



**CLUBHOUSE RENTAL POLICIES, AGREEMENT, & CHECKLIST
FOR MAIN ROOM AND/OR FLEX ROOM RENTALS,
LAKES ON ELDRIDGE COMMUNITY ASSOCIATION, INC.**

Revised October 11, 2022

INTENT OF POLICY

The clubhouse is considered a key amenity for LOE and will be made available to Owners & Residents (hereinafter called O&Rs) by reservation only. Community Functions open to all residents will be free of charge. O&Rs will also be allowed to rent clubhouse facilities for private events. O&Rs must be current on their dues and assessments before reservations can be made. These policies are designed to facilitate clubhouse rentals and, at the same time, minimize the impact of these rentals on the lives of other LOE residents not participating in these events. **These policies are the responsibility of the Board of Directors (hereinafter called BOD) and will be administered by Principal Management Group (hereinafter called PMG).** Exceptions or changes to these policies must be approved by the BOD.

FACILITIES AVAILABLE FOR RENT

- **Main Room & Flex Room Use:** The Main Room and Flex Room are rented as a combo package, including the adjoining Kitchen and Bathrooms. These facilities may be rented by O&Rs for one day or shorter events during the available times listed below. The Main Room can also be reserved free of charge, by itself or including the Flex Room, by O&Rs for Board Sanctioned Community Activities on a first come, first served basis. **There are pictures of the Main Room facilities on Nabr Network. This room is approximately 38' x 42' with permanent seating for 48 people. More specifically there are several table/chair arrangements, including: 2 rectangular tables 44" x 112" that each seat 10 people, and 2 round tables 54" diameter that each seat 6 people which collectively seat 32 people. In addition, there are several casual areas with upholstered furniture which collectively seat the remaining 16 people.** In addition, there are four folding 6' diameter round tables and 40 folding chairs in the Main Room storage closet plus four card tables and 16 chairs in the Flex Room closet. There are padded, waterproof table clothes in the Kitchen closet that must be used to protect the four delicate wood tables from damages. The permanent furniture in the Main Room may be rearranged or moved into the Flex Room for the rental event but must be returned to its original location immediately after the event, as well as any folding tables/chairs that may have been used. The renter must exercise care when moving this furniture and accept liability for any injuries or damages that result thereof. All Main Room furniture must be contained within the Main Room – Flex Room combo. This furniture cannot be stored outside or transported anywhere else.
- **Flex Room Only Use:** The Flex Room may be rented and reserved by O&Rs for one day or shorter events during the available times listed below. The Flex Room can also be reserved free of charge by O&Rs for community functions on a first come, first served basis. The Flex Room will also be available for daily use of O&R individuals free of charge on an as available basis. For Flex Room only use, the double wood doors to the Main Room and adjoining Kitchen and Bathroom facilities will be locked. The Pool Bath facilities will be available to Flex Room users at all times. **The Flex Room is approximately 15' x 27'. There is no permanent furniture in the Flex Room, but there are 4 folding 37" x 37" card tables, (6) six 3' x 8 tables & 16 chairs in the Flex Room storage closet.**



If used, these items must be returned to the storage closet and stacked neatly immediately after your event.

- **Imported Furniture & Equipment:** Additional furniture or other equipment necessary for rental events may be brought into the Main Room and/or Flex Room during the approved hours for the event. However, no mechanical equipment/devices that have motor operated parts or that might in any way damage the clubhouse can be brought in without written approval from PMG at least 10 days in advance of the event.
- **Use of Covered Lanai Outside the Main Room:** All exterior doors for the Main Room and Flex Room must be kept closed during the event so as not to disturb other LOE residents and to preserve heating and air conditioning. Participants in the rental event are welcome to use the Lanai area outside, but keep in mind this area is not part of your reservation, so be courteous to others resident users. It's OK to ask these other residents to move to other covered areas, but you cannot demand this. First come, first served rules generally apply. You will be expected to remove any trash deposited by your guests as well as reposition all tables and chairs where they belong. There is a floor plan posted on the Bulletin Board by the Workout Room.
- **Workout Room Availability:** The Workout Room is not available for rent. This facility will be available to O&R's free of charge on a first come, first served basis from 5:00AM to 10PM daily. This room is furnished with workout machines, weight training equipment and cable TV. The pool bath facilities will be available to workout room users.

DAYS AND TIMES MAIN ROOM & FLEX ROOM ARE AVAILABLE FOR RENT

- Monday-Thursday 8:00 a.m. – 10:00 p.m.
- Friday-Sunday 8:00 a.m. – 12:00 midnight
- Extended rental times may be granted at PMG's discretion if requested at least 10 days prior to the event and if not in conflict with other clubhouse activities.

RESERVATION RULES, PROCEDURES & FEES

- **When Can Reservations Be Made:** Reservations are allowed to be made no more than 12 months in advance, no less than 7 days prior to the event, and no more than three times in one calendar year (unless PMG grants an exception).
- **First Come, First Served Rules:** Reservations will be accepted on a first-come, first-served basis. Reservations are not finalized until the items listed below are in the possession of PMG. Walk-in payment will take priority over mailed payments in the event of scheduling conflicts. If you elect to mail the required items, please be aware that your preferred date may not be available if someone hand delivers the required items before the day's mail is processed. For faster processing of your mailed request, please mark the outside of your envelope, "**Lakes on Eldridge Clubhouse Rental**". PLEASE submit everything to: Principal Management Group, 4700 W. Sam Houston Pkwy N. Suite 100 Houston, Tx 77041 or you can make your payment on www.townsq.io please provide a copy of the confirmation of payment with the application.



Requirements for submissions include:

1. **Rental Fees for Main Room/Flex Room Combo:** A One Day Rental Fee of \$500 (which includes the required Cleaning Fee) must be paid by check or money order at least two weeks prior to the event. In addition, a Refundable Deposit of \$500 must be paid immediately by separate check or money order to confirm the reservation prior to that. This Deposit will be refunded within 10 days after the event if no deficiencies were noted on the final Check-Out Inspection. These checks will be deposited in LOE's account upon receipt.
2. **Rental Fees for Flex Room only:** A One Day Rental Fee of \$50 must be paid by check or money order at least two weeks prior to the event. In addition, a Refundable Deposit of \$200 must be paid immediately by separate check or money order to confirm the reservation prior to that. The Flex Room only rental fee does not include a Cleaning Fee. You will be expected to clean-up the Flex Room after your event. In addition, you will be expected to clean-up the covered decking area outside if you used these facilities, including returning deck furniture to its proper location. Your \$200 Deposit will be refunded within 10 days after the event if you met these requirements.
3. **Execution of Formal Rental Agreement:** The Rental Agreement attached hereto must be completed, signed, and submitted.
4. **Execution of Security Agreement:** If alcohol will be served, a copy of the Security Agreement with LOE Patrol Services must also be submitted. A copy of the required Security Agreement is attached, including all the applicable rules.
5. **PMG Processing Fee:** In addition to the rental fees, renter will be required to pay Principal Management Group a processing fee of \$20 immediately to confirm the reservation. This fee will not be refunded even if renter decides to cancel the reservation.
6. **Cancellation Policies:** PMG will confirm your rental reservation in writing after the required deposit and signed documents have been received. If no one else seeks to rent the same clubhouse facilities on the same day, your deposit will be refunded in full if you decide to cancel at least 48 hours prior to the event. If you cancel within the last 48 hours, you will be assessed a penalty of \$75 and the remainder of the Deposit will be refunded. If another LOE owner or resident desires to rent the same facilities on the same day, will not accept an alternative day, and has satisfied the reservation requirements above, you will be notified and given an opportunity to cancel immediately without penalty. If you elect not to cancel at that time, your Deposit will not be refunded should you decide to cancel later.

