

## **Springs at Green Leaf Trails Homeowners Association Clubhouse Rental Agreement**

The undersigned requests permission to rent and use the **Springs at Green Leaf Trails Homeowners Association, Inc.** Clubhouse. **Pool and restrooms must be left available to all residents and their guests during pool season.** The undersigned is an owner of real property in **Springs at Green Leaf Trails.** \_\_\_\_\_

(owners' initials)

The undersigned wishes to use the Clubhouse

from \_\_\_\_\_ o'clock \_\_\_\_M. to \_\_\_\_\_ o'clock \_\_\_\_M. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

### **FEES:**

The undersigned (reserving resident) agrees to pay **\$50.00 for the rental which includes the first 4 hours of use and \$10.00 for each additional hour**, if needed. In addition a separate \$150.00 deposit must be made at the time this agreement is signed. **Make out two checks; one for the deposit and one for the use charge.** The deposit check will be destroyed or returned if the clubhouse is cleaned after the event and there is no damage as verified by a board member. If the resident does not wish to clean up after their event themselves but wishes to have the cleaning company come in and clean, then the \$150.00 deposit/cleaning fee will not be refunded but used for the cleaning services. No cleaning supplies are provided by the Association, but the owners may use the broom, dustpan, mop, and vacuum located in the cleaning closet.

The undersigned agrees to inspect the Clubhouse prior to acceptance and to show the condition in the "Check-In Condition" form, attached as **Exhibit B**. Upon inspection after the event, any items found to be not in good condition will be repaired or replaced as necessary. The undersigned agrees to forfeit the security deposit and pay costs of any repairs and/or replacement of items damaged that exceed the \$150.00 deposit/cleaning fees.

It is understood that a Member of the Board of Directors of **The Springs at Green Leaf Trails Homeowners Association, Inc.**, or a person designated by the Board, may inspect the Clubhouse including furniture, window coverings, equipment, and the area surrounding the Clubhouse before and after use by the undersigned.

The undersigned further agrees that no alcoholic beverage of any sort will be served to any minor or intoxicated person. A **\$500.00 fine** shall apply for any and each violation. Further, the owner and all attendees shall indemnify and hold the Association harmless from any such claims, damages, suits, including all attorney's fees and court costs that may result from, or arise out of the presence of alcohol on the property. All federal, state and local laws related to alcohol shall be followed at all times.

\_\_\_\_\_  
Signature of undersigned

The undersigned (reserving resident) agrees to abide by the **Springs at Green Leaf Trails Homeowners Association** rules and policies for the Clubhouse, attached as **Exhibit A**, as well as the other specific rules listed in this agreement.

The undersigned hereby releases and shall hold harmless and indemnify the **Springs at Green Leaf Trails Homeowners Association, Inc.** property owners and the employees, contractors, agents, affiliates, and related entities thereof for all claims, attorneys fees, and other costs or liabilities incurred by or asserted against any of the foregoing as a result of use of the **Springs at Green Leaf Trails Homeowners Association Clubhouse** owner or owner's tenants or guests.

**Springs at Green Leaf Trails Homeowners Association, Inc.**

Printed Name of Owner

By \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Attachments:

**Exhibit A** – Clubhouse Rules

**Exhibit B** – Inspection and Duty List

Date Signed \_\_\_\_\_

Number of invitees: \_\_\_\_\_  
(Total Maximum 30)

Cleaning Service Requested:	YES	NO
Will be cleaned by reserving party:	YES	NO

## The Springs at Green Leaf Trails

### Clubhouse Rules Exhibit "A"

- The Clubhouse is available for rental each day from 10 AM to 12 PM midnight (Exercise room is open 24/7 unless the clubhouse is reserved).
- **(Pool cannot be reserved and is open from 5AM to 9PM).**
- The Clubhouse only is available to reserve for private parties by homeowners in the **Springs at Green Leaf Trails** whose HOA dues are current. This is on a first come first serve basis and can be reserved through The **Springs at Green Leaf Trails HOA**
- A signed rental agreement must be received at **7220 S. Western Ave. Suite 103 Oklahoma City, OK 73139** prior to reserving the Clubhouse. **Reservations are not recorded and confirmed until the completed rental agreement is received along with the \$150 deposit and the use fee (\$50.00 minimum for four hours) as required for the requested amount of time clubhouse will be reserved.**
- The clubhouse may be **reserved any day from 10:00AM to 12 Midnight**; the time reserved **must also include time to set up and clean-up.**
- All Association Rules and Regulations apply. **Door(s) should remain closed and not propped open.**
- If any damages occur the Board will repair or replace items damaged and the party reserving the clubhouse will be charged back accordingly. The reserving party assumes full financial and legal responsibility for all damages arising from use of the clubhouse.
- **NO SMOKING** is permitted at any time inside or outside the clubhouse. This includes the pool area per state law.
- **NO ILLEGAL** activity is permitted on the clubhouse grounds. Any illegal activity will forfeit the rental agreement and cleaning deposit.
- **NO ALCOHOL** may be served to a minor or intoxicated person.
- Reservations do not include the pool area, which will remain open as well as the restrooms to all homeowners, even if the clubhouse is reserved.
- **Entry codes to the clubhouse must not be given out by the homeowner.**
- All music and noise must be kept at a level which cannot be heard in the homes surrounding the area.
- All city, state, and safety codes apply.

