

CASTLEWOOD HOA
3420 Fairfield Lane
Highland Village, TX 75077
972-317-2457

CLUBHOUSE MEETING POLICY

RESIDENT: _____

TODAY'S DATE: _____

CLUB NAME/PURPOSE: _____

MEETING DATES/TIME/DURATION: _____

The Castlewood Clubhouse is available to Residents for nonprofit Club Meetings. This facility may be reserved, at no charge, by any Resident in good standing for a Club Meeting, subject to approval by the Board of Directors. It is the intent of the Castlewood Homeowners Association (the "Association") in establishing these rules and guidelines to ensure fair and equitable access and to preserve the facility in a manner befitting the Association. This agreement is for the Clubhouse only. The pool and pool area are not part of this Clubhouse Meeting Policy.

As a prerequisite for granting a reservation for Club Meetings, a Castlewood resident (the "Signing Resident") must complete and sign a copy of this document to be submitted for approval by the Board of Directors and adhere to the following guidelines:

- _____ 1. Only Residents in good standing may reserve the Clubhouse. The Clubhouse may not be used for any type of commercial or profit-making function, unless specifically approved in advance by the Board of Directors.
- _____ 2. All HOA-organized community events and standing Clubhouse reservations will have priority over Club Meetings.
- _____ 3. The maximum capacity of the Clubhouse is 86 people.
- _____ 4. The Signing Resident must be present for the duration of the meetings. The Signing Resident also assumes full responsibility for the conduct of their invited guests and for any damage or disrepair to the facility.
- _____ 5. Children are permitted to use the facility only under the supervision of a parent or legal guardian.
- _____ 6. Pets are not permitted in the Clubhouse, unless they are assisting the physically impaired.
- _____ 7. Smoking or use of tobacco products is not allowed in the Clubhouse.
- _____ 8. No balloons are permitted inside the Clubhouse as they will set off the alarm should they get loose. Decorations may not be attached in any way to ANY painted surface. Do not nail, tack or tape anything to the walls.
- _____ 9. The Signing Resident is responsible for disarming/arming the security system, turning the lights and other equipment on/off and securing the building upon their departure. Each false security alarm to which the City's emergency staff and/or management respond will automatically result in a charge of \$50.00 to the Signing Resident. In addition, the Signing Resident hereby agrees to pay for any and all damage to or loss of furniture, accessories, fixtures or equipment that may occur during the meeting period or as a result of their failure to secure the premises.

- _____ 10. Keys must be picked up in person at the office during normal working hours no earlier than two (2) days prior to the meeting. Signing Resident agrees to drop the key in the lockbox outside the Clubhouse front door upon departure. Keys must be picked up and returned after each meeting. Failure to do so may result in re-keying of the Clubhouse and all charges involved will be the responsibility of the Signing Resident.
- _____ 11. All furnishings will need to be placed in their original positions. If there are any seasonal decorations such as Christmas trees, they are not to be moved under any circumstances. Should there be any damage to the facility or to the furnishings a fee will be levied against the Signing Resident. Any additional cleanup required of the porter, e.g., moving the furniture, emptying the refrigerator, emptying excessive garbage from inside the Clubhouse, etc., will result in a fee charged to the Signing Resident.
- _____ 12. All items brought in by the Signing Resident, including rental equipment, must be removed from the facility on the day of the meeting unless previous arrangements have been made with the Management Office.
- _____ 13. The Association reserves the right to revoke any request/approval if sufficient cause is found that any misrepresentation of the facts related to the meeting request occurred.
- _____ 14. Emergencies, complaints, concerns or compliments should be addressed to the on-site Management Office at (972) 317-2457, or in case of an emergency call 911.
- _____ 15. The Association reserves the right to change any of the terms of this policy without prior notice.
- _____ 16. Release and Indemnification. User assumes all responsibilities, risks, liabilities and hazards incidental to the holding of the Function at the Facility (including, but not limited to, the serving of any alcoholic beverages) and, irrespective of any acts or omissions by the Association or its agents, whether negligent, intentional or otherwise, User releases and forever discharges the Association, its officers, directors, employees, agents and members, past, present and future, and agrees to defend, indemnify and hold the same harmless, from and against any and all losses, expenses, liens, claims, demands and causes of action of every kind and character (including those of the permittees, agents, licensees and invitees of User) for death, personal injury, property damage or any other liability damages, fines or penalties, including costs, attorneys' fees and settlements, resulting from any act performed by, or omission on the part of User, its employees, invitees, permittees, agents or licensees, arising out of or in connection with User's use of the Facility.
- _____ 17. The following must be performed before leaving the Clubhouse:
- Replace furniture into original positions.
 - Turn off all exhaust and ceiling fans.
 - Turn off television/stereo equipment.
 - Remove any spots on the furniture or carpet caused during the event.
 - Turn off all lights, except outside lights as marked.
 - Garbage must be bagged and put in outside wooden bin.
 - Restroom doors must remain unlocked from the outside access (pool/patio area) and locked from the inside (clubhouse).
 - Back door must be locked.
 - Alarm system must be activated (a temporary alarm code will be given when the key is picked up).
 - Front door locked from outside the building.
 - Key dropped in lockbox outside the Clubhouse front door after each meeting.

As a prerequisite for granting a reservation for meeting use, the Signing Party must complete and sign a copy of this document to be submitted to the Board of Directors for approval.

Signing Resident:

Print Name: _____

Address: _____

Signature: _____

Home Phone: _____

Cell Phone: _____

FOR OFFICE USE ONLY:

Board Approval Date: _____

By: _____

Key Number/Date out: _____

Key Returned: _____

CLUBHOUSE RENTAL RULES

One or more of the following violations will result in a forfeiture of further Clubhouse meetings and/or a charged fee:

1. Failure to leave the clubhouse in the same condition as it was found. There might be a rental and/or meeting following yours, so please leave it in good condition.
2. **DO NOT PUT DECORATIONS, POSTERS, SIGNS, BALLOONS, ETC., ON THE WALLS, CEILINGS, PICTURES OR FURNITURE WITH TAPE OR ANY OTHER MEANS.** Signing Resident will be charged a minimum of \$25 maintenance fee for time and paint.
3. Failure to replace the furniture in original positions.
4. Failure to turn off television/stereo equipment.
5. Failure to remove any spots on the furniture or carpet caused during the event.
6. Failure to bag garbage and put in outside wooden bin.
7. Failure to turn off all lights (except outside lights as marked), including bathroom lights.
8. If the alarm is set off during your meeting hours, you will be charged \$50. This is what the Association is charged by The City of Highland Village for false alarms.
9. Failure to keep restroom doors unlocked from the outside access (pool/patio) and locked from the inside. Not locking the restroom doors from the inside allows someone to enter the clubhouse from the pool area. This will set off the alarm. Signing Resident will be liable for a \$50 false alarm charge from the City of Highland Village if the alarm goes off. Signing Resident will also be responsible for any vandalism and/or damages.
10. Failure to lock the front and back door. The Signing Resident will be responsible for any vandalism and/or damages resulting from leaving the doors unlocked. Signing Resident will also be responsible for any false alarm charges.
11. Failure to activate the alarm system. The Signing Resident will be responsible for any vandalism and/or damages resulting from not activating the alarm system.

Thank you for keeping your clubhouse well maintained.