



CLUBHOUSE RENTAL AGREEMENT

Lessee Name: _____

Date: _____

To be completed by Lessee in presence of Clubhouse Manager/Rep prior to or at time of pre-inspection:

I, _____ the undersigned, hereby agree to lease the Northwest Harris County MUD19 Clubhouse (aka NWHCMUD19), 25922 Drybrook, Spring TX 77389, to include all furnishing, fixtures, and equipment for the period stated above at the cost of \$_____ rental fee.

I agree to follow the Rental Policy document that is attached to this agreement, and will return the property in the same condition it was found at the beginning of the rental period, except for reasonable wear and tear. Note: It is important to report any prior conditions or damage found on pre/post-inspection before signing this document.

I assume full responsibility for any injuries or damages sustained by any person of property on or about the leased premises during the lease period; and I will not use or knowingly permit any part of the rented property to be used for any unlawful purpose.

I understand that alcoholic beverages, drugs, illegal substances, and guns are not allowed on the premises.

I understand that any signs or banners relating to the purpose of the event must be taken down once the time for the event has concluded.

I understand there will be no refund if I fail to notify the NWHCMUD19 representative of cancellation of a booked date at least twenty four hours prior to the event.

I understand that NWHCMUD19 reserves the right to require a security deposit or deny access based on past rental history if I fail to adhere to agreed policies.

I understand that as the signer of this document, I will be held responsible for any damages, even in the event that an alternate person does the pre/post inspections and supervises my event.

I hereby acknowledge that I have read and will abide by the following rules and regulations set forth in this Agreement.

Homeowner Signature

Date

Clubhouse Manager/Rep

Date

Homeowner Address _____

Contract number _____

For Staff Use Only:

___ Reservation Confirmed

___ Rental Policy Document Read & Initialed

___ Rental Agreement Signed

___ Rental Fee Received

___ Pre-Inspection Scheduled

___ Post Inspection Completed

NWHCMUD19 CLUBHOUSE RENTAL POLICY

Pursuant to the facility use and rental guidelines, the NWHCMUD19 Clubhouse may be rented with the following knowledge and under the following conditions:

- Lessee must sign the Lease Agreement acknowledging that he/she understands this policy.
- Lessee must pay deposit of \$250.00 payable to NWHCMud19 the deposit will be shredded after the event as long as there is no damage to property.
- Rental fee must be made in full prior to or at time of pre-walk (check or via the website).
- Cleaning service is available for \$60.00. Request for this service must be arranged prior to renting.
- A maximum of 40 guests are allowed inside the Clubhouse (per Fire Marshal).
- A pre- and post-inspection of the facilities is required before and after your event as part of your rental agreement. You will be asked to inventory and inspect the facilities (i.e. # of tables/chairs and their condition; bathroom & kitchen floors, countertops, and appliances clean; ceiling fans/lights in working order, etc.). Note: You are responsible to report any prior issues of damage or unclean conditions noted at time of pre-walk or you will be held responsible at time of post inspection.
- If a staff member is called to respond to an issue during your event, lessee may incur a charge of \$10, if the problem was not the responsibility of NWHCMUD19.
- For safety and liability purposes, the curved stairs and loft area are off limits. Please do not allow children to play on stairs during your event.
- Your reservations are for the interior clubhouse only and do not include the pool. All outside facilities remain open to the community. Should your event overflow outside, please show courtesy and respect to other guests enjoying the facilities. Complaints by our residents may result in loss of privileges.
- Alcoholic beverages, illegal substances, drugs, and guns are not allowed on the premises (inside or out).
- The clubhouse is located in close proximity to residential homes. Be considerate of neighbors. No loud noise/music/talking after 9pm outside the Clubhouse.
- No helium balloons may be used inside the Clubhouse. (They cause damage when caught in fans.)
- Toilet paper, paper towels, and some cleaning supplies are provided.
- Protect kitchen appliances and countertops. Do not place heavy objects or hot items on countertop. Be careful of items placed in the garbage disposal. It is suggested that water be run through coffeemaker a couple of times before use.
- Following your event, you are responsible to:
 - Sweep and mop ALL floors.
 - Thoroughly wipe down/clean all kitchen countertops and appliances used during your event.
 - Clean all bathrooms, to include toilet, mirror, sink, and countertops.
 - Pick up ALL trash; both inside the Clubhouse and on the grounds/parking lot/ curbside that is left by you and your guests and place inside trash receptacles located in fenced area outside back door of clubhouse. Help us keep our facilities clean & cared for!
 - Thermostat to be left at 75 degrees upon departure.
 - Note: Many times there is another reservation scheduled immediately following yours and this expedites preparing the facility for the next party.
- Upon departure, check to make sure all windows and doors are closed, locked, and building is secured.

RENTAL RATES (effective December 1, 2019)

The following rates shall be charged for use of the district's clubhouse facility located at 25922 Drybrook, Spring, TX 77389:

- Youth Organizations** (i.e. Girl Scouts, Boy Scouts, Other Educational-Based groups): __\$10.00/meeting
- MUD19 Resident Non-Profit Groups** (i.e. Church groups, Bunko, Book Club, etc) : \$25.00 rental
- MUD19 Resident Private Party:** \$50.00 rental
- Non-MUD19 Resident or For-Profit Group:** Rental considered only upon special request & rates determined at that time.

NWHCMUD19 CLUBHOUSE PRE/POST FACILITY INVENTORY & INSPECTION

NAME: _____ DATE: _____

<i>Pre</i>	Inventory/Inspection List:	Post
	<ul style="list-style-type: none"> ▪ ___ # Chairs on premises and in good condition Exception: _____	
	<ul style="list-style-type: none"> ▪ ___ # Tables on premises and in good condition Exception: _____	
	<ul style="list-style-type: none"> ▪ All floors clean, swept, and mopped Exception: _____	
	<ul style="list-style-type: none"> ▪ Clubhouse furnishings, fixtures, and equipment in working condition Exception: _____	
	<ul style="list-style-type: none"> ▪ Kitchen countertops/appliances clean and in working condition (refrigerator, stove, microwave, garbage disposal, sink, coffeepot) Exception: _____	
	<ul style="list-style-type: none"> ▪ All lights/ceiling fans clean and in working condition (no balloons or decorations visible) Exception: _____	
	<ul style="list-style-type: none"> ▪ Bathrooms clean (mirrors, sinks, countertops, toilet) and bathroom trash cans emptied Exception: _____	
	<ul style="list-style-type: none"> ▪ Trash picked up inside (& outside if used) and placed in outdoor containers Exception: _____	
	<ul style="list-style-type: none"> ▪ Windows closed/locked Exception: _____	
	<ul style="list-style-type: none"> ▪ Thermostat set at 75 and to be returned to this post event. Exception: _____	
	Other: _____ _____ _____	

PRE-INSPECTION DATE: _____ TIME: _____ KEY/KEY CODE ISSUED: _____

I hereby acknowledge that all items listed above were inspected and found to be in good condition during pre-inspection.

 Homeowner Signature

 Clubhouse Manager/Rep

POST-INSPECTION DATE: _____ TIME: _____ KEY RETURNED: _____

I hereby acknowledge that all items listed above were inspected and found to be in good condition during post inspection.

 Homeowner Signature

 Clubhouse Manager/Rep