

Forest Oaks Owners Association Community Center Rental

Clubhouse availability is based on a “first come, first serve” basis, so please return the enclosed paperwork as soon as possible with 2 checks, one in the amount of \$150.00 for the deposit, and the other for the user fee which is \$25/hour.

Please Note:

The Recreational Use Agreement must be filled out and signed by the homeowner. The deposit and user fee must be paid by the homeowner.

Please make checks payable to:

Forest Oaks Owners Association
c/o RealManage
9601 Amberglen Blvd., Ste. 150
Austin, TX 78729

Please include your name, phone number, and the date and time of the reservation. Prior to your reservation date, you will be contacted by the person who will open and close the community center.

Please note that all outstanding balances must be paid in full before the community center can be rented to a homeowner.

If you have further questions, please contact me at (866-473-2573) or you can email me at the following address: foroaks@ciramail.com

I look forward to hearing from you.

Carol Green
RealManage
Assistant Community Association Manager

FOREST OAKS OWNERS ASSOCIATION COMMUNITY CENTER
RECREATIONAL USE AGREEMENT

1. The Forest Oaks Owners Association, Inc. (the "Association"), a non-profit corporation, hereby approves the use of the "Common Areas" according to that one certain Forest Oaks Owners Association Declaration of Covenants, Conditions and Restrictions dated August 31, 2000, recorded in Document Number 2000058218 of the Real Property Records of Williamson County, Texas (the "Declaration"), which Declaration is incorporated here in by this reference, and locally known as the Forest Oaks Community Center, located at 105 Lynnwood Trail, Cedar Park, Texas to, _____ (resident name); _____ (resident address), (the "User") on this ___ day of _____, 20___, from _____ until _____ (time).
2. User must be a Member of the Association not delinquent in the payment of any duly established assessments. This Agreement is subject to the Association's Swimming Pool Rules and Regulations and the Association's Community Center Meeting Room Rules and Regulations. Rental of the Community Center DOES include use of the pool by guests of the member. Rental does not provide for exclusive use of the pool during paid event. It is understood that the premises are to be used "as is" without warranty and without representations by the Association as to the suitability of the premises for the user's intended use. All renters must be 18 years of age or older.
3. **The Recreational Use Agreement form must be filled out and signed by the homeowner.**
4. A deposit of **\$150.00**, made payable to the Forest Oaks Owners Association, Inc. and forwarded to 9601 Amberglen Blvd., Ste. 150, ATTN: Assistant Community Association Manager, Austin, Texas 78729, is required with this executed Recreational Use Agreement. The **deposit must be paid by the homeowner** and will be refunded only after the appointed representative of the Association makes an inspection of the premises. The Association reserves the right to withhold cleaning charges and/or charges for damages from the deposit as deemed necessary by the representative of the Association.
5. A user's fee of **\$25/hour** is required by the Forest Oaks Owners Association, Inc. Use of the Common Areas must conclude by 10:00 P.M. Sunday through Thursday and 12:00 Midnight Friday and Saturday, no overnight use is allowed. The **user fee must be paid by the homeowner** and should be separate from the deposit and made payable to Forest Oaks Owners Association, Inc. and forwarded to 9601 Amberglen Blvd., Ste. 150, ATTN: Assistant Community Association Manager, Austin, Texas 78729.
6. A \$75.00 cleaning fee will be charged if the Community Center is not cleaned thoroughly.
7. There will be a charge for any homeowner staying after their scheduled event. The homeowner will be charged \$10.00 in 15 minute increments. For Example, if the party is scheduled to end at 1:00 p.m. and the homeowner does not leave until 1:18p.m. the homeowner will be charged an additional \$20.00.
8. User shall use the premises in an orderly and proper manner and so as not to annoy, disturb, or be offensive to others within the Swimming Pool area or immediate vicinity.
9. User shall **REMOVE FROM THE PREMISE** all garbage, debris, or other waste material immediately upon completion of this agreement.
10. User shall indemnify and hold harmless the Association, RealManage, and the Association or RealManage's officers, agents, directors, and employees from all claims, demands, loss, damage or expense including, but not limited to, those for death, for personal or bodily injuries, or for property damages arising out of or in connection with the use of the premises by lessee or arising out of any acts or omissions of lessee, his employees, agents, representatives, customers, guests or invitees.
11. User shall, upon demand, immediately reimburse the Association for any damages to the premises above and beyond the deposit amount, and all privileges will be denied until balance is paid in full.
12. User is prohibited from assigning or transferring this agreement.
13. Use of the Community Center must be scheduled at least two weeks in advance.
14. User must provide one adult (age 18 or older) to chaperone for every ten guests under the age of 18.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the _____ day of _____, 20____ by affixing their signatures below:

Forest Oaks Owners Association
Homeowners Association, Inc.-Representative

Forest Oaks Owners Association
Homeowners Association, Inc.-User

By: _____
Title: Community Association Manager

Signature: _____
Address: _____
Phone Number : _____
Email Address: _____

FOREST OAKS OWNERS ASSOCIATION COMMUNITY CENTER

RECREATIONAL USE AGREEMENT

USER NAME: _____

RESERVATION DATE: _____ TIME _____

COMMUNITY CENTER RULES

Please read and initial each item.

- Group or individual is responsible to return all tables and chairs to original location. _____
- No smoking anywhere in building. _____
- Any and all equipment (tables, chairs, refrigerator, microwave, phone, modem, vacuum, cleaning cart) used during rental facility that is damaged or stolen will be the responsibility of the renter and cost to replace such items will be taken from renter's deposit. _____
- Decorations may be used in the Community Center but cannot be stapled, glued or taped on walls, windows or ceilings. _____
- Group or Individual is responsible to bag and tie trashbags and place the trash receptacles located in the rear of the facility. _____
- If kitchen is used, all appliances and countertops must be cleaned. _____
- All food, kitchenware, paper, decorations, coolers, grills, and other large items must be removed upon completion of event. _____

COMMUNITY CENTER CLEAN-UP CHECKLIST

CLEAN UP FLOORS, TABLES AND COUNTERTOPS.	
SWEEP ALL FLOORS	
PICK UP ALL TRASH AND PLACE IN TRASH RECEPTICLES ON PROPERTY	

COMMUNITY CENTER INVENTORY CHECKLIST

ALL LIGHTS AND FANS TURNED OFF	
ALL DOORS AND WINDOWS SECURED	
8 TABLES	
60 CHAIRS	

INSPECTED BY:

DATE:
