



## BLUEBONNET HIGHLANDS HOMEOWNERS ASSOCIATION

# PROCEDURES FOR RESERVING AND RENTING THE HOA CLUBHOUSE AND SWIMMING POOL

The Bluebonnet Highlands Clubhouse is available for rentals all year long. It's a great space for a party, shower, or other gathering. Folding tables and chairs are included along with a warming kitchen. When in-season, the swimming pool is available as an addition to your rental.

**Effective June 1, 2010, the fee for renting the clubhouse is \$100 per day. We also require a deposit of \$100 per day, which is shredded after the rental if there are no violations or damages. If consecutive days are rented, all personal property must be removed overnight.**

**The swimming pool is available, but may only be rented along with a same-day clubhouse rental. There is an additional fee of \$50 to rent the pool which includes use of the pool by your guests for 2 hours. Additional hours may be added at \$25 per hour.** Please note, however, that the pool rental is not an exclusive-use rental. All homeowners may still use the pool facility during the rental. The rental of the pool simply allows your guests to use it as well.

A full list of rental rules and policies is available on our website at [www.bluebonnethighlands.org](http://www.bluebonnethighlands.org). Please see the "Clubhouse Inventory and Rental Rules" form on the right panel of the Home page.

If you would like to schedule a rental of the clubhouse or the clubhouse and pool, please use the following procedures:

1. **Please first inquire about the availability of the clubhouse by emailing [rep@bluebonnethighlands.org](mailto:rep@bluebonnethighlands.org).**
2. **Once your selected date's availability is confirmed via email,** you must fill out the Clubhouse Reservation form which can be found at [www.bluebonnethighlands.org](http://www.bluebonnethighlands.org). Email the completed form to [rep@bluebonnethighlands.org](mailto:rep@bluebonnethighlands.org) or place it in the drop-box at the clubhouse.
3. Submit your check made out to Bluebonnet Highlands HOA for the rental fee of \$100 (+ additional fees if renting the swimming pool) to the HOA representative.
4. Write a second check for \$100 made payable to Bluebonnet Highlands HOA for your deposit. You will give this check to the HOA Rep at the time of the rental. This check will not be deposited unless damages or violations occur during your rental.
5. Once the event is completed, if no damages were incurred, we will shred your deposit check.
6. **Please do not submit forms or checks until your date is confirmed via email.**

**Please Note:** If you lease or rent a home, you must have the homeowner request the rental as well as fill out and sign all necessary paperwork. Payment can come from either party.

The use of the clubhouse is limited to personal events only. Under no circumstances does the HOA permit any sales of any type to be conducted at the clubhouse (This includes garage sales, trunk sales, jewelry sales, clothing sales, etc.).

On the day of your rental, the HOA Rep will meet you any time after 8:00 AM to let you in the clubhouse. You have access until midnight, at which time you must vacate the property. Your event will be assigned a gate code for access to the gate, and you should give this to your guests in advance as it cannot be posted at the gate box.

Visit our website at [www.bluebonnethighlands.org](http://www.bluebonnethighlands.org) for more information!

BLUEBONNET HIGHLANDS HOMEOWNERS ASSOCIATION – CLUBHOUSE RENTAL FORM

NAME OF HOMEOWNER \_\_\_\_\_ DATE OF REQUESTED RENTAL \_\_\_\_\_



BLUEBONNET HIGHLANDS HOMEOWNERS' ASSOCIATION

CLUBHOUSE RENTAL REQUEST FORM

Please remember that you MUST have your date confirmed via email before submitting forms and/or checks. Contact rep@bluebonnethighlands.org

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Nature of Event (i.e. birthday party, shower, etc.) \_\_\_\_\_

Expected Number of Guests: Adults \_\_\_\_\_ Kids (Under 18) \_\_\_\_\_

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

Date Requested \_\_\_\_\_ Event Times \_\_\_\_\_

Do you own the home?  Yes  No, I rent the home

If you rent the home: Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

TOTAL RENTAL COST CALCULATIONS:

Clubhouse Rental ..... \$100

Pool Rental – Number of Hours (2 hr. min.) \_\_\_\_\_ @ \$25/hr. .... \$ \_\_\_\_\_

If Applicable, Specify Hours for Pool Use: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Total Rental Costs: ..... \$ \_\_\_\_\_

Clubhouse Deposit (Separate Check, Cashed Only if Damages Occur) ..... \$100

I further understand and agree to all of the following terms and conditions:

- The clubhouse is NOT considered reserved until a confirmation email listing the specific event date is sent from rep@bluebonnethighlands.org. It is the responsibility of the homeowner to confirm the availability of the clubhouse for the requested date BEFORE submitting forms and/or checks.
The Clubhouse at Bluebonnet Highlands is a private club and I am bound to its rules and regulations.



