

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION POLICIES FOR RENTAL OF THE BIG OR SMALL ROOMS

Purpose

To provide a uniform policy by which the property owners and resident members of Williamsburg Settlement may enjoy preferred usage of the facilities for general membership functions and to provide opportunity for private or organizational functions to be scheduled. Additionally, it is the opinion of the Board of Directors that residents using the facility for private functions should share in the operating expenses.

Requirements

Any member (or his tenant) in good standing (maintenance fees paid current and not in violation of deed restrictions) is eligible to rent the facility.

Policy

1. Applicant, aka the Renter, hereby agrees not to use, occupy or permit the use or occupancy of the Clubhouse for any purpose which is, directly or indirectly, forbidden by law, ordinance or governmental or municipal regulations or order, or which may be dangerous to life, limb or property. In particular, applicant must adhere to all state and liquor laws.
2. Any group using the facility must have resident representation.
3. Use of the facility for the generation of taxable profit or any "BUSINESS" activity is strictly prohibited.
4. The Clubhouse may be reserved with a notice of at least ten (10) working days, and reservations are made on a first come first served basis except for Association functions or meetings which shall take priority. The rental booking procedure is defined on the Association web site, www.wsmaonline.org which also gives a summary of the rental rules and the current fee structure. These are included in every edition of the monthly Association newsletter and may be revised by the Board of Directors at any time.
5. The rental fee is due at the time of reservation and the Applicant hereby agrees to notify the WSMA Board of any change during the requested period of use to any of the submitted information.
6. A responsible resident must be designated who assumes responsibility for the facility and must provide indemnification to the Board for all occurrences arising from the group's use of the facility. See Attachments A and B.
7. The maximum number of occupants for any function per fire code is 100 people in the Big Room and 20 in the Small Room.

8. At all teenage functions, parents and/or chaperones must be present at all times. A one (1) per ten (10) ratio is required. Chaperones' names and numbers must be listed on booking sheet for verification.
9. The Key(s) for the Clubhouse must be obtained from and returned to the clubhouse Rental Agent.
10. Prior to use of the facility the checklist supplied by the Association must be completed and returned after use of the facility to the Rental Agent. See Attachment C.
11. No unauthorized repairs are allowed. The booking agent should be immediately notified of any required repairs, which will be handled by the Board of Directors
12. Decoration Policy
 - Any decorations used during the rental period shall be temporary whereby they will not mar any building surfaces. **Under no circumstances shall any decorations be attached to the acoustic panels.**
 - The use of clear tape, tacks, nails or staples on the walls; floors or ceiling will result in a portion of the deposit being withheld to cover the cost to repair damage
 - Masking tape temporarily applied to glass, plastic, wooden trim or door surface is normally acceptable if done reasonably.
 - All decorations and similar materials must be made of fireproof material.
 - ALL BALOONS SHALL BE KEPT AWAY FROM FANS to prevent the attached ribbons from wrapping around and potentially causing damage.
13. When the big room is occupied the clearly identified security bolt on the emergency exit door must remain unbolted.
14. Smoking within the Clubhouse is NOT ALLOWED. The renter assumes full responsibility for any damages caused due to cigarettes, cigars or pipes.
15. No pets or animals are allowed in the clubhouse. There is no parking directly in front of the Clubhouse (signs posted) violators will be ticketed.
16. Noise must be kept down to a level as not to disturb nearby residents. Violations which result in the Sheriff's Department being called will result in forfeiture of the security deposit.
17. When alcohol is served the Sherriff's Department mandates that two security guards must be present. The cost of the security guards shall be responsibility of the applicant. The resident must submit a completed Security Sign-Off Sheet (Attachment D) for each Officer. Failure to hire the required security guard(s) or to submit the required documentary evidence will result in the automatic loss of the security deposit.

Only persons commissioned by the State of Texas as Peace Officers qualify as authorized security guards. Security guards must be in appropriate department uniform and have jurisdiction in Harris County.

18. All events must be concluded by midnight. Cleanup can be conducted following the conclusion of the event but must be completed that night before vacating the facility.
19. The Renter is responsible for removing the trash from the facility, vacuuming and mopping the floor and leaving the facility in a clean and orderly condition.
20. WHEN RENTING THE BIG ROOM, BEFORE LEAVING THE CLUBHOUSE, CONFIRM THAT ALL ITEMS LISTED ON THE REAR OF THE KITCHEN DOOR HAVE BEEN COMPLETED.
21. The Renter is responsible for securely closing and locking of all windows, doors and gates in the Clubhouse when leaving, and for turning the A/C to 85 degrees if on Cool, or 60 degrees if on Heat and turning off all lights and fans.
22. Keys must be returned before 10:00 A.M. on the day following the rental unless alternative arrangements have been made.