CLUBHOUSE SECURITY PERTAINING TO RENTALS

- **Door/Window Locks for Main Room rentals with adjoining Flex Room, Kitchen & Bathrooms:** All doors and windows into these facilities are routinely locked 24/7. You will be required to pick up a special rental key set at the Guard House on the day of your scheduled event any time after 8am. This key/fob set will give you access to all these locks. You may keep this key set all day to facilitate multiple entries for set-up, the event itself, and finally clean-up. You must return this key set to Guard House immediately after cleanup/lock-up is completed. **If you fail to return this key set, you will forfeit your \$500 deposit.** Further details regarding security for these facilities follows:
 1. **The Main Room front entrance:** This door is equipped with two locking systems. The first is a dead bolt which must be opened with a key. The second lock is a magnetic access control system with a keypad for keyless access. You will be given a Fob that will open this lock. The Fob lock will stay open continuously until you relock it with the Fob.



2. **The two sets of double doors leading into the Flex Room:** There is a key for these locks on the special rental key set. To ensure that no one enters the Flex Room via the exterior door while you are setting-up or until the final cleanup/lock-up, you should manually lock the dead bolt on this exterior door. Unlock this deadbolt when you are making your final departure.
 3. **The exterior Kitchen door/window:** This door can only be opened from the inside via the push bar. All windows except the Kitchen pass through window are fixed and will not open. The lock for the Kitchen window can be opened from the inside without a key.
 4. **The Main Room back door:** This door is equipped with two locking systems like the front door. The dead bolt can be opened from inside without a key. The magnetic lock can be unlocked from outside with special rental key set using the same Fob as used on the front door. There is also a door handle lock that can be opened from the inside without a key.
 5. **All doors and windows referenced above must be locked each and every time you vacate the premises.**
- **Door Locks for Flex Room Only Rentals:** The primary entrance to the Flex Room from the outside will be locked 24/7 with a magnetic lock that can only be opened with a personally owned key fob. O&Rs using the Flex Room will be required to purchase a universal key fob providing access to the Flex Room, Workout Room and entry Gates and use this fob to access the Flex Room for your rental event. When you purchase this fob, you will be required to sign documents acknowledging that you have read the rules applicable to these facilities and sign waivers releasing the HOA for injuries you, your family or your guests might sustain during usage of the Flex Room, Workout Room and Swimming Pool all of which can be accessed with this universal key fob. As mentioned above, the interior doors between the Main Room and Flex room will be locked 24/7. Flex Room renters will not be given access to the Main Room area and must use the Pool Bath rest rooms.
 - **Security Alarm System for Clubhouse Facilities:** There is a security alarm system installed on all exterior doors and the Kitchen window. This alarm will be deactivated by PMG for the duration of your event. If you accidentally set-off the security alarm by entering or leaving the property outside the specified rental times or by failing to properly close/lock the exterior doors or Kitchen window upon departure, this may cause a false alarm or prevent the security system from rearming at the end of the event. You will be assessed \$50 if either of these events occur due to your negligence.

PRESERVING CLUBHOUSE FACILITIES FOR LONG TERM

- **Policy:** The steps that follow are intended to clearly identify the condition of the clubhouse before and after each rental and hold the renter responsible for all damages they caused.
- **Check-In Inspection:** Renters will be required to complete the Check-In Inspection as per the attachment jointly with a PMG representative (e.g., LOE Onsite) before setup begins on the day of the event. Make sure any deficiencies are noted prior to your use. If no such deficiencies are brought to PMG's attention, it will be presumed that there were none.
- **Check-Out Inspection:** A PMG representative will conduct the Check-Out Inspection as per the attached. The inspection will occur after completion of the authorized rental period and before the next scheduled event, but not later than 11 a.m. two days after your rental. You will be notified promptly if there are any additional deficiencies over and above those deficiencies that were identified before the event and provided the opportunity to verify these deficiencies. If there are no additional deficiencies, including whether you returned the special rental key set to the Guard House immediately after Lock-up, your Deposit will be refunded within 10 days.



- **Formal Cleaning:** The clubhouse will be thoroughly cleaned by professionals both before and after each Main Room/Flex Room combo rental. The HOA accepts responsibility for cleaning before your event. The rental fee for clubhouse Main Room & Flex Room combo includes a fee for cleaning those facilities after your event. This professional cleaning includes mopping floors, waxing wood furniture, and cleaning counter tops, kitchen appliances and bathroom facilities
- **Renter Responsibilities for Cleaning:** Renters for the Main Room/Flex Room combo will be responsible for removing all their trash, personal items, and decorations from the clubhouse as per the attached Departure Checklist. No formal cleaning will be done after Flex Room Only rentals, so the renters are obligated to return all folded tables and chairs to the Flex Room closet, wipe the granite countertop, and remove all trash/food/other debris. The trash can be deposited in the green trash bins located on the southeast corner of the clubhouse complex.

