

**Windsor Park Lakes**  
**Clubhouse/Patio/Pool Rental Agreement**  
**(Must complete all information)**

Homeowner Only: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_ # of people \_\_\_\_\_

Start Time (including setup): \_\_\_\_\_ End Time (including cleanup): \_\_\_\_\_

Facilities Needed:  **Clubhouse Only**  **Clubhouse and Patio** (see rule 12) age range \_\_\_\_\_  
 **Clubhouse, Patio and Pool** (see rule 13 - Lifeguards required)

**TO MAKE RESERVATIONS: (read all pages and initial pages 1 and 2; sign page 3 and the addendum) Make sure you understand all rules.**

- Call SCS Management Services at 281 463-1777 to make your reservation.
- Complete these forms and mail/fax 281-463-0050 or deliver to:  
**SCS Management Services**  
**7170 Cherry Park Dr**  
**Houston, TX 77095-2713**
- The reservation will be confirmed upon receipt of 1 (one) \$300.00 check for the security deposit and 1 (one) \$100.00 check for the rental fee. **Checks are payable to Windsor Park Lakes HOA. The \$100 rental fee is non-refundable. The reservation and checks must be received no later than five (5) business days prior to the event. The reservation will be cancelled if completed form and checks are not received in the requested time frame.**
- **An alphabetized guest list must be provided to the courtesy officer before the event.** You can hand deliver the guest list to the courtesy officer or drop it through the mail slot in the door at the North gate. The Clubhouse key may be picked up on the day of the event at the North gate guardhouse as long as a list has been submitted.
- The keys must be returned to the guardhouse by **noon** the day after the reservation. If the keys are returned late, a late fee will be levied against the deposit fee. If the key is NOT returned, a fee will be deducted from the deposit for the cost of re-keying the Clubhouse.
- Pool Party reservations (including lifeguards) must be made through the pool management company (Greater Houston Pool Management, phone 713-771-7665). The rental fee does not include payment for lifeguard services through Greater Houston Pool Management.
- Clubhouse rental does not permit guests to access or use the exercise room.
- The cost of any additional cleanup or required repairs will be deducted from the \$300 security deposit. The net deposit will be returned after a final walk-through inspection of the facility has been made and the key is returned. User liability for damage or extra cleaning is not limited to the amount of the deposit.
- **Violation of any rule or guideline will result in the forfeiture of the entire \$300 deposit and possible forfeiture of future rental rights.**

\_\_\_\_\_ Resident's initials

## CLUBHOUSE, PATIO AND POOL USAGE GUIDELINES AND RULES

1. All resident HOA Assessment Fees must be current to reserve and use the facility.
2. The Clubhouse, patio and pool facility is limited to “not for profit” resident meetings and functions unless authorized by the WPL HOA Board.
3. Resident(s) making the reservation must be at least 21 years of age. The resident is responsible for their guests at all times and must be present during the entire function.
4. Maximum occupancy of the facility is 60 people.
5. Resident is responsible for checking the facility prior to usage to ensure everything is in working order. SCS Management must be contacted for any repairs prior to or after the function.
6. Residents reserving the facility are responsible for set-up and clean up. All trash must be removed from the premises. Do not put trash in containers outside near pool gate.
7. Use of the clubhouse for any reason, including set up, is permitted **only** on the day of the reservation unless otherwise approved in writing by the Board.
8. Smoking is prohibited at all times inside the clubhouse.
9. Decorations must be attached as to leave no visible damage to building walls and surfaces. Decorations must be removed as part of the cleanup of the facility.
10. Alcoholic beverages may only be served at **adult-only** functions. No alcohol should be served or made available to any person less than 21 years of age.
11. If the event is being held for participants **between the ages of 15 to 25 years old**, a Constable is required. Arrangements for the Constable must be made by calling 281-463-2648. All costs will be the responsibility of the resident.
12. The outside patio area by the pool is available for use at adult only functions. If a function has anyone **under the age of 14 present**, lifeguards must be hired in order to use the patio area by the pool. Lifeguards must be hired through the pool management company at the expense of the resident. **The back door to the patio must remain locked if anyone under the age of 14 is present without lifeguards on duty.**
13. Swimming in the pool will **only** be permitted May through September and with lifeguards on duty. Lifeguards must be hired through the pool management company at the expense of the resident. The pool management company will be responsible for determining the number of lifeguards required.
14. No wet swimsuits are allowed in the clubhouse.
15. No play equipment, moonwalks, etc without written permission from the WPL HOA Board.
16. Music and noise must be kept to a reasonable level both inside and outside of the clubhouse.
17. No outside music on the patio after 10pm Sunday-Thursday and 11pm on Friday-Saturday.
18. No animals are allowed in the clubhouse, patio or pool area at any time.
19. Do not light the fireplace.
20. No Grilling/Barbequing is allowed at the clubhouse including the outside pool/patio areas.
21. Please **vacate by 12 midnight** unless prior approval has been obtained.
22. Residents are responsible for locking all doors upon exiting the facility. Thermostats may be adjusted as needed. Return to 80F during the cooling season and 60F during the heating season before exiting the facility.
23. All lights, faucets and appliances (including coffee maker) must be turned off.
24. Clean the facility entirely and place all furniture back to original position.
25. Remove and dispose of all personal and party items including inside the refrigerator.
26. Windsor Park Lakes is not responsible for any items left on the premises.

