

### **Springs at Greenleaf Trails HOA 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. \_\_\_\_\_

**(owner's initials)**

**(owners' initials)**

The Undersigned wishes to use the clubhouse from:

\_\_\_\_\_ o'clock \_\_\_\_ .M. to \_\_\_\_\_ o'clock \_\_\_\_ .M. on the date: \_\_\_\_\_ **(MAX 4 HOURS)**

**Additional Hours:** \_\_\_\_\_ to \_\_\_\_\_ @ the rate of \$10.00 per additional hour

#### **Fees and Deposits:**

The undersigned (reserved resident) agrees that if the owner is in good standing, **the first 2 scheduled 4 HOUR reservations in the calendar year for that owner are NO CHARGE and \$10.00 per any additional hour. After the second reservation, a rental fee of \$50.00 is required for a 4 hour reservation with \$10.00 per any additional hour. The reservation is NOT secured until all applicable rental fees and this form is received and approved.** After the event the clubhouse will be checked that it has been cleaned and there is no damage. 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 a \$150.00 cleaning fee will need to be paid at the time of booking. 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 understands they will be billed for any cleaning, repairs and/or replacement of items damaged.

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 exterior 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, attorney's fees, and other costs or liabilities incurred by or asserted against any of

the foregoing because of use of the Springs at Green Leaf Trails Homeowners Association Clubhouse owner or owner's tenants or guests.

**Printed Name of Owner By** \_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Springs at Green Leaf Trails HOA**

Accepted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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). (The pool cannot be reserved).
- 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 management company.
- A signed rental agreement must be received and approved a minimum of two weeks before the reservation 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 and approved and the use fee (\$50.00 minimum for four hours after the owner has used the clubhouse twice in a calendar year) as required for the requested amount of time clubhouse will be reserved.
- 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 damage occurs 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 or VAPING** 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.
- 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 bathroom counters and mirrors cleaned, as needed. All toilets clean and disinfected, as needed
- All trash must be taken out and the bags replaced
- All tables must be wiped down. All furniture must be placed back to its original position.
- Any disposable products used must be replaced
- All exterior doors **must** be closed and locked so that access cannot be gained from the outside without an access card.
- All exterior circumference of the clubhouse and the drive must be free of trash and debris

**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: \_\_\_\_\_

Cell #: \_\_\_\_\_

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  
catered for by an outside company? Yes or No If yes, name of company

Starting Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ **(Includes setup and cleanup time needed for 4 hour reservation + additional hours)**

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

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

Owner reservation number: \_\_\_\_\_ Rental Fee Required? \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Event Approved? \_\_\_\_\_ By: \_\_\_\_\_

If not approved:

Reason for disapproval: \_\_\_\_\_