted life guard is on duty. You MAY NOT use patio, furniture or trash cans in the pool area when pool is closed. **Evidence that resident/guests have gained unauthorized entry to the pool area will result in a \$500 Fine.**

**Sec 7:** In the unforeseeable event that the clubhouse is damaged or unusable on the day of an event, for reasons beyond the control of the LHOA, including but not limited to vandalism, plumbing issues, wind damage, etc.; all deposits and rental fees will be returned immediately to the renter. The LHOA shall have no liability that exceeds the amount of the rental fee.

**Sec 8:** The LHOA assumes no responsibility or liability for anything left unattended in the clubhouse, including, but not limited to, sound equipment and electronics, decorations, appliances, food, personal property of any kind, etc.

**Sec 9:** Rental of the Clubhouse does not include the use of the Board Room. Board Members reserve the right to access the Board Room during the rental period.

**Sec 10:** Decorations. Absolutely NO GLITTER/CONFETTI is allowed inside the clubhouse. **DO NOT PUT HOLES IN WALLS OR TRIM.** Please remove tape and tape residue from ALL surfaces. **ANY GLITTER, TAPE, HOLES OR DAMAGE WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT.**

By renting the Clubhouse, you are confirming that you have read, understand and agree to abide by all of the stipulations and guidelines contained in the Rental Contract and Addendum A. Retain this Addendum for your reference.