

Clubhouse Rental Policies

- **Cancellation Policy:** To receive a full refund, staff must be informed of cancellation at least **14 days** prior to the event. If rental is cancelled less than 14 days before the rental, deposit will be forfeited. If a last-minute reservation was booked within 2 weeks, or less, of the event date, cancellation must be made within **72 hours** to receive a full refund.
- Set up and clean up time is included in your event rental time. If you require additional time you must discuss with office staff.
- To protect the facility from damage the following items will not be allowed: silly string, water balloons, face painting, fog machines, cool-aid, or any drink of red/purple color etc.
- Semi-permanent Holiday decorations, such as Christmas and Halloween, cannot be moved or re-arranged without office staff discussion.
- Woodland Springs HOA and/or VOWS group sponsored events are exempt from rental fees.
- Smoking and vaping is not allowed inside the clubhouse.
- Members of Woodland Springs HOA who are delinquent on their assessments will not be permitted to rent facilities until the account is current. This includes late fees owed.
- Woodland Springs HOA will not be held liable for any injuries sustained during or as a result of private events inside or outside of pool, amenity center, birthday pavilions or any other common property.
- The Woodland Springs HOA resident that booked the party must be present for the entire event.
- Adult supervision is always required.
- No pets will be permitted in recreational club other than those aiding the disabled.
- NO fire pits or DJ's or music speakers of any kind on patio, NO inflatable jumpers are permitted in or outside of the clubhouse, no open flames of any kind inside or outside of the clubhouse.
- Trash in and around recreational club must be picked up and trash receptacles must be emptied following event unless clean-up fee has been assessed.
- TVs, fireplace, lights, and stereo equipment, if any, must be turned off following an after-hours event.
- No push pins or other drywall protrusions will be permitted on sound panels or walls.
- No bathing suits or bare feet will be permitted in the clubhouse at any time.
- Use of the Clubhouse to provide services or commerce to your clients for financial gain is prohibited. (Excludes HOA Sponsored Events)
- Events where services are rendered that require state licensing are prohibited. This includes but is not limited to medical services, body art and piercing, personal grooming whether human or animal, childcare, etc. (Excludes HOA Sponsored Events)
- Use of chemicals such as turpentine, spray paint, bleach, acetone, paint thinner, or other caustic materials, etc. are prohibited.

Clubhouse Alcohol Consumption Policies

- To serve alcohol to your guests requires TABC bartender. No self-serve allowed. This includes all alcohol including beer and wine.
- Renter is responsible for ensuring all guests are of legal drinking age (21) to consume alcohol.

- Alcohol may not be purchased by your guests (no cash bar). It must be served free of charge. You may not sell alcohol without the appropriate TABC permit.
- All alcohol must be removed from clubhouse at the end of your event
- Alcohol must be always supervised by the TABC bartender and bartender must be on site the entire time alcohol is served.
- Alcohol cannot be dropped off prior to your event. Onsite staff will not monitor your alcohol.
- Off duty police officer **must** be on premises during your event when alcohol is served.
- No glass bottles, cups or containers allowed on pool deck. Solo or plastic cups only.
- No alcohol in the pool.
- No alcohol consumption outside of clubhouse or in the parking lot.
- No alcohol 'To Go' is to be served.
- Failure to abide by these rules will result in your event being shut down without refund.
- Non-compliance with the rules set forth for alcohol consumption will result in your ability to rent in the future will be denied.

The Villages of Woodland Springs Homeowners Association LLC reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. The Villages of Woodland Springs Homeowners Association LLC may in its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase as demand increases on future events.

I take full responsibility for the care and cleaning of the amenity center and its contents for the date and time noted in this contract. I understand I am financially responsible for the replacement of any Woodland Springs HOA property that is damaged or lost during the time of my event. I understand and agree that the Woodland Springs HOA is not liable for any injuries that occur either inside the recreational clubhouse or in the pool during my event. I understand and agree to follow the above and below guidelines.

Should this or any property of the amenity center be missing or damaged, your deposit will be forfeited. The following will result in loss of deposit plus additional costs to replace any property:

- | | |
|--|---|
| -Unlocked Doors and/or unset alarm | -Moved furniture |
| -Unclean oven or microwave | -Adhesives left on walls, sound panels, windows or ceilings, window treatments, furniture, TV's, etc. |
| -Food left in refrigerator or freezer | -Missing or damaged kitchen appliances. |
| -Bathrooms left unsanitary | -Trash left in trash cans, on floor or furniture |
| -Floor left unclean or sticky | -Any other damage to Association Property as noted by Management |
| -Unswep or vacuumed flooring and or rugs | |
| -False security alarm calls due to improper securing of the facility | |
| -Events that run past contractual end time | |

You must make your reservation at least 14 days in advance unless discussed with office staff. The reservation will not be confirmed without a completed application and deposits collected.

Payments must be made using the online resident portal:
<https://thevillagesofwoodlandsprings.connectresident.com>

Notes:

- If there is a balance of any kind on your Association account, your reservation will be considered invalid and will be cancelled.
- Management reserves the rights to refuse future rentals if the facilities are left in poor condition or if there is any evidence of rules being violated.

Please feel free to call or email if you have any questions.

