



VICKSBURG COMMUNITY IMPROVEMENT ASSOCIATION
 403 Cannon Ball Drive
 Spring, Texas 77380
 VicksburgCIA.org

Clubhouse Rental Agreement

This Agreement is made and entered into this _____ day of _____, 20_____, by and between the Vicksburg CIA Board and _____, a member of the VCIA neighborhood, (hereafter referred to as "Member"):

1. VCIA Board agrees to let and Member agrees to lease the Vicksburg Clubhouse ("Clubhouse") for the purpose of _____ ("the Rental Event") on _____, 20 _____, Start time: _____ End Time: _____ Anticipated # of guests _____.

\$100.00 deposit ("Deposit") to be applied against any damage that may occur during the Rental Period, but which deposit to be returned if no damage occurs. A portion of the Deposit may be retained if the clean-up requirements as specified in the VCIA Clubhouse Rental Policies and Inspection Checklist which are attached to this Rental Agreement and incorporated herein, are not fulfilled. Member shall be solely liable for any and all damage caused to any part of the Clubhouse during the Rental Period, including, but not limited to damage to the structure, it's appurtenances, fixtures, utility lines or any floor coverings or furnishings contained therein. In the event damage resulting from use shall exceed the amount of Deposit, Member agrees to pay any and all additional costs of repair or replacement of the damaged property.

2. Member herewith releases and agrees to indemnify and hold harmless VCIA Board from and against all damage, arising from or connected with Member's use of the Clubhouse, including without limitation, any damage to property. If Owner shall become a party to litigation commenced by, or against Member, then Member shall indemnify and hold Owner harmless. Member expressly does hereby release Owner from damages of property on or about the leased premises resulting from any cause whatsoever, other than the sole gross negligence of the Owner, during the Rental Period.
3. Member accepts the Clubhouse as is, and agrees to use the facility for the stated purposes (1.0 above) and in such a manner as not to cause any waste, damage, or create a nuisance of any sort. In the event the activities of the Member shall cause a nuisance or disturbance to any persons in the surrounding area, Owner shall have the right of immediate termination of this Agreement and the Member and Member's guests or invitees shall immediately vacate the Clubhouse, without refund of Rental Fee.
4. Member represents that the number of persons present at the Rental Event will not exceed 60. Member and guests are to confine their activities to the Clubhouse and gated yard.
5. Member agrees to collect all trash/recycling, including extinguished cigarette butts and to remove trash off the property. Upon expiration of the Rental Period, Member shall surrender the Clubhouse to VCIA Board in the same order and condition in which it existed prior to the Rental Event. As such, Member is also responsible for cleaning the clubhouse following the event.
6. Member agrees to be present and act as host during the Rental Period. If, in the sole discretion of the Owner, the Rental Event will be primarily attended by persons under the age of twenty-one (21), then at least 2 adult chaperons must be present during the Rental Event.

Member shall provide the following information on chaperone(s):

Resident Member Chaperon Name

Address

Resident Member Chaperon Name

Address

Adult Chaperon Name

Address

Adult Chaperon Name

Address

Policy, Procedures, and Rules

1. Reservations are taken on a first come, first serve basis.
2. Rental Fee and Deposit:
Your reservation is not confirmed until your signed Rental Agreement and Deposit is received and confirmed by a VCIA Board member. Deposit checks can be made out to Vicksburg CIA. Following your event, given that the facility is left in good and clean order, your deposit check will be returned to you. Should the facility not be left in good and clean order, the deposit check will be cashed and the funds used to pay a professional to correct any issue(s).
3. Clubhouse Entry and access:
Coordinate access with a Vicksburg Board Member at least 24 hours before your event is to take place. When you reserve the Clubhouse, you are reserving the entire clubhouse and yard, including playground. The clubhouse is not responsible for private property left on the clubhouse premises.
4. Prior to Your Event:
Inspect the Clubhouse prior to setting up for your event. If there are any discrepancies in the Clubhouse upon your arrival, contact a VCIA board member **immediately**.
5. Following Your Event:
The purpose of the following checklist is to assure that the Clubhouse is returned to the required condition as outlined on the inspection checklist form. Those who use the Clubhouse will be responsible for all furnishings, accessories, and cleaning equipment found in the Clubhouse. After each use, the Clubhouse will be inspected by a VCIA Board member. Items in the list below will be judged as Satisfactory, Unsatisfactory, or Damaged.
6. Clubhouse Rules:
 - A. Clubhouse rental is for Member (good standing only) hosted events.

- B. Throwing of rice, seed, confetti or glitter is prohibited.
- C. NO glue, nails, or adhesives of any kind will be used on the walls or ceilings.
- D. There will be NO SMOKING permitted anywhere inside the clubhouse.
- E. The Member will be deemed responsible for all damages, including theft and property damage during the reservation period caused by persons who attend or participate in the function at the Clubhouse.

7. Agreement:

I agree to return the Woodlands Clubhouse to the same condition in which I found it before I used it. If the post event inspection indicates a failure to comply with any of these guidelines, I understand that I will forfeit all or part of my deposit, and possibly forfeit my rights to future use.

Member Name (please print)

Date

Member Signature

Member Address

Phone

To help with the coordination of other events, please indicate when you anticipate setting-up and concluding your event.

I would like to begin set-up of the event @ _____

I anticipate the event will end @ _____

Rental includes:

Kitchen with microwave and refrigerator; 1 restroom; 5 Six-foot tables; 20 folding chairs, dining room table with 6 chairs, sofa, love seat and library area with books and magazines. Full use of yard and play structure.

Vicksburg CIA Clubhouse

Inspection Checklist

The purpose of the attached checklist is to assure that the Clubhouse is returned to the required condition as outlined on the inspection checklist form. Although not required, we encourage pictures and/or video (time and date stamped) be used to document the before and after condition of the clubhouse.

Date of Event: _____ Homeowner: _____

Area of Inspection	Satisfactory	Unsatisfactory	Damaged
Front Entrance - exterior - all trash, debris, and cigarette butts are picked up from the steps, lawn, and ash trays.			
Front Entrance – interior - entry area clean and tile has been swept and mopped.			
Lounge - furniture, window treatments, and furnishings in proper arrangement, Tile is free of stains and has been swept.			
Kitchen - refrigerator personal belongings removed - microwave - wiped inside and out - sink - wiped clean - countertops - wiped clean - cabinets - personal belongings removed - trash has been removed from premises completely – any/all used kitchen utensils washed, dried and put away.			
Other - no other trash or debris found on property including playground and yard, no signs of glue, tack, nail, or tape used on walls or ceiling.			

ADDITIONAL COMMENTS:

Deposit Return Authorization: _____ Yes _____ NO

If no, please explain the reason(s) _____

VCIA Board Member

Date