

VILLAGES OF CYPRESS LAKES

Recreation Center

Facility located at:
19100 LOUETTA RD.
CYPRESS, TEXAS 77429

Recreation Center Rental Agreement

This is an agreement between Villages of Cypress Lakes Community Association, Inc. and _____, the renting party, for reservation of the Villages of Cypress Lakes Recreation Center on _____ day of _____, _____ from _____ am/pm to _____ am/pm.

DEFINITIONS

Management Company shall mean and refer to Crest Management 17171 Park Row, Suite 310, Houston, TX 77084, Phone number 281-579-0761

Recreation Center shall mean the Villages of Cypress Lakes Recreation Center located at 19100 Louetta Rd, Cypress, Texas 77429.

Purpose shall mean and refer to the Renter's reason for using the designated Recreation Center during the Use Period.

Use Period shall mean and refer to the length of time the renter will be using the Recreation Center as specified on the rental agreement.

Authorized Use the Association grants renters the right to use the Recreation Center during the Use Period. Renter represents to the Association that the Recreation Center is being used for the personal use of the Renter and *not for use by a non-renting party, not with the intention of gaining personal income, not for religious purposes and not for political purposes*. Renter agrees to forfeit the Security Deposit if someone other than the Renter uses the Recreation Center.

RENTAL FEES:
(Three separate checks are required)

\$250.00 Refundable Deposit made payable to Villages of Cypress Lakes

\$75.00 Non-refundable Contract Fee payable to Crest Management

\$150.00 Rental Fee made payable to Villages of Cypress Lakes

DEPOSIT REFUNDS

Deposits will be mailed back to the renting party, unless damage or failure to clean the facility is noted on inspection after the rental period.

\$100.00 will be deducted from the deposit if food or trash is left in the refrigerator or on the Recreation Center premises after an event.

Renting party agrees to forfeit the deposit if the Recreation Center is used by someone other than the renting parties under the control and invitation of the renter.

Rules for Private Rentals

1. The reservation and cost for the Recreation Center are separate and apart from the reservation for use of the pool.
2. Hours of operation for the Recreation Center are Monday through Sunday from 9:00 a.m. to 9:00 p.m.
3. Events with people under age twenty-five years must have adequate adult supervision. Adequate adult supervision is a person 25 year of age or older in the Recreation Center with the following ratio;
 - a. 1-20 person at least 2 supervising adults
 - b. 21-40 people at least 3 supervision adults
 - c. 41-60 people at least 4 supervision adults
 - d. The ratio 1 supervising adult per 25 persons under age 25 applies up to 150 the maximum occupancy of the Recreation Center.
4. Events that Crest Management determines will require the supervision of a police officer must enter into an agreement with Harris County Constable Precinct 5 Patrol Division to arrange for an officer to be present or assist with the event. A copy of the agreement must be provided to Crest Management.
5. All trash shall be removed from the building immediately at the end of the event and you must take the trash with you to be disposed of. Next day clean-up is not permitted.
6. Approval must be secured in writing from the Management Company for any group wishing to:
 - a. Have a live band on the premises
 - b. Serve alcoholic beverages on the premises (requires police presence)
 - c. An event with over 40 persons under age 25

7. Smoking is NOT permitted inside the Recreation Center.
8. Crest Management shall look only to the “reserving renter” for return of key, payments and cleanup of facility.
9. The reserving renter shall be responsible for all damage done by renter, tenants or guests at any event.
10. Recreation Center is reserved on a first come, first serve basis.
11. Recreation Center may be reserved for use by only one group for any one-time period in any one day.
12. All decorations used during the use period must be temporary in nature and must not mark any walls or other surfaces. No use of tacks, nails or staples on the walls, floors ceiling or other surfaces is permitted. Renter will be charged for any repairs necessary if damage to the walls, floors, or ceilings are reported by the cleaning crew. All balloons must be removed and will be subject to a fee if not removed from \$50.00-\$100.00.
13. Users must leave the facility clean, return all furniture and chairs to their proper location, and properly close and lock exterior doors.
14. Due to the Association’s not for profit status, the facility cannot be rented for religious or political groups or purposes.
15. Immediately following the use period, the renter must notify the Management Company of the following:
 - a. Any damage or problems with the building.
 - b. The use of first aid kit or fire extinguisher.
 - c. Incidents requiring medical or police attention.
16. Serve alcoholic beverages on the premises (Requires uniformed police presence for the entirety of your rental as well as a certificate of insurance showing a minimum amount of \$1M general liability coverage with Villages of Cypress Lakes CAI named as an additional insured. The certificate must be in effect at the time of the rental.

ADDITIONAL INFORMATION

The Recreation Center at Villages of Cypress Lakes can be rented for personal gatherings. Maximum capacity is 150 persons. Furnishings provided include fifty (50) folding chairs and five (5) folding tables six (6) feet long and a full kitchen. Renters must provide garbage bags and remove all trash from the facility after the event.

RENTAL CONFIRMATION

Your rental is NOT CONFIRMED until the signed contract and all fees are received at the offices of Crest Management. Faxed copies of rental fees are not permitted and cannot secure your reservation.

**Reservation request for
Villages of Cypress Lakes Recreation Center
19100 Louetta Rd., Cypress, Texas 77429**

Renter Name _____

Address _____

Phone Number(s) _____

Email Address _____

Date of event _____

Beginning and ending time of event _____

*** this includes set up and clean up time**

Anticipated number of attendees _____

***Renters must have two persons over the age of 25 present for every 20 attendees under age 25 at an event.**

Please describe nature of the event:

Renter's Name (Printed)

Date

Signature

*Your signature is acknowledgement that you have read and agree to comply with the rules for the use of the facility as presented to you.

Submit this form along with payment via mail to:

Crest Management

Attn: Jill Redmond

17171 Park Row, Suite 310

Houston, TX 77084

For questions, contact Jill Redmond at 281-945-4656.