



AMENITY CENTER RESERVATION REQUEST FORM

Please complete this form and return or fax it to the Villages of Woodland Springs HOA office onsite
Administrative Assistant Catherine McGrath at 817-741-1720.

Homeowner name: _____ Date: _____

Address: _____

Contact Numbers Home: _____ Email: _____

Work: _____ Cell _____

****Pool card will be activated to allow renter to gain access to the building through the side door by the pool. Pool Card #(s) _____**

Reservation Date Requested: _____

Times of Use: 9 am- 12pm _____ 1 pm- 4 pm _____ Weekdays 5pm~10pm _____
Weekends 5pm-11pm _____

Type of Event: _____

Number of expected guests: _____

This section to be completed by First Service Residential

Date Received: _____ Waiver Form Signed: Yes ___ No ___

Rental Fee of \$60.00 for each received on _____ in form of money order or personal check# _____

Deposit fee of \$500.00 received on _____ in form of money order of personal check # _____

Rental Fee of \$180.00 received on _____ in form of money order or personal check# _____

Deposit fee of \$250.00 received on _____ in form of money order of personal check # _____

OFFICER Contacted _____

Reservation logged and placed on calendar on (date) _____ by _____

Reservation confirmed on _____ (all monies and required forms received)



The Villages of Woodland Springs Homeowners Association, Inc.
Amenity Center Rental and Use Agreement

PLEASE INITIAL THE GREY HIGHLIGHTED AREAS AND RETURN.

I. Definition of Terms in the Policy and Acknowledgement

VOWS- The Villages of Woodland Springs

HOA- Homeowners Association for the Villages of Woodland Springs.

Renter- Any homeowner or formally document rental tenant that chooses to rent the Amenity Center.

II. Eligibility and Availability

The Amenity Center may be rented by Villages of Woodland Springs Homeowners or tenants who have a completed Tenant Authorization Form on file. The Amenity Center shall be utilized solely for the purpose of a private party by personal invitation. This means you may not post to social media sites, newspapers, ect. (____INT)Reservations cannot be made unless the Renter's corresponding property is current on all assessments or dues rendered by the VOWS Homeowners Association. No one under the age of 21 may request a reservation. First Service Residential will facilitate all requests for reserving the Amenity Center. The Amenity Center will be available for you between the hours of 9:00 and 10:00 pm during the week and until 11:00 pm on weekends. (____INT).

No requests may exceed a one day time period.

III. Reservation Process

Making reservations: This reservation policy is for utilizing the Amenity Center only and does not cover usage of the pool and pool areas. (____INT).The adjacent pool is open to all VOWS residents and cannot be reserved for private functions. A reservation will not be confirmed until all monies, and required forms have been received by First Service Residential. Reservation requests shall be made to First Service Residential at least 10 days prior to the actual event. Reservations can be requested by confirming the available time and dates through First Service Residential:

- Calling 817-741-1719

- Visiting the onsite office at 12209 Timberland Blvd. in Fort Worth.

Reservations will be accepted on a first come, first serve basis and will be held upon receipt of a security deposit, rental fee and completion of this agreement. We will hold the space as a general courtesy for 48 hours. All reservations are subject to be removed if we do not have a signed contract and checks on file after 48 hours. All reservation requests are subject to approval by the Board of Directors, First Service Residential, or the Advisory Council.

Fees for reservations: A security deposit of \$500.00 and a rental fee of \$60.00 for each time slot reserved or a security deposit of \$250.00 and a rental fee of \$180.00 for each time slot reserved which would include an off duty police officer to watch over the event, are required for each reservation and must be received in order to confirm a reservation. The fee and security deposit shall be in two separate forms of payment, as **the security deposit will be returned upon confirmation of no damage and no police reports have been made and filed.**

All reservation fees and deposits must be in the form of a personal check or money order and made **payable to THE VILLAGES OF WOODLAND SPRINGS HOA.**

Exceptions for reservation fees: There will be no fee for Homeowners Association functions including Advisory Committee meetings, Community Calendar Committee functions, or other community activities sponsored by the HOA. These events take precedence over residential functions.