AIR CONDITIONING & HEATING FACILITIES & RULES

- The Main Room and associated Bathrooms & Kitchen are heated, and air conditioned by two separate units. There is one thermostat located on the wall to the left of the Kitchen entrance. The second thermostat is located on the other side of the room directly opposite the first thermostat. The Flex Room has separate thermostat has a thermostat near the exterior door. Renters/Users will be allowed to reset these thermostats to a comfortable event temperature. Both thermostats must be returned to the posted settings on the face of these thermostats at the end of your rental/use time.
- LOE Association agrees to pay all utility charges for electricity used for air conditioning or heating.

OCCUPANCY RULES

- The maximum number of attendees allowed for the clubhouse as currently configured is 150 people which have been allocated as follows: Workout Room = 10, Flex Room = 15, & Main Room/Kitchen/Bathrooms = 125 (Main Room + Flex Room combo = 140). These numbers will need to be reduced if additional furniture or other equipment is setup in these rooms. The final decision regarding the maximum attendees allowed at your event will be determined after you submit an application for the event including the necessary particulars about attendance and what you are planning to do.

SPECIAL REQUIREMENTS IF ALCOHOL IS SERVED

- Renter is responsible for arranging coverage with LOE Security Services anytime alcohol is served. A copy of the attached security agreement must be provided to PMG at least 10 days prior to the event. Failure to have an officer when required will result in a \$500.00 fine and renter will be banned from renting clubhouse facilities for a minimum of one year.
- Alcoholic beverages must not be served to or consumed by anyone under the age of 21.

AUDIO/VISUAL EQUIPMENT

- **The Main Room has a receiver/amplifier** located in the Kitchen closet which can supply background music to 4 speakers in the Main Room and 2 speakers in the Flex Room. Renters and local O&R users must bring their own music/soundtracks on devices such as an iPhone, iPad, computer, or CD player. These devices can be connected to the receiver/amplifier via an ear-phone jack. This sound system is not capable of generating exceptionally loud music such as renters may desire for certain functions. Renters can make arrangements with PMG to test the audio system before their scheduled event and make alternative arrangements if the existing



audio system is not adequate. Access to receiver/amplifier is included for no extra charge for all Main Room rentals.

- **The Main Room also has a 120" diagonal screen and a built-in projector** which is capable projecting TV channels, streaming Netflix/Other stations from the internet, and connecting to your private computer to show personal slides or movie materials. These special audio visual facilities are available to renters for an extra fee of \$175 which must be paid at least 2 weeks in advance of the event.
- **The Flex Room has a 65" smart TV mounted on the south wall and a DVD player located under the cabinets.** Access to this audio/visual equipment for a broad range of TV stations and streaming from the internet is free for all users, as well as the DVD player. This room is particularly well suited for exercise classes like Aerobics, Zumba, and Yoga, and for small group functions such as children's birthday parties, boy scouts or girl scouts.
- **The Workout Room has a small TV with access to ATT television channels via receiver and remote stored in bookshelves on the opposite the TV.**

SMOKING RULES

- **No Smoking is allowed in the clubhouse or in the enclosed pool area.** Smoking is allowed in the front parking area. Renters, as well as all O&R users, are responsible for cleaning-up all of their smoking related debris and depositing same in the trash can near the playground equipment and tennis courts.

COMMON COURTESY FOR CLUBHOUSE NEIGHBORS

- **Noise & Behavior:** Excessive noise and/or rowdy or unruly behavior will not be tolerated. Renters and local O&R users are allowed to play loud music through an imported amplifier system, hire a Band, DJ Service, or other Entertainer to attend the event. However, these activities must be confined to the inside of the clubhouse. Further, renters and other O&R users must keep all exterior doors to the clubhouse completely closed (except for entering and exiting the clubhouse) and comply with all noise and nuisance provisions as set forth in the LOE Declaration. Noise must be kept at a level that will not disturb the peaceful enjoyment of neighboring homes. In the event that the police are called out for a noise disturbance, the Renter/User of the Clubhouse must immediately turn down the music to a level that will not generate additional calls to the police. In the event that the Renter/User fails to comply, the Police and/or Board will have the full authority to shut the event down early at the Renter's/User's expense and without any refund of the \$500 rental fee.

