

**Heritage Lakes Homeowners Association
Clubhouse Rental Agreement
Revised 8/1/08**

Please check the room being rented:

Ballroom _____ Billiards Room _____ Cabana _____

Clubhouse _____ Conference Room _____ Craft Room _____

Resident Name _____

Address _____ Phone Number _____

Date, time, and pricing of rental:

Date _____ Time _____ Fee _____ Deposit _____ Guard _____ Cleaning _____

Purpose of event _____

Heritage Lakes reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. Heritage Lakes may, in its sole discretion, change modify or alter its facility guidelines and policies in the future. Rental fees may increase as demand increases.

Please read all guidelines, initial each guideline item and sign and date at the bottom.

YOU WILL NOT BE ALLOWED TO ARRIVE EARLIER OR STAY LATER THAN YOUR ALLOTTED RENTAL TIME. Plan for set-up and clean-up time. Going 15 minutes over your allotted event time will result in a \$50 fine. Going over your allotted event time for an after hours event may result in a larger fine.

- 1) Smoking is not allowed inside the Clubhouse. _____
- 2) Reservations are first come, first served and receipt of security deposit, rental fee and this completed form is the only way to secure a Clubhouse rental. _____
- 3) Your rental will be processed the week before your event. Cancellations must be made on or before the Sunday preceding your event. If you do not call 972-668-2929 to cancel before midnight on Monday preceding your event, you will have the option to forfeit your fee or reschedule another rental to occur within 90 days of the original rental date. _____
- 4) All floors in the Clubhouse must be treated with extra care. Renters will be responsible for any carpet stains, wood floor scratches or other damage made to Clubhouse floors. No **tape or adhesives** are to be placed on any flooring or furniture in the Clubhouse. _____
- 5) Reservations must be made in a timely manner. The Clubhouse reserves the right to refuse rental not made in ample time to accommodate renter's needs. _____
- 6) Residents of Heritage Lakes that are delinquent on their assessments **will not** be permitted to rent facilities until the account is current. This includes late fees owed. _____
- 7) Heritage Lakes is not responsible for any injuries sustained during private events inside or outside of pool area, Clubhouse or playground or any other common property. _____
- 8) Management company staff and residents may or may not be present during your event and will have access to all areas of the Clubhouse. _____
- 9) No **pets** will be permitted in the Clubhouse **other than those assisting the disabled**. _____
- 10) Floors must be clean following the event. (See exception at the end of this document). _____
- 11) Restrooms and kitchen must be clean following the event. No **tape or adhesives** other than **blue painters tape** are to be placed on any countertops in the Clubhouse. (See exception at the end of this document).

- 12) Trash in and around Clubhouse must be picked up and trash receptacles must be emptied following the event. (See exception at the end of this document). _____
- 13) TV's, DVD players, lamps, and stereo equipment if any must be turned off following an after hours event. _____
- 14) Any decorations used must be taken down and all adhesive material used removed. Only **blue painters tape** can be used on the walls, doors, and door frames. _____
- 15) No **pushpins or other drywall protrusions** will be permitted. _____
- 16) No **bathing suits or bare feet** will be permitted in the main wing of the clubhouse at any time. _____
- 17) Maximum occupancy is **120**. Ballroom capacity is **70**, Billiard room capacity is **20**, Craft room capacity is **20**, and Conference room capacity is **10**. Cabana capacity is **20**. _____
- 18) Security Guards must be booked for all after hour events. _____
- 19) No **bubbles or soap products** are to be used in the Clubhouse or on the front or back porches or the front sidewalk leading to the Clubhouse. _____
- 20) If the homeowner is not renting the entire Clubhouse, which includes the conference room, the billiards room, the craft room and the cabana, maximum occupancy will be limited to **60** for the ballroom only. _____
- 21) No **exterior signage** announcing the event is permitted along the parkways on Lebanon Road, around the Guardhouse or any open areas leading to or around the Clubhouse. Furthermore, no signage is to be affixed to the Clubhouse exterior. _____
- 22) Payments for deposit and rental of the Clubhouse facility should be made from a Heritage Lakes homeowner account, payable to Heritage Lakes HOA, not from an organizational account. _____
- 23) Illegal substances or firearms of any nature or the performance of any illegal acts in the Clubhouse, including any and all porches, the parking lot, surrounding open areas, the pool storage building, the cabana and the pool areas is not permitted. If any illegal acts or the use of illegal substances or firearms are witnessed by the Heritage Lakes guard, the Heritage Lakes leasing homeowner and guests will be informed to cease any and all illegal acts immediately. If any and all illegal acts are not ceased immediately upon request or with resistance, the Heritage Lakes guard will contact the Frisco Police Department for further action. _____

MANAGEMENT RESERVES THE RIGHT TO REFUSE FUTURE RENTALS IF FACILITIES ARE LEFT IN POOR CONDITION OR IF THERE IS ANY EVIDENCE OF RULES BEING VIOLATED.

I (name) _____ of (address) _____
 take full responsibility for the care and cleaning of the clubhouse and its contents for the date and time noted above. I understand I am financially responsible for the replacement of any Heritage Lakes property that is damaged or lost during the time of my event. I understand and agree Heritage Lakes is not liable for any injuries that occur either inside the clubhouse or in the pool area during my event. I understand and agree to follow the above guidelines.

Renter's Signature _____ Date _____

NOTE: FURNITURE CANNOT BE MOVED AT ALL; there is a \$200.00 fine for ANY furniture that is moved!!!

RECEIPT:

Rental fee Paid	\$ _____	Check Number _____	Date _____
Deposit fee Paid	\$ _____	Check Number _____	Date _____
Guard fee Paid	\$ _____	Check Number _____	Date _____
Cleaning fee Paid	\$ _____	Check Number _____	Date _____