- Event guest count shall not exceed (50) fifty, unless written permission is granted by the HOA Council. Events larger than (50) fifty guests without written permission will be shut down immediately and no refunds shall be given.
- Member must be current with the payment of Association Dues before access to any facilities owned by Bluebonnet Highlands Homeowners Association is granted.
- The Clubhouse is a NON SMOKING facility -Homeowner agrees to abide and inform their guests.
- All parking must be confined inside the fence. No parking is permitted on the tennis court or basketball court. Absolutely no parking is allowed on the Bluebonnet median or boulevard.
- Homeowner agrees to "Hold Harmless" Bluebonnet Highlands Homeowners Association Members and its Board of Directors should any accident or injury occur to Homeowner or their guests during their use of the Clubhouse and other facilities.
- Reservations are made on "First come-First served" basis, and if the requested date is not available Homeowner will be contacted to choose another date.
- Use of outdoor grills, spits, BBQ's, of any type, etc., are NOT permitted including; inside the Clubhouse, inside the Kitchen, outside on any covered areas, or anywhere inside the swimming pool and Tennis Courts fenced area, or anywhere in the parking lot. Grills, BBQ, Boils, will be allowed outside The Clubhouse and only in a designated area. See the HOA representative for details.
- The only cooking allowed in the Kitchen is by using the microwave. No electric frying is allowed in the Kitchen.
- Homeowner and guests will have sole use of the Clubhouse during the times stated above, but will share use of the swimming pool, tennis courts, playground, and parking lot with any other HOA member(s) who may be present.
- Homeowner agrees to be responsible for their guests and must be present with their guests during the entire time stated above.
- Guests have use of the facilities only during the time stated above and only if Homeowner is present.
- Homeowner agrees to keep the Clubhouse doors to the pool closed at all times if the pool is not part of the paid rental.
- Homeowner agrees to be responsible for the Clubhouse during the times stated above and will do everything in their power to stop any behavior which could cause damage to the Clubhouse. Homeowner further agrees that any and all damages, regardless of the circumstances, are the responsibility of Homeowner. Homeowner agrees to pay for any damages, if they occur, to the Clubhouse during the times stated above. If damage occurs and Homeowner does not pay for damages then the HOA will lien Homeowner's Lot.
- Homeowner agrees to pay \$100 rental fee plus a deposit of \$100.00 to Bluebonnet Highlands Homeowners Association at the time the reservation is made for the Clubhouse rental. There will be a \$50 cancellation fee. Further, Homeowner agrees to pay for any cleaning in excess of the minimum, if required.
- The HOA representative will inspect the facilities after use by Homeowner and guests and if no damage is visible will shred the deposit check.
- Homeowner is responsible for organizing any items needed for their party. (For example; cups, plates, napkins, flatware, food, drink, extra chairs, furniture, decorations, etc.) The HOA does not provide any of these items.

I also understand there are additional rules and regulations to which I will be held. These are terms that will also be agreed upon the day of the rental by my signature at that time. If I wish to see a copy of these additional regulations, I know that one will be provided to me, upon request by the HOA.



I, \_\_\_\_\_, understand and agree to the above terms and conditions. I have read, understand and agree to the "Clubhouse Inventory and Rental Rules" found on the Bluebonnet Highlands Homeowner's Association website ([www.bluebonnethighlands.org](http://www.bluebonnethighlands.org)). I have received a confirmation email from [rep@bluebonnethighlands.org](mailto:rep@bluebonnethighlands.org), specifying that my event date is available and I am confirmed as the rental for that specific date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the person requesting use of the Clubhouse or Clubhouse and Pool is a tenant and not the Homeowner, complete the following:

Homeowner's Name \_\_\_\_\_

Homeowner's Street Address \_\_\_\_\_

Homeowner's Phone \_\_\_\_\_ Homeowner's Email \_\_\_\_\_

(Must be signed by the Homeowner)

I, \_\_\_\_\_, am the owner of the home at the address listed on this form. I consent for my tenant, \_\_\_\_\_, to use the Bluebonnet Highlands HOA Clubhouse or Clubhouse and Pool.

I understand that as the Homeowner, I am responsible for the actions of my tenant on HOA property during this rental and consent to being held directly responsible for any and all damages that occur as a result of my above-named tenant's use of the property.

I hereby appoint my tenant to be my representative during the rental period. I agree to all of the above-listed guidelines and policies and have discussed these with my tenant.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

Reservation Instructions:

Please submit this completed form via email to [rep@bluebonnethighlands.org](mailto:rep@bluebonnethighlands.org) or place it in the drop box at the Clubhouse. Make a payment for the total amount of the rental via check. We recommend a separate check for the \$100 deposit so it can simply be shredded. You will be contacted by the HOA Representative to confirm the reservation. If all facilities are returned undamaged, the deposit will be shredded.

**Do NOT submit paperwork and/or checks until you have received a rental confirmation email from [rep@bluebonnethighlands.org](mailto:rep@bluebonnethighlands.org)**