Cancellations: Written notice to cancel a reservation must be given to First Service Residential within **2 weeks prior to the event.** Failure to timely notify First Service Residential could result in forfeiture of the fee and / or security deposit amounts. Cancellation notices can be submitted to First Service Residential by:

- Faxing to 817-741-1720
- Emailing robin.willits@fsresidential.com, catherine.mcgrath@fsresidential.com or justin.lahue@fsresidential.com
- Visiting First Service Residential's onsite office at 12209 Timberland Blvd in Ft. Worth.

IV. Amenity Center Utilization

General Rules: **Absolutely no animals of any kind are allowed in the facility or on the grounds at anytime, (____INT)** except service animals as covered by the Americans with Disabilities Act. Smoking inside the facility at any time is prohibited. **No**

alcoholic beverages are permitted. (____ INT). Noise and music must be maintained at a level which does not disturb neighboring homeowners or the general public. Any reports of complains, from officials or the general public, are subject to the violation penalties outlined in this policy. Attendee counts shall not exceed stated capacity. **NO GUM**(____ INT). If gum happens to appear on the floors please remove it. **NO TAPE ON FLOORS.**(____ INT).**NO FOG MACHINES** (____ INT.) **NO USE OF AMENITY CENTER FOR FINANCIAL GAIN.** (____ INT). This includes but is not limited to, vendor sales, personal or business sales, ect.

Property Maintenance: All Renters will be given a checklist for pre-event and post-event validation of property status. Renter agrees to leave the Amenity Center in accordance with this checklist. Renters must ultimately ensure the property is returned in the same state in which it was received. Refrigerator should be completely cleaned out. Any thing left in it will not be held.

Duration of event: Renters may only utilize the facility during the hours noted on the reservation request form. Residents should include setup and cleanup times in their requests, so as not to impact other scheduled events at the center. The Amenity Center alarm will activate at the time of closing. It will be the Renters responsibility to ensure that all guest are out and that all cleaning is completed prior to the time of closing or event conclusion. **Renter shall be in attendance at all times during the function which the Amenity Center has been rented and agrees to be responsible for the actions of all guests and invitees.**

Post event procedures: Upon completion of the event, the Renter will:

- Conduct and complete the post-event checklist, including completing any clean up and removing all refuses from the center
- Completely lock up the facility
- Return the checklist and any given keys to First Service Residential within one business day

V. Responsibility and Damages

Responsible Party: The Renter is responsible for ensuring all guest adhere to these rules. The Renter is also responsible for all damages, including damages caused by attendees at Renters' event. Financial responsibility for any and all damages, as determined by the Board of Directors and /or First Service Residential will be the sole responsibility of the Renter below. If expenses for violations exceed security deposit amounts, Renters will be assessed additional fees for damages. Such additional fees

may be added to existing semi-annual assessment dues, as stated in Article 7.4.3 page 21 of the DCC&R's.

Penalties for violation of this policy: Depending on the severity of the violation, Renters who violate this policy are subject to immediate termination of the event, suspension or loss of future renting privileges, forfeiture of security deposit refund and/or accruing additional fines or expenses.

VI. Hold Harmless Clause

I, the undersigned resident member, agree to bear sole and complete responsibility for, and hereby release, forever discharge and agree to indemnify and hold harmless The Villages of Woodland Springs Homeowners Association, Inc. ("Villages of Woodland Springs"), its officers, directors, agents and representatives from and against : (a) personal injuries, including death, to myself or my guest or my invitees which arise during the use of the common area amenities under the terms of this agreement; (b) for any personal property or articles lost, damage or stolen during the use of the common area amenities under the terms of this agreement; and (c) all damage to the Amenity Center, including its contents and furnishings.



I acknowledge and agree that: (a) neither I nor my guest nor invitees will utilize the Amenity Center for any purpose or undertake any activity which might be considered a violation of the Villages of Woodland Springs Declaration, city, stat, and/or federal laws and ordinances.