OTHER RESPONSIBILITIES for the RENTER THAT MADE THE RESERVATION

- Be present at the rental event at all times. You are the "responsible person."
- Make sure attendees at the rental event follow the rental policy rules as well as other clubhouse rules, including but not limited to no one wearing a wet bathing suit in the rented facilities, no glass on the fenced pool decking areas and no pets other than licensed service dogs in the clubhouse.
- Accept personal liability for all damages to property, fixtures, floors, windows, doors, furniture or related equipment, in total, whether or not your \$500 Deposit is sufficient.



**RENTAL AGREEMENT FOR USE OF
CLUBHOUSE MAIN ROOM AND/OR FLEX ROOM**
Revised October 11, 2022

RENTER

Name of Resident (& Property Owner if different): _____

Address of Resident: _____

Phones for Resident: Home: _____; Cell: _____

Email for Resident: _____

EVENT INFORMATION

Venue/Purpose of Event: _____

Total anticipated attendance. Adults 18 years and older: _____; Children _____

- Total must not exceed 125 for Main Room or 15 for Flex Room; 140 for both.
- Renter must deliver Guest list to LOE entry Gate Guard 24 hours prior to the event.

Intent with respect to moving clubhouse furniture or importing furniture: _____

Intent with respect to rental of special Audio/Visual Equipment for \$175 premium:

Yes _____ No _____

- Scheduled Date of event: _____
- Scheduled Time for Guests. Arrival: _____ Departure: _____
- Scheduled Time for Setup/Cleanup. Start setup: _____ (earliest 8am)
End cleanup & Lock-Up: _____ (latest 10:00pm M-Th & 12:00 midnight F-Sun)
- Scheduled Time for Alcohol. Begin consumption: _____ End consumption: _____.

Renter agrees to complete the Check-In Inspection with PMG/LOE Onsite on event day, before setup begins, or alternatively, accept that there were no deficiencies. PMG/LOE Onsite will complete the Check-out inspection after completion of the authorized rental period and before the next scheduled event, but not later than 11 a.m. two days after your rental. You will be notified promptly if there are any additional deficiencies over and above those deficiencies that were identified before the event and provided the opportunity to verify these deficiencies.



REQUIREMENTS FOR CONFIRMED RESERVATION

The following items must be provided to PMG with the rental request:

- **For use of the Main Room with Flex Room**, Kitchen and Baths:
Reservation will be confirmed upon receipt of the following: (you can also make these payments online via www.townsq.io)
 - \$500 check or money order payable to Lakes on Eldridge for the required Refundable Deposit
 - \$20 check or money order payable to **Principal Management Group** for processing services
 - \$500 check or money order payable to Lakes on Eldridge for the required Rental Fee must be submitted at least two weeks prior to the eve
- **For use of the special Audio/Visual equipment in the Main Room**, including a 120" wall mounted diagonal screen and a projector system: A separate \$175 check or money order payable to Lakes on Eldridge must be submitted at least two weeks prior to the event.
- **For use of the Flex Room Only:** Reservation will be confirmed upon receipt of a \$200 check or money order payable to Lakes on Eldridge for the required Refundable Deposit. \$50 check or money order payable to Lakes on Eldridge for the required Rental Fee must be submitted at least two weeks prior to the event. \$20 check or money order payable to **Principal Management Group** for processing services
- **For all confirmed reservations:** A copy of the Security Services Agreement for a uniformed law enforcement officer to be present while alcohol is being served.

Attached ___ Not Applicable ___.

