



**Bluebonnet Highlands Homeowners' Association
Clubhouse Rental
Inventory, Condition Assessment, and Rules for Rental**

A representative of the Bluebonnet Highlands Homeowners' Association (BBH HOA) will take an inventory of the items in the clubhouse and of the clubhouse conditions. He/She will leave the completed inventory with you, along with the key to the building. When the event ends, please complete the "After Rental" section of the form and deposit it in the black box outside the front door of the clubhouse along with the key.

**Please take a moment to review and agree to the rules on PAGES
3-4 prior to the start of your event.**

Homeowner's Name: _____

Homeowner's BBH Address: _____

Phone Number: _____ E-mail Address: _____

Nature of the Event (i.e. birthday party, shower, etc.) _____

Expected Number of Guests: Adults _____ Children _____

Do you plan to use: Playground Tennis Courts Athletic Field Swimming Pool

If swimming pool is included in paid rental, specify times for use: _____



Condition and Inventory of Clubhouse Contents

Item	Quantity	Before Rental	After Rental	Notes
Folding Chairs	40			
Folding Tables	5			
Bar Stools	5			
Couch with pillows	1			
Loveseat with pillows	1			
TV with Cablebox	1			
Chair with Cushions	1			
Small Refrigerator	1			
Microwave	1			
Mini-blinds Working on all Windows	5			
Side Table	2			
Large Framed Artwork	1			
Cleaning Equipment	Various			
Walls/Doors				

Rules and Regulations

Initial by each one, indicating your agreement to abide by each.

- _____ 1. **Guests are not permitted in the pool/patio area unless the swimming pool is part of the paid rental.** If food or drinks are brought into the pool area by guests, trash must be removed and not deposited in the regular trash cans located around the pool. If the swimming pool is included in the paid rental, use by guests shall be limited to the times specified on this form. If the swimming pool is closed, no one is permitted in the pool/patio area under any circumstances. No pool tables/chairs shall be used as part of the clubhouse event and shall in no way be decorated or reserved for use by the rental attendees.
- _____ 2. **The playground is not included as part of the rental of the clubhouse and is not available for rent.** Guests are permitted to utilize the facility, but shall do so in a manner as to not disturb or prevent other homeowners' use of the playground. **No food, decorations, tables, tents, etc. are to be set up or used in the playground area.**
- _____ 3. Tents, tables, chairs, inflatables, etc. may only be set up and used in the grass recreation field behind the playground, tennis court, and pool area. Nothing shall be set up in the paved parking area, swimming pool area, playground area, or tennis court.
- _____ 4. Any cooking shall be done outside. Only microwave warming and serving may be done indoors. No grills, burners, etc. shall be used in the pool, tennis court, playground, or paved parking areas.
- _____ 5. **All trash shall be collected and placed in trash bins.** Existing outdoor trashcans are provided for use by regular homeowner patrons and not be used by the rentals. Any food debris (i.e. crawfish shells, cupcake wrappers, etc.) shall be collected and removed, and shall not be discarded in areas around the clubhouse. Two kitchen trash cans and two large outdoor trash cans, as well as bags for both types are provided in the clubhouse. All rental trash must be discarded in the large trash cans in the locked pool closet (key will be provided) or removed from the premises.
- _____ 6. Renter should be respectful of homeowners in and adjacent to the recreation area and shall not conduct disruptive activities at inappropriate hours. **All outdoor activities must conclude prior to dark.** Lewd music and behavior not appropriate to a family environment is prohibited.
- _____ 7. **Parking shall be confined to the area inside the fence.** No parking is allowed on the tennis court or basketball court. No parking is allowed on the shoulders or median of Bluebonnet Blvd.
- _____ 8. Indoor furniture may be re-arranged to meet the rental needs. However, none shall be removed from the premises. All furniture shall be returned to its original location at the conclusion of the rental. Under no circumstances shall outdoor pool furniture be brought indoors, or decorated or made to be "reserved" by the rental attendees.
- _____ 9. The thermostat shall be set to AUTO AC 75 degrees at the conclusion of the rental.
- _____ 10. Guest count should not exceed (50) fifty. Homeowners may request to have more than (50) guests, but written approval from the Council must be issued prior to the event. Events with over (50) guests that have not received approval will be shut down immediately and no refunds issued.

- _____ 11. **Nothing shall be taped, stapled, tacked, pinned, or otherwise attached or adhered to any walls, furniture, doors, door frames, columns, other surfaces, etc.**
- _____ 12. If signs are posted at the entrance gate, or balloons are tied near the entrance, all (including ribbons and string) shall be removed at the conclusion of the rental.
- _____ 13. The clubhouse and restrooms are delivered to the renter clean. Appropriate cleaning supplies are provided. The renter shall clean all tables and chairs before returning them to the storage closet. All wooden tables shall be cleaned. Kitchen counters should be wiped clean. Floors shall be swept and mopped. The sink, microwave and refrigerator are to be left clean. If professional cleaning is required post-rental, it will be done and charged to the renter.
- _____ 14. **Smoking and tobacco use in the facility is prohibited.**
- _____ 15. All doors shall be securely locked upon conclusion of the rental, including door to the restroom hallway.
- _____ 16. The homeowner renting the facility must be present during all times of the rental, including set-up and clean-up.
- _____ 17. The renter is fully responsible for the behavior and conduct of all guests and for any damages incurred by guest(s).
- _____ 18. Alcohol may be served and consumed according to applicable federal, state, and local laws. The renter assumes all responsibility in this regard. **Alcohol shall not be served by, served to, or consumed by any person under the legal age of 21 years.** Alcohol may not be consumed outside the building. **If swimming pool is included in the rental, alcohol consumption is strictly prohibited.** The renter is fully responsible for situations involving persons leaving the facility while under the influence of alcohol.
- _____ 19. If helium balloons are used for decorating please be sure they are secured when ceiling fans are in use. Balloons can quickly and easily become tangled in the motors of these fans. At the conclusion of the rental, ceiling fans will be checked. The renter is responsible for damages.
- _____ 20. A gate code is issued for each rental. This code is unique and will only work from 8:00AM to 8:00PM the day of the rental. Do not place a gate card on the entry box for your guests to use. Issue this code to them instead. By placing a gate card on the entry box, you are assuming full responsibility for all persons entering the property and their actions, even if they are not your invited guests. Do not, in any way, block the gate from closing. This will result in a fee of \$500 for reprogramming of the gate computer system if the gate is, in any way, prevented from closing.
- _____ 21. Nothing shall be placed, indoors or outdoors, in such a manner that any doors or gates are blocked or egress paths are inhibited.



BLUEBONNET HIGHLANDS
HOMEOWNERS ASSOCIATION

By signing this document, the renter agrees to abide by all regulations contained herein. A violation of any of these regulations may constitute a forfeiture of the rental deposit. A thorough inspection of the facilities will be conducted within 24 hours of the rental by a representative of the BBH HOA. If any damages are noted, the renter will be immediately contacted. If requested, the renter may meet a representative of the BBH HOA to review noted damages. In such cases that any damages exceed the amount of the deposit, it is agreed that the renter shall reimburse the BBH HOA the total costs of any damages and replacements/repairs within 30 days of notification. The determination of additional charges for damages shall be at the sole discretion of the BBH HOA and will not be negotiable. If no damages are noted, the deposit will be returned to the renter within 30 days. Violations may result in a revocation of rental privileges.

Renter: _____

Signature of Renter: _____

Date: _____

Representative of BBH HOA: _____

Signature of BBH HOA Representative: _____

Date: _____