

GRAYSON LAKES COMMUNITY ASSOCIATION, INC.
CLUBHOUSE RESERVATION AND USE REGULATIONS

Grayson Lakes Community Association, Inc. (the "Association"), will allow members of the association to reserve the Association's facilities ("Clubhouse") for private parties and other private use subject to the following regulations:

I. CLUBHOUSE RULES

No alcohol allowed in the Clubhouse at any time.

The Clubhouse may be reserved for private use only by those persons who are members or lessees in good standing of the Association. (Good standing means Association Maintenance Fees paid in full or member or his lessee is not otherwise precluded from using such facilities). The person in whose name the reservation of the Clubhouse is made and who executes the User Agreement must be present during the entire period that the facility is reserved for his or her private use.

Persons reserving the Clubhouse for private use are responsible for cleaning up the facilities and surrounding area and returning it to the condition it was in before the period of private use began. *Please note that only chairs and tables may be moved and must be returned to their original position in an orderly manner.* Failure to clean up the facilities and surrounding area by the end of the period of private use will result in a forfeiture of at least FIFTY and NO/100 DOLLARS (\$50.00) of the required deposit. More than \$50.00 may be retained if the facilities and surrounding area is left in an untidy or unclean condition. The exact amount of such forfeiture will depend on the nature of the violation and the amount of effort required returning it to its normal condition, and it is within the sole discretion of the Association to determine what the amount of forfeiture shall be in such circumstances.

Two (2) adults must be present for each 25 guests.

The Clubhouse may be reserved for private use when not in use for regularly scheduled Association functions. The Clubhouse must be ready for lock up by midnight, all areas cleaned and ready for inspection.

All the trash MUST be removed from the inside of the building after the party. Failure to adhere to these rules could result in forfeit of deposit.

Initial Here _____

II. RENTAL PROCEDURE

Reservations for the Clubhouse at Grayson Lakes must be made with Crest Management at 281-9454661 or e-mail sandra.guinn@crest-management.com, at least ten (10) business days before the date desired for private use. Reservations will be allowed on a first come, first serve basis.

At the time the reservation of the Clubhouse is confirmed by the Association, the person who is making the reservation must pay all fees and deposits, and execute the agreement, entitled "Grayson Lakes Community Association, Inc. Clubhouse User Agreement" in which the person or his lessee reserving the Clubhouse for private use agrees to release and hold harmless Grayson Lakes Community Association, Inc., its officers, directors, employees, and agents, from all liability for accidents, injuries to or death of individuals, and damage to property occurring as a result of the intentional or unintentional conduct or negligence of persons using the facilities during the period of private use, and personally guarantees payment for any damages occurring which are in excess of the required deposit. After you have turned in the contact, Crest Management will provide you with the Lockbox code and the Alarm code. At the time the reservation of the Clubhouse for private use is made, a deposit of ONE HUNDRED FIFTY AND NO/100 DOLLARS (\$150.00) must be paid to the Association by check or money order only. If applicable, a separate check or money order for the user fee (see user fee section below) for use of the Clubhouse shall be made payable to the Association and shall be retained by the Association. The reservation times must include any time needed for set-up and/or clean-up.

When the \$150 deposit and the applicable user fee along with this rental agreement are received, your reservation date and time will be confirmed. Please call and confirm that your checks and paperwork have been received by Crest Management prior to making further plans for your use of the Clubhouse and ensure you obtain the Lockbox Code and the Security Code.

The deposit will be refunded to the individual reserving the Clubhouse within thirty (30) working days, provided that all persons using the Clubhouse during the reservation period observe all rules contained herein or attached hereto, do not damage the facilities or surrounding area in any way, and leave the facilities and surrounding area clean from all trash and debris. All or part of the deposit may be retained by the Association to the extent necessary to cover cost of cleanup and/or repair of damage to the facilities. In the event the Association retains any part of the deposit, the member or his lessees shall be given an itemized account of the damage or repairs made to the property. Excessive damage above the \$150.00 Dollar deposit will be charged to the person who reserved the facility. Failure to pay will result in loss of any future pool use or Clubhouse rental privileges and implementation of legal remedies as necessary. Persons reserving the Clubhouse for private use who wish to cancel such reservations must do so TWENTY-FOUR (24) hours before the reserved period of private use is to begin in order to receive a full refund of the required ONE HUNDRED FIFTY AND NO/100 (\$150.00) deposit. A fee of TWENTY-FIVE and No/100 Dollars (\$25.00) shall be retained for cancellations occurring less than twenty-four (24) hours before the agreed time of reservation is to begin.

Initial Here _____

III. CLUBHOUSE USER FEES

1. Clubhouse is free for non-commercial residents' use Monday through Thursday. Examples would be Boy and Girl Scout meetings. A \$150 deposit is required, and a cleaning fee will be assessed if the Clubhouse is not left clean.

2. Friday through Sunday use is \$25 per hour for non-commercial resident use and \$25 per hour for all others. Reservations of less than one hour will not be accepted. A \$150 deposit is required, and cleaning fee will be assessed if the Clubhouse is not left clean and returned to original condition.

Please contact Crest Management to reserve the Clubhouse by emailing sandra.guinn@crest-management.com or calling 281-945-4661.

Outside facilities at the Clubhouse ARE NOT AVAILABLE for rental (i.e., pool, tennis courts, outside ground).

The following business day after the party, you must contact Crest Management representative to verify the condition of the facilities prior to refunding deposit.

Initial Here _____

GRAYSON LAKES COMMUNITY ASSOCIATION, INC.

Clubhouse User Agreement

I, _____ hereby make application for use of the Grayson Lakes Community Association, Inc. Clubhouse during the hours of ___AM/PM thru ___AM/PM on _____, 20___. The maximum number of people is 50.

I acknowledge that I have read and understand the Clubhouse Reservation and Use Regulations attached and agree to the terms, conditions, and charges set forth therein by affixing my initials.

NO ALCOHOL IS ALLOWED

I further release and hold harmless Grayson Lakes Community Association, Inc. and/or its agents, from all damages and/or injuries or death as a result of this agreement and guarantee payment for all damages in excess of the deposit below.

Signed: _____ Printed: _____

Address: _____ Date: _____

Telephone: _____ Purpose of meeting: _____

CHARGES:

Checks must be made out to: GRAYSON LAKES COMMUNITY ASSOCIATION, INC.

USER FEE (\$ 25.00 per hour) \$ _____ (user fee must be on a separate check)

PLUS DEPOSIT \$ 150.00 (deposit must be on a separate check)

TOTAL DUE \$ _____ [two (2) separate checks]

Return to: Grayson Lakes C.A.I.

Crest Management, AAMC 17171 Park Row, Suite #310 Houston, Texas 77084