LEGAL CONSIDERATIONS

- **NO ASSIGNMENT OR SUBLEASE:** The Lessee shall not assign this Lease or sublet any part of the Clubhouse.
- **CONDITION OF PROPERTY:** Lessee has examined the clubhouse and accepts the property, furniture and appliances in its current condition and state of repair. Upon expiration of the lease term, or early termination, Lessee shall surrender the property to Association in its required condition under the terms of this Agreement.
- **ALTERATIONS:** No holes may be made, or nails driven into the woodwork, floors, walls, or ceilings of the improvements. By way of example but not to limit the foregoing, pushpins, nails, screws, and tape are not allowed.
- **INSPECTIONS:** During the lease term, Association may enter the Property at any time to inspect.
- **COMPLIANCE WITH LAWS:** Lessee and Lessee's guests shall obey all applicable laws, restrictions, ordinances, rules, and regulations with respect to the Clubhouse. Lessee's use and occupancy of the Clubhouse is contingent on complying with all applicable laws.



LEGAL CONSIDERATIONS (Contd.)

- **REPAIRS AND MAINTENANCE:** Lessee shall bear all expense of repairing, replacing and maintaining the Clubhouse, including but not limited to grounds, trees, shrubs, appliances, furniture, doors, walls, windows, deck, and ceilings. Lessee (WOULD PREFER IF THIS SAID LESSOR WILL MAKE THE REPAIRS AND LESSEE WILL PAY FOR ALL EXPENSES INCURRED BY LESSOR IN DOING SO) shall repair at the expense of Lessee any damage to the Property caused directly or indirectly by the acts or omissions of the Lessee or any other person thereon by the consent, invitation or sufferance of Lessee. The repair or replacement of such damage shall be commenced immediately and completed with no unreasonable delay. Lessee hereby knowingly, voluntarily, specifically and for a valuable consideration waives all duties imposed on the Association that can be waived pursuant to Section 92.006 of the Texas Property Code.
- **INDEMNITY: Lessee agrees to indemnify, defend at her/his/its own cost and hold harmless Lakes on Eldridge Community Association, Inc. and FirstService Residential Management Company, their directors, officers, agents, subsidiaries and employees from any and all actions, claims, demands, liabilities, losses, damage, injury, cost or expense of whatever kind in connection therewith, brought or presented by any person, firm, guest, invitee, employee or agent of lessee and their dependents and personal representatives, for injuries or the death of any person, or damage to or loss of property arising out of any act or omission of lessee, its agents, servants, guests, invitees, or employees in connection with or incidental to lessee's rental of the Clubhouse Main Room and/or Flex Room, regardless of Lakes on Eldridge Community Association, Inc.'s, its directors, officers, agents, subsidiaries, or employees, negligence, if any, whether intentional/willful, gross, or unintentional. The indemnity provided for in this paragraph shall have no application to any claim, liability, or cause of action resulting from the sole negligence of Lakes on Eldridge Community Association, Inc.**
- **INSURANCE:** Association and Resident shall each maintain such insurance on the improvements and Property as each party may deem appropriate during the term of this Lease.
- **DEFAULT:** If Resident fails to perform or observe any provision of this Use Agreement, then in the sole opinion and option of Association, this Use Agreement may be terminated and Resident's function may be cancelled and all of Resident's guests may be asked to leave the premises, with no liability as to any damages claimed by Resident.
- **TERMINATION:** This Use Agreement shall terminate upon expiration of the term or upon Resident's default under this Agreement. Upon termination, Resident shall vacate the Clubhouse immediately.
- **HOLDING OVER:** Any possession by Resident after termination shall not operate to renew or extend the term but shall be construed as a tenancy at sufferance of the Association. Resident shall pay rental at a rate of \$50.00 per hour during the period of any possession after termination.
- **HAZARDOUS USE:** The Resident will not keep anything in the Clubhouse, which is dangerous, flammable, and explosive or might increase the danger of fire or any other hazard.
- **ATTORNEY'S FEES:** Resident agrees that he/she will be responsible for any and all legal fees incurred by Association for any proceeding brought under or with relation to this lease or transaction.
- **NOTICES:** All notices by Association shall be in writing and effective when delivered to the Resident or to the Clubhouse. All notices by Resident submitted as required by law shall be in writing and effective when delivered to Association's agent, Principal Management Group of Houston, 11000 Corporate Centre Dr. Ste 150 Houston TX 77041



LEGAL CONSIDERATIONS (Contd.)