#### **The Clubhouse has the following items for use:**

- Refrigerator/ Freezer
- Microwave
- Couch
- Chairs
- Dining table and chairs
- Broom/ dustpan
- TV / Cable
- 2 Folding Tables and 8 folding Chairs

### ***Exhibit "B"***

***(Any disposable cups, utensils, plates napkins, foil etc. in cabinets is for HOA events only)***

#### **The following items must be completed and inspected after your event to receive your \$150.00 deposit back:**

- All floors must be swept, mopped or vacuumed, as needed
- All kitchen counters and sinks must be clean
- If the microwave is used it must be wiped out
- All toilets clean and disinfected, as needed
- All bathroom counters and mirrors cleaned, as needed
- All trash must be taken out and the bags replaced
- All tables must be wiped down
- Any disposable products used must be replaced
- All furniture must be placed back to its original position.
- All exterior doors **must** be closed and locked so that access cannot be gained from the outside without an entry code.

***Failure to complete these items will forfeit your deposit.***

**The Springs at Green Leaf Trails Homeowners Association**

HOA Manager Erin Hollingsworth / Oklahoma HOA Partner / Community Management Services  
7220 S. Western Ave. Suite 103 / Oklahoma City, OK 73139  
Phone: 405-677-9116 Fax: 405-677-9316  
Email: [Mgmt@okloapartner.com](mailto:Mgmt@okloapartner.com)

**CLUBHOUSE RESERVATION FORM**

Party Reserving Facility 's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work # \_\_\_\_\_

Email: \_\_\_\_\_

**RESERVATION INFORMATION:**

Date Requested: \_\_\_\_\_ Anticipated Number of Guests: \_\_\_\_\_  
(Not to Exceed a total of 30)

Check Areas of the Clubhouse to be used: \_\_\_ Kitchen \_\_\_ Refrigerator \_\_\_ Microwave \_\_\_ Sitting Area

Specific Purpose of Use: \_\_\_\_\_

Is the event to be catered by an outside company? Yes or No If yes, name of company \_\_\_\_\_

Will additional tables & chairs be brought in? Yes or No If yes, name of company \_\_\_\_\_

Starting Time: \_\_\_\_\_ Finish time: \_\_\_\_\_ **(Include Setup and Cleanup Time Needed)**

I understand that I am responsible for meeting the conditions stated in the Clubhouse rules and the Condition Check list as part of my entitlement in using the **Springs at Green Leaf Trails** Homeowner's Association Clubhouse. I understand that I must be in attendance for the function at all times. In the event that anything is damaged, I understand that I will forfeit my Security Deposit Fee. I am aware, also that I am assuming responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function of lease of the Clubhouse. I agree to the hold harmless clause contained in the Rental Agreement.

\_\_\_\_\_  
Signature of Person Reserving the Facility

\_\_\_\_\_  
Date

**(COMPLETED BY AUTHORIZED HOA BOARD MEMBER OR AGENT ONLY)**

**Reservation Statistics Pre-Event:**

Rental Security Deposit Received: **\$150.00** Date Received: \_\_\_\_\_ Accepted By \_\_\_\_\_

Bank: \_\_\_\_\_ Check #: \_\_\_\_\_

Rental Fee Received: \_\_\_\_\_ Date Received: \_\_\_\_\_ Accepted By \_\_\_\_\_

Bank: \_\_\_\_\_ Check #: \_\_\_\_\_

Event Approve \_\_\_\_\_ by Erin Hollingsworth, HOA Manager

Event Disapprove on \_\_\_\_\_ by \_\_\_\_\_ Erin Hollingsworth, HOA Manager

Reason for Disapproval \_\_\_\_\_

Date Reservation & Deposit & Cleaning Fee returned if disapproved \_\_\_\_\_