

**WOODCREEK, FATE HOME OWNERS ASSOCIATION
AMENITY CENTER RESERVATION AGREEMENT**
To reserve the Amenity Center, please contact management by
email: manager@woodcreekfatehoa.com phone: (972) 722-6484

ELIGIBILITY: Only adult members of the Woodcreek HOA with accounts in good standing are eligible to reserve the Amenity Center. Members with a delinquent account are not able to reserve the amenity center until the outstanding account balance is satisfied. Restrictions to rental privileges may occur if damage or abuse to the facility occurs during a private event.

RESERVATION POLICY: To allow equal opportunity during peak periods of interest, reservations for private events are accepted 90 days in advance. Receipt of your completed rental agreement, rental fee, and security deposit will finalize your event. Reservations that do not provide a completed rental agreement, rental fee, and security deposit will not be honored. Community or committee functions have scheduling priority for use of the Amenity Center.

RENTAL FEE: The weekend rental fee is \$150 which applies Fri/Sat/Sun. The weekday rental fee is \$100 Mon/Tues/Weds/Thurs. The base fee provides five (5) hours of use inclusive of set up and clean up. If the facility is required for a period in excess of five hours, additional time (if available) may be reserved at the rate of \$30 per hour.

SECURITY DEPOSIT: A refundable \$500 security deposit is required. The security deposit will be held through the rental date. Damage to the building or contents, failure to properly secure the facility, or leaving the facility in an unsanitary condition will result in forfeiture of your security deposit.

PAYMENT: Two separate checks made payable to Woodcreek Homeowners Association (HOA) are preferred. Payment with a credit or debit card may also be made using Paylease (www.paylease.com). If you elect to use Paylease, please remember to print your payment receipt and submit it with your reservation agreement.

CANCELLATION POLICY: If it is necessary to cancel your event, full refund of your security deposit and rental fee will be made if notice is provided at least three (3) days prior to your event date. Cancellation notices received within three or fewer days of a scheduled event will receive a refund of the security deposit but forfeit the rental fee.

RENTAL TIMES: The facility may be used between 7:00 AM - 12:00 PM. Use outside these hours requires managerial approval.

RULES: Pool use is not included with rental of the clubhouse. Street clothing and shoes are required (no swim attire). Pets, smoking, and helium balloons are prohibited inside the building. Excessively loud music is not allowed. Residents are responsible for properly cleaning the facility after use; if the building is not left in a serviceable condition at the conclusion of your event, emergency janitorial service fees will result in forfeiture of your security deposit!

**THE POOL IS FOR USE BY ALL HOMEOWNERS AND IS
NOT AVAILABLE FOR PRIVATE RENTAL**

**THE WOODCREEK, FATE HOA ASSUMES NO RESPONSIBILITY FOR LOSS, THEFT, OR
DAMAGE TO PERSONAL PROPERTY OR EFFECTS IN THE AMENITY CENTER AND
ADJACENT COMMON AREAS, OR FOR PERSONAL INJURY TO YOU AND YOUR GUESTS**

I HAVE READ, UNDERSTAND, AND AGREE TO ADHERE TO ALL POLICIES, RULES, AND PROCEDURES STATED ABOVE. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING OR CONTENTS AND FURTHER ACKNOWLEDGE THAT I WILL MAKE FULL RESTITUTION FOR ANY DAMAGE INCURRED DURING MY EVENT. I UNDERSTAND THAT MY SECURITY DEPOSIT WILL BE FORFEIT FOR FAILURE TO PROPERLY CLEAN THE FACILITY AT THE CONCLUSION OF MY EVENT. BY MY SIGNATURE BELOW I ACKNOWLEDGE THESE TERMS AND AGREE TO COMPLY WITH THEM.

Signature: _____ Address: _____

Name: _____ Email: _____

Date of Event: _____ Phone: _____ 2nd Phone: _____

Purpose of Rental: _____ Time of Use: _____

A courtesy reminder will be sent approximately one week prior to your event. It is your responsibility to obtain a key from the manager during on-site office hours.

*** Please bring any paper supplies, trash bags, and specialty cleaning products that you may require. ***