- **VALIDITY OF USE AGREEMENT:** If any clause or provision of this lease is invalid, then the remaining portions of the Agreement remain in effect.
- **CONSULT YOUR ATTORNEY:** This is intended to be a legally binding contract, therefore, read it carefully. If you do not understand the exact effect of any part of the Use Agreement, consult your attorney before signing.
- **ENTIRE LEASE:** All promises made are contained in this written Use Agreement. This Use Agreement can only be changed in writing and signed by both the Resident and Association.

ACKNOWLEDGEMENT

I, _____, the lessee, a resident/owner of LOE property, acknowledge receiving a copy of all the Rental Policies and Pre/Post Inspection Checklist. I understand these Policies and by signing this Rental Agreement confirm my intention to adhere to all of the provisions included therein.

Printed Name of Owner/Resident: _____

Signature of Owner/Resident: _____, Date: _____

Witnessed by: _____, Date: _____



SECURITY SERVICES AGREEMENT

FOR LOE ALCOHOL EVENTS

Revised June 8th 2023

Lakes on Eldridge wishes to offer its residents who rent the Clubhouse a reliable and affordable security officer service when the rental details require such security personnel to be present. The following is the list of services and requirements that need to be met for Securitas to provide these services.

SERVICES AND REQUIREMENTS

- Securitas will provide a uniformed, trained security officer to work a clubhouse rental where alcohol is to be served subject to:
 - Officer staffing will be a minimum of one officer for the duration of alcohol consumption.
 - the request to schedule officer/officers must be made at least two weeks prior to the approved rental date and the request is to be made directly to Principal Management Group, Payment will be made by check and to Securitas at 20465 State Hwy. 249, Suite 400, Houston, Texas 77077. PMG will send Securitas a schedule confirming that the rental has in fact been booked and confirmed before arranging for the Officer assignment.
 - Officer will be paid at a rate of \$40 per hour. A check shall be made payable to Securitas Security Services USA and will be delivered to Principal Management Group at the time the contract is signed, and the contract fees are paid. Renter will be charged at the rate of \$40/hour for any extra time on the job over and above the original billed amount. This extra charge will be subtracted from the \$500 deposit.
 - Officers may work for a period shorter than four (4) hours, but there will be a minimum four (4) hour charge per scheduled officer. The officer will be firmly booked from the scheduled start of alcohol consumption to the scheduled end. The officer will be available and allowed to stay one extra hour for an extra fee of \$30 if the renter requests it. Alcohol consumption must terminate at the end of this extra hour. The event can continue without the alcohol security officer. LOE's regular Patrol person will periodically visit the clubhouse before and after the alcohol security officer arrives and leaves. If renter is found to be consuming alcohol without the alcohol security officer on site, renter will forfeit their entire \$500, plus any damages that are found during the Check-Out Inspection. Renter will also be suspended from renting any LOE facilities for a period to be determined by the LOE Board of Directors.



- PMG must receive confirmation from Securitas that arrangements have been made and paid for the security officer services for the rental to be re-confirmed when officers are required per the details of the rental.
- Securitas' Officer(s) must have one point person (the LOE resident who signed the rental agreement) as the main point of contact during the assignment.
- The Securitas Officer will not be responsible for having direct contact with any guests regarding inappropriate behavior unless the Officer deems such behavior to be an immediate safety concern.
- Should the Officer deem that the event is getting out of hand or there is suspected under aged drinking or that a guest or guests appear to have had too much to drink, the Officer will notify the resident point of contact and ask that person to get the situation resolved immediately. Should the Officer determine the situation has not been properly resolved, the Officer will notify the Harris County Sheriff requesting an officer be dispatched to the clubhouse to deal with the situation, which may result in the event being ended at that point. Renter will be charged \$30/hour for any extra time the alcohol security officer spends to manage this disturbance.
- The Officer will be required to remain on assignment until the resident who is renting the clubhouse has removed all alcohol from the premises.
- The Officer will prepare a report of the event to document any activity or issue that arose that needs to be brought to the Association's attention or said report may indicate there were no issues to report. A negative incident report from the Officer may result in withdrawal of rental privileges for 6-12 months.
- the security officer may also contact the LOA manager by cell phone to apprise of any problems and to seek confirmation of action to be taken when necessary.