Vows.admin@fsresidential.com

Office number: 817.741.1719

Homeowner's Initials: _____

CLUBHOUSE PARTY RESERVATION AGREEMENT

Resident Name _____ Phone _____

Resident Address _____ Event Date _____

Rental Purpose _____ Event Time _____

Guest Count _____

Location Reserved: **Amenity Center**

Day	Amenity Center	Price
Weekdays (M – T)	6pm – 10pm	\$125
Weekends (Fri., Sat., & Sun.)	Fri.: 6pm – 10pm Sat. & Sun.: 9am – 10pm	\$400 for all day use (Sat. & Sun.) or \$200 partial day use (Friday) (Sat. & Sun: 6 Hrs.)
Refundable Deposit (For Damage and Cancellation)		\$500

OPTIONS:	EVENT DETAILS:
<p>A/V Equipment - \$150</p> <p>Pool Guest Passes - \$50 per Group of 5 or \$200 for 20 guests. (20 Guest Max)</p> <p>Coffee Machine - \$50</p>	<p>Walkthrough Date: _____</p> <p>Time: _____</p>

Homeowner's Signature _____ Date _____

***** FOR OFFICE STAFF ONLY*****

HOA Representative _____ Date _____

Rental Fee: \$ _____ Check # _____ Credit _____ Date _____

Deposit: \$ 500 Check # _____ Credit _____ Date _____

Pool Pass: \$ _____ Check # _____ Credit _____ Date _____

Coffee Machine: \$ _____ Check # _____ Credit _____ Date _____

AV Rental: \$ _____ Check # _____ Credit _____ Date _____

HOA Account Current: Yes No Approved by: _____

Rental Fees

Deposit: **Paid** _____
The deposit must be paid in full no later than 72 hours after the inquired event date is scheduled. If the deposit has not been paid in full by this time or the office staff has not been contacted, your date and time will be forfeited.

Clubhouse: **Paid** _____
Rental includes use of the foyer, kitchen, gathering room, and restrooms. The rental fee must be paid in full within 24 hours via check made out to The Villages of Woodland Springs and brought to the office located at: 12209 Timberland Blvd., Fort Worth TX, 76244 or requested date will be forfeited.

Pool Guest Passes **Paid** _____
Pool Guest Pass – Allow direct access to the pool area for you and your guest depending on the option selected option: \$50 per Group of 5 or \$200 for 20 guests. (20 Guest Max)

Coffee Machine **Paid** _____
Coffee Machine Usage - \$50.00 This fee allows you to use the coffee machines located in the kitchen. Supplies such as cups, spoons, coffee pods, etc. is **not** included. The machines must be cleaned following the rental, if left uncleaned, a \$25 dollar deduction will be taken from the deposit. If coffee machine is damaged or broken, rental party must pay for a replacement of fair market value. Value not to exceed \$2,500.

Audio Visual Equipment Rental **Paid** _____
Audio Visual Equipment Usage - \$150.00 This fee allows you to use the televisions and audio equipment in the facility. If televisions or any audio equipment is damaged or broken, rental party must pay for a replacement of fair market value. Value not to exceed \$2,500 per item.

Additional Notes:

Homeowner's Signature: _____

Total Cost: _____

Renter: _____

Date: _____

Amenity Center Opening & Closing Checklist

	Kitchen is Clean: No dishes in the sink, refrigerator is clean, trash cans are clean and empty, floors are swept and vacuumed (mopped if necessary). If applicable, coffee machine has been emptied.
	Furniture Rearrangement: Furniture may not, under any circumstances, be moved by renter. Any furniture rearrangement made any time 2 weeks prior to the rental or later is subject to approval.
	Restrooms: Restrooms are clean and trash is emptied at the beginning of the rental.
	Cleaning Supplies & Trash Bags: Located in the cabinets to the right of the sink. Vacuum, broom and dustpan are kept in the MPR closet.
	Trash: All trash from this event must be removed from the building and taken to the dumpster located by the parking lot.
	Televisions: Televisions can be used during rentals. Please ask the staff for directions on using the controls for the TVs or if you would like an HDMI cord to use.
	Music: Clubhouse Music can be adjusted to the genre of your choosing or can be turned off for your convenience. Music equipment is not available for adjustment by renter, must inform office staff if adjustment is required.
	Fireplace: Fireplace switch is located on the wall of the fireplace facing the gathering room.
	Rental Times: We have set times for each rental, please do not go over your time allotted so we can prepare for the next rental. Events that run past stated end time, will forfeit their deposit .
	Tables & Chairs: These items are available at no extra charge and must be broken down and put away at the end of the rental.
	Pool Guest Passes: Pool is free of trash, furniture is neatly arranged, and any spills on tables or deck have been cleaned.
	Closing Procedures: Close blinds in the Gathering Room. Three (3) doors are locked. All lights are off. All tables & chairs are broken down and put away.
	Checklist: At the end of the rental please drop completed checklist in the night drop located in the hallway near the restrooms. Rental First/Last Name: _____

Check-in: Resident Signature: _____ Management: _____

Check-out: Resident Signature: _____ Management: _____

In case of Emergency during your event please call

877.378.2388

If your Emergency requires medical attention or law enforcement, please call 911 before calling the number above.