I further agree to hold harmless The Villages of Woodland Springs Homeowners Association, Inc., its officers, directors, agents, and representatives and shall indemnify them in the event of any loss or injury occurring within the common area amenities due, in whole or in part, to the use or condition of any structure, cooking equipment, sports equipment, or furniture, whether existing within the common area amenities or introduced in the facility for this event by myself or any of my guests or invitees.

I confirm that I have read and agree to adhere to all guidelines outlined herein.

Signature of Renter

Signature Date

Printed Name of Renter

Renter Contact Phone#

Address

Reservation date & time

First Service Residential Representative Date



The Villages of Woodland Springs Homeowners Association, Inc.
Amenity Center Waiver, Release and hold Harmless Agreement

This agreement is entered into by _____, who resides
at _____, _____ TX, _____ (Owner)
for the benefit of The Villages of Woodland Springs Homeowners Association and is effective as of
_____ (today's date).

In consideration of the right to use Villages of Woodland Springs Amenity Center, Owner hereby agrees to assume all responsibilities, risks, liabilities and hazards incidental to the use of said facilities and does hereby fully release and forever discharge Villages of Woodland Springs, expenses, claims, demands, causes of action of every kind and character (including those asserted by the permitted, agents, licensees, guests and invitees, of Owner) for death, personal injury, property damage or any other liability for damages, fines, or penalties, including costs, attorney fees and settlements, resulting from any act or omission of Owner. Owner's permitted, agents, licensees, guest or invitees, including but without limitation whatsoever, any such claims, demands or causes of action arising out of or in connection with Owner's use of the amenity center and the serving of alcoholic beverages by Owner to Owner's permitted, agents, licensees, guest or invitees, and, furthermore, hereby agrees to defend, indemnify and hold Villages of Woodland Springs, its officers, directors, employees and agents, past, present, and future, harmless from and against any and all such claims.

Date signed

Owner's Signature

Witness Signature





Amenity Center Check in Sheet

Home Owner Name _____ Event Date _____
Address _____ Start Time _____
Home Phone _____ End Time _____
Cell/Work Phone _____

Pre Check	Item
_____	All furniture (tables/chairs) cleaned
_____	Floors swept and clean
_____	Appliances cleaned and working
_____	Countertops cleaned, sink cleaned
_____	Bathrooms cleaned/working
_____	Trash removed from center / yard
_____	Lights working and on/off
_____	Air conditioner working/therm reset

**Please place bagged trash beside dumpster and place clean trash bags in cans.
Make sure deadbolt on front door is locked before leaving facility.**

Pre-check comments: (broken items, light bulbs out, spots on floors/walls)

Signed at pre-inspection

Date: _____ time: _____ Homeowner: _____ FSR Rep _____



Amenity Center Check Out Sheet

Home Owner Name _____ Event Date _____
 Address _____ Start Time _____
 Home Phone _____ End Time _____
 Cell/Work Phone _____

- | Post Check | Item |
|------------|--|
| _____ | All furniture (tables/chairs) cleaned |
| _____ | Floors swept and clean |
| _____ | Mop up any spills |
| _____ | Appliances and wiped down (microwave and refrigerator) |
| _____ | Put tables and Chairs in closet on racks |
| _____ | Countertops cleaned, sink cleaned |
| _____ | Bathrooms cleaned/working |
| _____ | Trash removed from center yard |
| _____ | Replace trash bags and take out trash |
| _____ | Turn lights and fans off |
| _____ | Reset AC/Heat to original position |

- **Cleaning supplies can be found under counter in plastic bin.**
- **Brooms and mops can be found in closet.**
- **Please place bagged trash beside dumpster and place clean trash bags in cans if the dumpster is locked.**
- **Extra trash bags can found in drawer by trash cans or under sink.**
- **Make sure deadbolt on front door is locked before leaving facility and side door by bathrooms is closed**

Post-check Comments (Maintenance or cleaning problems, repairs needed)

Signed at post-inspection

Date: _____ time: _____ Homeowner: _____ FSR Rep: _____