

## Cambridge Falls Homeowners Associations Clubhouse Reservation and Procedures

The Board of Directors of Cambridge Falls Homeowners Association has adopted the following Reservation and Procedures to allow use of the Cambridge Falls Clubhouse (“Facility” or “Premises”) to the Members of the Cambridge Falls Homeowners Association who are in good standing.

Clubhouse Address:  
3434 Cambridge Falls Dr  
Fresno, TX 77545

Hours of Availability:  
Sunday – Thursday: 9:00 am – 10:00 pm  
Friday & Saturday: 9:00 am – 11:45 pm

1. The Facility can only be rented for private parties by residents of Cambridge Falls and the Renter must be on premises for duration of event. All reservations are on a first come first serve basis and are not booked until the rental form and checks are received. Sending in the rental form without the checks does not reserve your date/time requested.
2. The reservation date is confirmed upon receipt of the each following:
  1. Signed Rental Agreement (page 3)
  2. Rental Fee - \$35 per hour payable to Cambridge Falls HOA  
**Please make sure to account for anytime you will need to set up and clean up, you will not be allowed additional access to the clubhouse outside of the reserved hours.**
  3. Refundable Security Deposit - payable to Cambridge Falls HOA based on the following criteria:
    - 1-49 guests - \$250.00
    - 50+ guests - \$500.00**NOTE: 2 SEPARATE CHECKS ARE REQUIRED**
3. The security deposit will be refunded when the facility has been inspected. If damage occurs, the cost of such repair will be deducted from the security deposit. The Renter agrees to pay the cost of repairing damages exceeding the security deposit. Return of the security deposit is contingent upon the following:
  1. Complete the Inspection Checklist (page 4); and
  2. Email completed Inspection Checklist to the HOA within 24 hours of the rental period.
  3. Failure to abide by and carry out responsibilities on the Inspection Checklist could lead to withholding part or all the security deposit.
4. If two events are scheduled on the same day, a minimum 60-minute interval must occur between events to allow inspection/cleaning of the facility for the subsequent event.
5. You will receive a unique door code that will allow entry to the facility prior to your event. This code will only work during your designated hours. Make sure you have cleaned up and removed all trash and personal items by the end of your time.
6. **Trash must be removed from the facility and shall not be left inside, outside, or anywhere on the premises of the Recreation Center.** Food, decorations, and other imported items shall be removed by the Renter. Cooking (indoors or outdoors) is strictly prohibited on the premises.
7. The Renter is solely responsible for the condition of the facility.
8. The Cambridge Falls HOA will be responsible for routine cleaning of the facility.

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9. The Renter is responsible for the conduct of himself or herself and their guests at all times. The Renter is responsible for any damage caused during the event. A violation of the Policies and Procedures by any guest shall be considered a violation by the Renter.
10. Alcohol is allowed in the building and must conform to age mandated laws; however, alcohol is **NOT** allowed in the parking lot, pool area, or unfenced areas around the facility. No glass bottles or containers are permitted outside the building.
11. The facility can accommodate around 75 adults.
12. When individuals under the age of 18 are present, at least 2 adults over the age of 25 for every 25 guests must be present at all times.
13. No items may be affixed to the floors, interior walls, or exterior walls of the facility using staples, tape, tacks, or nails.
14. **Helium balloons must be weighted down, and all balloons popped prior to Renter leaving the facility. If the Association must troubleshoot or conduct special maintenance (i.e. balloons on ceiling, strings caught in ceiling fan motor, etc.), a minimum of \$50.00 of the security deposit will be forfeited and additional charges may be assessed.**
15. The facility is not to be used for any purpose that violates any State law, local or county ordinance or regulation, or administrative rule.
16. No animals (except sensory assistance animals) are permitted in the facility at any time.
17. Smoking is prohibited inside the Clubhouse at all times.
18. **DO NOT TURN OFF A/C. When leaving the clubhouse make sure the thermostat is set back to 78 degrees in the summer and 60 degrees in the winter.**
19. Notwithstanding the foregoing, the Board of Directors reserves the right to deny a request for use of the Clubhouse for any reason without further process or hearing.
20. The Cambridge Falls Homeowners Association is not responsible for any loss or damage to items left in or around the premises.

**THE SECURITY DEPOSIT MAY BE FORFEITED IN ITS ENTIRETY FOR THE VIOLATION OF ANY OF THE FOREGOING POLICIES AND PROCEDURES.**

Failure to follow these Use Policies and Procedures, and/or failure to perform mandatory cleaning of the premises may result in future restrictions on the homeowner's ability to rent the Clubhouse. This is a decision that would be arrived at and implemented by the Board of Directors.

A reservation and rental agreement for the Cambridge Falls Clubhouse does not give the users access to the pool during the event. The Swimming Pool is operated by a different contract with the Pool Management Company. Contact Sweetwater Pools for rates at (281) 988-8480

Correspondence can be sent to:

Cambridge Falls HOA

27101 Westheimer Pkwy

Katy, TX 77494

Phone: 281-647-6119

Email: [info@postoakproperties.com](mailto:info@postoakproperties.com)

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**Rental Agreement Form**

Renter Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_ : \_\_\_\_ am/pm to \_\_\_\_ : \_\_\_\_ am/pm

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Renter Phone Number: \_\_\_\_\_

Renter Email: \_\_\_\_\_

Please give a valid email address, this is how you will receive your access code

Renter Address: \_\_\_\_\_

I acknowledge that I have read and understand the Clubhouse Reservation and Use Policies and Procedures and agree to the terms, conditions and charges set forth therein.

I further release and hold harmless Cambridge Falls Homeowners Association and/or its agents, from all illnesses, damages, losses, injuries and/or death as a result of the rental and guarantee payment for all damages in excess of the security deposit.

I agree that the Clubhouse will not be used for any unlawful purpose.

**Trash must be removed from the facility and shall not be left inside,  
outside or anywhere on the premises of the Recreation Center.**

**ANY VIOLATION OF THE BUILDING POLICIES MAY RESULT IN FORFEITURE  
OF THE SECURITY DEPOSIT IN ITS ENTIRETY**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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**POST-EVENT INSPECTION CHECKLIST**

Please complete this form and return it to the HOA within 24 hours of your rental period by email, fax, or place it on the kitchen island. Please call to notify the HOA within 24 hours of your rental period if you leave this form in the Clubhouse. You may write additional comments in the Notes section of this form.

A member of the Board of Directors or its designee will complete a post-event walk through of the Clubhouse within 72 hours of receipt of this Inspection Checklist.

The renter is responsible for all items contained in the Rental Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all of the Security Deposit.

Renter: \_\_\_\_\_

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

Renter  
Inspection

HOA  
Inspection

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Clean and return furniture to the original position.                      | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove ALL decorations, including balloons                                | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove ALL trash from facility (kitchen, restrooms, outside, etc.)        | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove ALL food, drinks, and other personal items.                        | <input type="checkbox"/> |
| <input type="checkbox"/> | Wipe clean kitchen sink, countertops, and tables.                         | <input type="checkbox"/> |
| <input type="checkbox"/> | Empty and wipe clean Refrigerator and Freezer.                            | <input type="checkbox"/> |
| <input type="checkbox"/> | Check and clean Restrooms (toilets flushed, trash removed, etc.)          | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Reset Thermostat (set to 78* in summer; set to 60* in winter.)</b>     | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Removal of all Balloons (as described in item 16 of the Agreement)</b> | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Turn off all lights.</b>   | <input type="checkbox"/> |

Notes/Discrepancies:

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SIGNATURE OF RENTER: \_\_\_\_\_