\_\_\_\_\_ Resident's initials

VIOLATION OF ANY RULE WILL BE REPORTED TO THE PROPER AUTHORITIES AND WILL RESULT IN FORFEITURE OF THE ENTIRE RENTAL DEPOSIT AND POSSIBLE FORFEITURE OF FUTURE RENTAL RIGHTS.

Windsor Park Lakes Homeowner's Association monitors the management of the clubhouse facility on behalf of the homeowners and reserves the right to revise the rules as necessary without notice. All facilities, other than the clubhouse, including, but not limited to, the patio and swimming pool, will remain open to WPL residents during regular seasonal hours.

Swimming in the pool will only be permitted from the months of May through September and only if there are lifeguards present. Failure to abide by this rule will result in forfeiture of the deposit. All liability for injury or death will be assumed by the resident renting the facility. Swimming will not be permitted, and the pool will be closed if the weather is inclement. Pool rules apply to private functions; lifeguards shall be responsible for enforcing all pool rules.

The Security Deposit does not limit responsibility for damages or cleanup from the function. Report any problems to SCS Management.

**In consideration for the right to use the Clubhouse or Clubhouse and Patio and/or Pool, the undersigned (jointly and severally, if executed by more than one resident) hereby release and agree to indemnify, defend and hold harmless Windsor Park Lakes Homeowner's Association, SCS Management Services and their respective affiliates, Agents, Directors, Employees, Successors and assigns (collectively, the "Released Parties") from and against any and all claims, liabilities, demands, causes of action and damages arising out of incidental to or in any way resulting from the use of the Clubhouse and /or pool, whether or not caused by the negligence of the Released Parties.**

I understand and accept the terms set forth in the Windsor Park Lakes Clubhouse/Patio/Pool Rental Agreement and Addendum to the Clubhouse/Patio/Pool Rental Agreement

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Rental Fee Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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Office use only:

Assessments Paid: \_\_\_\_\_

Received and accepted date by SCS Management: \_\_\_\_\_

Rev. 06/11

**ADDENDUM TO WINDSOR PARK LAKES**  
**CLUBHOUSE/PATIO/POOL RENTAL AGREEMENT**

**PLEASE SIGN THE ONE BELOW THAT APPLIES TO YOUR RENTAL REQUEST AND RETURN THIS FORM WITH THE AGREEMENT:**

**CLUBHOUSE AND PATIO REQUESTED:**

I have requested to use the Clubhouse and Patio area for the event. I fully understand if anyone at the party at any time is under the age of 14 then lifeguards must be hired for the event through Greater Houston Pool Management. I understand there are surveillance cameras in the clubhouse, patio and pool area that can be reviewed. I understand that unlocking the patio doors at any time with children under the age of 14 present without lifeguards at the pool is grounds for forfeiture of the entire deposit and possible forfeiture of future rental rights. I understand if this rule is broken then future rental deposits will be a minimum of \$500.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**CLUBHOUSE, PATIO AND POOL REQUESTED:**

I have requested to use the Clubhouse, Patio and Pool area for the event. I fully understand lifeguards must be hired for the event through Greater Houston Pool Management. I understand there are surveillance cameras in the clubhouse, patio and pool area that can be reviewed. I understand the violation of this rule is grounds for forfeiture of the entire deposit and possible forfeiture of future rental rights. I understand if this rule is broken then future rental deposits will be a minimum of \$500.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**CLUBHOUSE ONLY, PATIO/POOL NOT REQUESTED (only Clubhouse will be used):**

I have NOT requested to use the patio/pool area for the event. I do not intend to use either the patio or the pool. I understand there are surveillance cameras in the clubhouse, patio and pool area that can be reviewed. I understand that unlocking the patio doors at any time with children under the age of 14 present or allowing anyone to swim without lifeguards at the pool is grounds for forfeiture of the entire deposit and possible forfeiture of future rental rights. I understand if this rule is broken then future rental deposits will be a minimum of \$500.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**