

**GREENGATE PLACE HOMEOWNERS ASSOCIATION**  
**128 Vision Park Blvd. Suite 110, Shenandoah, Texas 77384**  
**281-296-9775**

---

**Policy and Agreement for CLUBHOUSE Usage**

1. In order to use the clubhouse the homeowner assessment (Maintenance Fee) and any associated late fees or interest must be current.
2. Reservations must be made ten (10) days in advance. Deposits and rental fees must be received in advance of the rental.
3. The building will be limited to adult supervised and attended activities. Only Greengate Place homeowners in good standing will be permitted to reserve the facility.
4. A deposit of \$250.00 by check or by money order will be required in advance for private functions. The usage fee for the Clubhouse will be \$100.00 for eight (8) hour periods. Set up and clean up time is included in the eight (8) hour rental. Additional hours can be rented for twelve dollars and fifty cents per hour (\$12.50). Deposits will be returned after the inspection of the facility. Any group or individual using the Clubhouse must have the two hundred and fifty dollar (\$250.00) deposit on file before access to the Clubhouse will be granted. The deposit will not be refunded until it is verified that the Clubhouse was left clean and no damage was done and the key has been returned to the management company.
5. A clean-up charge will be deducted from the deposit if the facility is not properly cleaned. The Clubhouse and all furnishings must be left in the following condition: all lights turned off; toilets flushed; counters and table tops wiped clean, floors swept and clean; trash cans emptied and any trash removed.
6. No loud or offensive activities that could be considered an annoyance or nuisance to the surrounding homes will be permitted. **Proof of Insurance must be provided for all “Bouncy House” or other similar rentals to be used at the clubhouse property in conjunction with this rental.**
7. Only non-profit activities will be allowed.
8. Occupancy of the building will be limited to seventy-five (75) people at any one time or event.
9. All Association approved Clubhouse rules will be adhered to and followed. If violations of the rules occur, the Board of Directors or their appointee may close and vacate the facility without notice and without offering a refund of the deposit and/or usage fee.
10. The facility will be inspected by the homeowner and an Association representative both before and after the function. Damage to the facility, furnishings and/or fixtures will result in deductions from the deposit. The amount of deduction will be assessed at the repair or replacement cost of the damaged items. Damages above and beyond the deposit will be the responsibility of the resident signing for use of the facility.
11. **No smoking will be allowed in the facility at any time. Alcohol is not allowed on the premises and alcohol consumption is also prohibited.**
12. The Clubhouse is available for usage between the hours of 7:00 A.M. and 12:00 Midnight during the week. There will be no rentals before noon on Sundays.

**GREENGATE PLACE HOMEOWNERS ASSOCIATION**  
**128 Vision Park Blvd. Suite 110, Shenandoah, Texas 77384**  
**281-296-9775**

---

13. No thumb tacks, nails or tape shall be used on the walls, doors or cabinets. No permanent alterations may be made to the facility.
  
14. A key may be picked up at the management company the Friday (no later than 3:00 p.m.) before the weekend event or the day before your planned week day event. The key must be returned the Monday after the rental on the weekend or the next day after your event.

**I acknowledge that I have read the policies stated above and will abide by them. I also acknowledge that I will be responsible for any damages to the facility. I agree to pay any damages in excess of the \$250.00 deposit.**

Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time (from) \_\_\_\_:\_\_\_\_ am/pm (to) \_\_\_\_:\_\_\_\_ am/pm

TOTAL # of hour's \_\_\_\_\_

**Approved by:**

**Homeowner Information:**

\_\_\_\_\_  
**Clubhouse Chairperson**

\_\_\_\_\_  
**Homeowner Signature**

\_\_\_\_\_  
**Print Homeowner Name**

\_\_\_\_\_  
**Homeowner Address**

\_\_\_\_\_  
**City, State, Zip**

**Payment Information**

Deposit Check: # \_\_\_\_\_

Usage Check: # \_\_\_\_\_

\_\_\_\_\_  
**Homeowner Telephone**

\_\_\_\_\_  
**Homeowner Mobile Telephone**

\_\_\_\_\_  
**Homeowner Telephone # During Event**

**Pre-Rental Inspection**

**Post-Rental Inspection**

\_\_\_\_\_  
**HOA Representative Initials**

\_\_\_\_\_  
**Homeowner Initials**

\_\_\_\_\_  
**HOA Representative Initials**

\_\_\_\_\_  
**Homeowner Initials**