



## **Prestonwood Forest Maintenance Association Agreement for Use of Clubhouse Facilities**

**AGREEMENT:** This agreement sets forth the terms and conditions by and between the Prestonwood Forest Maintenance Association, Inc. (the "Association") and the member/tenant (the "Renter") listed below.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Individually and collectively referred to as 'Renter')

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**RESIDENCY STATUS:**

(Check one)  Property Owner  Lessee/Tenant

If Lessee/Tenant, Please provide the Property Owner Contact Information:

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**TERM.** The Renter agrees that use of Facilities (as specified below) shall be limited to:

(Date) \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_,  
for the purpose of \_\_\_\_\_

\_\_\_\_\_, with \_\_\_\_\_ (number of people) in attendance.

Alcohol will be used or provided at Facilities for above referenced event. Yes \_\_\_ No \_\_\_

If so, provide name and contact number of security officer(s) scheduled below:

**FACILITIES.** Prestonwood Forest Clubhouse, 13702 Prestonwood Forest Drive.

Renter warrants that he/she is at least 21 years of age, is a member in good standing with the Association; or if a tenant has the permission of the homeowner as evidenced by the owner's signature below. Renter further warrants and guarantees that he will be present at all times and that he will be responsible for and in control of the guests for the duration of the rental period. The renter further affirms that he/she will not employ the Facilities for any purpose other than that described to the representative of the Association and as noted in this agreement. All paperwork and payment must be from the owner/member of the Association.

All provisions set forth in any rules and regulations applicable to the Facilities (herein so called) are applicable to this Agreement and hereby incorporated herein by reference for all purposes as if set forth fully at length. Renter is required to review such rules. In the event of inconsistencies, this Agreement shall control. Facilities may not be rented for any commercial purpose or for use by non-members only.

**GRANT OF USE PRIVILEGES.** The Association hereby grants Renter the privilege of exclusive use of the Facilities for a single Event with an occupancy limit of 75 persons per rental. Guests in excess of this amount shall require special permission and require Renter to have at least one off-duty uniformed police officer (Harris



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County Sheriff's deputy, or Harris County Precinct 4 Constable) at Renter's sole cost and expense for the duration of the Event, including thirty minutes before and after the event. The Association reserves the right to require Renter to have an off-duty uniformed police officer for events with 75 guests or less, if it deems it to be necessary.

**USE OF OTHER FACILITIES.** This Agreement does **NOT** entitle Renter use of adjoining or nearby recreation facilities and common areas. **THIS GRANT IS LIMITED TO THE FOLLOWING: CLUBHOUSE (MAIN ROOM, KITCHEN) AND BATHROOMS. THE INTERIOR COURTYARD (BETWEEN THE FIRST AND SECOND POOL GATES) IS NOT AVAILABLE TO RENTER DURING THE POOL SEASON. SWIMMING POOL USE IS NOT INCLUDED IN THIS RENTAL AGREEMENT.** Renter acknowledges that the Facilities will not be supervised by Association personnel. Renter further acknowledges that inherent risks exist in connection with the Facilities (by way of example and not in limitation to swimming pool, tennis courts, and common grounds) and Renter acknowledges that continuous supervision of the guests, including children, by Renter and Renter's guests is required and shall be the responsibility of Renter.

**EVENT ARRANGEMENTS.** Renter acknowledges that Renter has advised the Association at the time of execution of this agreement of the nature of the Event, the anticipated number of attendees, the foods, drinks and entertainment to be used and other information relevant to the Event. Renter further acknowledges that the Association is relying on such information and representations by Renter. The Association shall approve or disapprove of all such arrangements prior to execution of this Agreement. Usage of additional lights and sound equipment **MUST** be declared and approved before the Event. Live Bands or amplifiers are not allowed without specific permission of the Association.

### **PROHIBITED ACTIVITIES.**

- No smoking is permitted within the Facilities, including bathrooms, or any portion of the Clubhouse.
- The Clubhouse fireplace is **NOT** to be used under any circumstance.
- Renter agrees that the use of **ALL** outdoor cooking appliances, including but not limited to barbecue grills, smokers, fryers and fire pits is **STRICTLY PROHIBITED** at all Facilities, this includes, inside buildings, within the fenced areas, and all common areas outside of the fenced areas.
- Renter shall not commit or allow to be committed any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.
- No motorized vehicles are allowed on Association property at any time. Association property includes, but is not limited to sidewalks, walkways, turf and landscaped areas, and decks. All motorized vehicles must remain in the public street, at all times.
- Any noise shall be deemed a nuisance when it unreasonably disturbs the peace, quiet, and comfort of the Association residents.
- Use of alcohol in and around the clubhouse will be reviewed on a case by case basis by the Board of Directors and if approved, **WILL** require the Renter to contract with an off-duty police/security officer to monitor such use.
- The use of 'bounce houses', or similar apparatus **MUST** be approved with the supplemental release form.