I have read and understand the procedure and requirements stated above and agree to abide by same as evidenced by my signature below.

Resident signature _____

Cell phone # _____

Printed name _____

Address



DEPARTURE CHECKLIST FOR CLUBHOUSE RENTALS

The following are items that Renter should complete before leaving the Clubhouse.

- Empty All Trash Cans in the rental areas, including bathrooms. Deposit trash bags in green trash bins located by Equipment Room, SE corner of clubhouse.
- Remove your left-over food in the oven, refrigerator, cabinets, and cupboards.
- Turn off the lights, music system, water faucets, ovens, audio equipment or any other appliances. The Main Room chandelier stays on all night.
- Remove personal items, decorations, and imported equipment/furniture. The Association is not responsible for any personal belongings or items left behind by users. Any property left behind shall become the property of Association and may be thrown out.
- Return all furniture used in Main Room & Lanai to proper location.
- Reset all 3 thermostats to the temperature specified on the face.
- Lock all doors and the Kitchen window. Renter/User is responsible for subsequent damage and/or theft as a result of failure to properly close/lock clubhouse doors and the Kitchen window.



**INSPECTION CHECKLIST
FOR
RENTAL OF MAIN ROOM AND/OR FLEX ROOM**

The Renter is responsible for the clubhouse being left exactly as it was before their event. The renter must return all furniture to its original location. Your check for the Security Deposit (as well as the Rental Fee) will be deposited when it is received. Assuming no additional deficiencies are noted as per the Check-Out Inspection, your Security Deposit will be refunded within 10 days after your rental date.

The Renter in conjunction with PMG Onsite should conduct the **Check-In inspection** on the morning the event is scheduled to begin. The answers to all of these questions will be deemed to be YES unless the renter identifies an exception. If an exception is identified, the renter should indicate the exception on the Check-In sheet and secure acknowledgement from PMG Onsite.

The cleaning service hired by PMG will complete the cleaning and PMG Onsite will complete the Check-Out inspection required not later than 11 a.m. two days following your rental. You will be notified promptly if there are any additional deficiencies over and above those deficiencies that were identified before the event and provided the opportunity to verify these deficiencies. If there are no additional deficiencies, including whether you returned the special rental key set to the Guard House immediately after Lock- up, your Deposit will be refunded within 10 days. The renter will be financially responsible for all cleaning and/or repairs that are deemed necessary, whether or not these charges exceed the amount of the Security Deposit.

The person conducting these inspections on behalf of PMG, normally PMG Onsite representative, will be an authorized representative for the Lakes on Eldridge Community Association (LOE) and the LOE Board of Directors will uphold their decisions.



Inspection Checklist

Clubhouse Room	Inspection Item (also check for damage of each item)	Check in Satisfactory Yes or No	Check Out Satisfactory Yes or No	Charges to Renter for Deficiencies
Kitchen	Sink & countertops clean Floor clean Microwave ovens clean/turned off Conventional ovens clean/turned off Refrigerator/ freezer empty & clean Trash cans clean with fresh bags.			
Main Room	Floor clean Furniture clean; no scratches, missing parts, or damage Amplifier & speakers functioning properly			
Foyer	Floor, front door & mat clean No smoking or other trash in sight			
Bathrooms	Toilets, walls, & floors clean Vanity top & mirror clean Trash cans empty			
General	Trash removed from premises No event décor/personal items left No damage to painted walls/trim Furniture all returned to proper spot Lights (except chandelier) and fans turned off All Doors & Kitchen Windows Locked			

NOTE: Please immediately report any plumbing, electrical (including burned out light bulbs) or other problems to PMG.

ACKNOWLEDGEMENT

I agree with the condition of the clubhouse defined at Check-In

Renter Signature: _____ Date: _____

LOE Representative Signature: _____ Date: _____

I agree with the condition of the Clubhouse defined at Check-Out

Renter Signature: _____ Date: _____

LOE Representative Signature: _____ Date: _____