

(830) 899-7572

2699 Canyon Lake Forest Drive
PO Box 1431, Canyon Lake TX 78133

www.clfpoa.com

Community Center Reservation Agreement

The following agreement is by and between the Canyon Lake Forest Property Owners Association (CLFPOA) and [redacted] (Member) for use of the CLFPOA Community Center on [redacted] (Event Date). This reservation also includes one day before event for setup.

All members must pay \$200 Security Deposit. Full payment is due when reservation is made. Clubhouse is for use by members in good standing only (dues current and no outstanding violations). Members may not reserve clubhouse for others. Member must be in attendance at event at all times. Refunds for Security Deposits (less any charges) will be paid by check (no cash refunds) and mailed within 15 days after event. (Initials) [redacted]

Please be respectful of the residential neighborhood. Do NOT disturb the neighbors! Events must be completed no later than midnight.

Member Signature _____ Date _____

Printed Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Please Complete Other Side

-----For CLFPOA Only-----

Date Contract Rec'd _____ Member in good standing? Yes No

Check No. _____ Check Date _____ Amt Paid \$ _____

Hall Mgr Signature _____ Date _____

Canyon Lake Forest POA Community Center

Rules & Instructions

- ✓ **NO AMPLIFIED MUSIC!**
- ✓ No overnight camping! No open fires. BBQ grills are okay when allowed by burn ban.
- ✓ Pool is NOT included with community center reservation. We do not rent or reserve swimming pool.
- ✓ Children must be supervised by responsible adults at all times.
- ✓ Please stay off the landscaping and do not play with the rocks.
- ✓ No smoking inside the building. Cigarette receptacles are provided outside.
- ✓ Do not raise window blinds. Blinds may be opened but not raised. All windows and blinds must be closed when you leave.
- ✓ All tables and chairs must be cleaned and neatly folded & stacked in storage room when you leave.
- ✓ Remove all decorations and any signs you post at the end of your event. If you tape decorations on the walls, you must remove all tape. NO nails or thumbtacks anywhere. Do not hand anything from the ceiling or ceiling fans.
- ✓ All messes must be picked up, swept &/or mopped as appropriate.
- ✓ Kitchen sinks, stove, oven, refrigerator, freezer, microwave, tables, shelves, countertops and cabinets must be left clean and sanitary. Do not leave any food in the refrigerator. Kitchen floor must be swept. Mop up all spills.
- ✓ Restrooms must be left tidy. Take all trash out to the dumpster.
- ✓ All trash must be carried out to the dumpster at the side entrance driveway. If you fill up all the dumpsters, please take any excess with you. Trash bags provided.
- ✓ All lights, fans & A/C's must be turned off and all windows & doors must be locked when you leave.
- ✓ Notify CLFPOA of any maintenance issues (plumbing, lights out, etc.)
- ✓ Charges for any damages, missing items or cleaning outside of normal usage will be deducted from the security deposit. Member is responsible for any charges that exceeded the security deposit.

Member agrees to all Rules & Instructions above
(Initials)

Member must complete all yellow areas on the Agreement and Rules & Instructions. Return 1 completed copy with your check to:

Name: _____

Event Date: _____

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