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*The foregoing restrictions apply without limitation to Renter, guests, caterers, and deliveries. Disruptive or inappropriate behavior, abuse of the Facilities, failure to abide by the terms of this Agreement of applicable facility Rules and Regulations, or any other action by or on behalf of Renter or any guests at the Event deemed by the Association or its agents not to be in the best interest of the Association shall be grounds for immediate termination of this Agreement, without recourse by Renter.*

**CONDITION OF PREMISIS.** Renter agrees to surrender the premises at the end of the rental period in the same condition as when Renter took possession and expressly agrees to pay the Association for any and all damage which may occur during the rental period over and above the amount of the security deposit, excluding damages by Acts of God. Renter is responsible for ALL clean up and trash removal at the end of the Event. Renter agrees to pay for all damages and/or losses that may occur to the pool Facilities, restrooms and/or surrounding areas during or as a consequence of the Event. Renter further agrees to clean, or pay for the cleaning of the facilities, returning them to their prior condition. An inspection of the premises by the Association will determine the disposition of the security deposit.

**GENERAL INDEMNITY.** Renter agrees to defend, indemnify and hold harmless the Association and its affiliates, employees, authorized agents, officers and directors from all liabilities, suits, claims, losses, damages and expenses, including reasonable attorneys' fees and expenses, of whatsoever kind and nature imposed upon, incurred by, or asserted against the indemnified parties for: (i) the breach of Renter's obligations, representation or warranties under this Agreement; or (ii) bodily injuries or deaths to persons or damage to or loss of or destruction of property caused by or resulting from the negligent acts or omissions of Renter, its agents, or its guests and to defend at its own expense all suits or proceedings arising out of any of the foregoing.

**FORCE MAJEURE.** The Association will not be in default in the performance of its obligations under this agreement if such performance is prevented or delayed because of power outage, hurricane, or flood, use of an order, law, proclamation, regulation or ordinance of any government, or of any subdivision thereof, because of Acts of God or for any other cause, whether similar to dissimilar to those enumerated, that is beyond the reasonable control and without the fault or negligence of the Association.

**RENTAL FEE AND SECURITY DEPOSIT.** A rental fee of \$100.00, payable to PFMA and a security deposit of \$100.00 (payable by separate checks) are due at the time of the execution of this Agreement. If said fees are not received within 48 hours prior to the Event, this Agreement is null and void and the Association is free to rent the Facilities to others. The security deposit will be held until the Association has inspected the Facilities and remainder of the premises. The deposit will be returned to Renter within 5 business days of the Event. Any non-routine cleaning, maintenance or repair work required or replenishment of supplies needed as a result of the Event will be deducted from the security deposit. The Association will assess costs in excess of the security deposit to the Renter and Renter agrees to reimburse the Association for the same upon demand.

- Rental Fee: \$100 payable to "PFMA"
- Security Deposit: \$100 payable to "PFMA"

**CANCELLATION.** Written notice is required a minimum of 48 hours prior to the scheduled Event to cancel the Rental and this Agreement. The Association reserves the right to enforce a cancellation fee at its discretion.





**Prestonwood Forest Maintenance Association  
Agreement for Use of Clubhouse Facilities**

***Hold Harmless Agreement***

I, \_\_\_\_\_ am a MEMBER/RESIDENT of Prestonwood Forest Maintenance Association, Inc. (“the Association”) and, therefore entitled to use various recreational facilities owned by the Association, subject to certain rules governing the availability and use of the facilities. I acknowledge that the Association, by and through its managers, agents, and contractors manages the recreational facilities (collectively referred to as “Managing Parties”). I also acknowledge that agents and employees of the Managing Parties provide instructions regarding use of equipment available at the facilities, but such agents and employees are not trained to evaluate whether I am, or members of my family or my guests are suitably fit to use any such equipment or to determine what level of physical exertion may be appropriate for me, members of my family or my guests. I am not relying upon the Managing Parties, or any of their agents or employees for any purpose with regard whether I am or any of my family or my guests are, in an appropriate physical condition to use any equipment at the facilities or engage in any type of exercise at the facilities. I agree, for myself, members of my family, and my guests to hold the Association, and the Managing Parties, their respective officers, directors, agents, and employees harmless from and against any and all claims of injuries to myself, any members of my family, any of my guests, and/or any guests of any member of my family, resulting from my/their use of any Association facilities. Further, I understand the Association and Managing Parties are not responsible for lost or stolen property, whether items of personal property or identification records or material and I hereby release the Association and Managing Parties from any and all liability therefore. I hereby affirm that I have fully read and understand this Hold Harmless Agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please return signed forms to  
High Sierra Management  
P.O. Box 940267  
Houston, TX 77094  
Fax 281-391-7913  
[mtorrez@highsierramanagement.com](mailto:mtorrez@highsierramanagement.com)



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**Clubhouse Event Cleanup Checklist**

	Kitchen	Main Room	Bathrooms	Courtyard / Walkways
Return tables/chair to storage areas		X		
Remove all Trash/Debris	X	X	X	X
Sweep and Mop	X	X	X	
Clean All Counter Tops	X	X	X	
Clean Sinks	X	X	X	
Clean Appliances inside/outside	X			
Clean Toilets			X	
Walls Clean	X	X	X	
Windows Clean	X	X		
Inspect Fire extinguishers*	X	X		

- ❖ Report any discharged fire extinguishers immediately.
- ❖ Toilet paper and paper towels are supplied for bathrooms.
  - All other paper/cleaning supplies are provided by Renter