

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 148

**12402 Greensbrook Forest Drive
Houston, Texas 77044**

**Rules and Regulations
Governing Clubhouse Use**

After you have read this document carefully, please sign and return it along with the required deposit to:

Contacts:

Calvet C. Shelley (832) 602-8647

or

Charles Randle (832) 232-2814

The Board of Directors has the right to amend these rules at any time.

The following rules apply to any individual (an "Applicant") who desires to reserve the facility located at 12402 Greensbrook Forest Drive Houston, Texas 77044 (the "Clubhouse"):

1. To be eligible to reserve the Clubhouse, an Applicant must be (a) at least 21 years old, (2) a taxpayer or Applicant of Harris County Municipal Utility District No. 148 (the "District") and (3) current on all taxes and fees payable to the District.
2. Applicants may reserve the Clubhouse upon at least 10 days notice. Reservations are made on a first come first serve basis, except for District functions or meetings.
3. In order to reserve the Clubhouse, the Applicant, must deliver a certified check or money order in the amount of **\$250.00** payable to **Harris County MUD 148** and in some cases a certified check or money order in the amount **\$120.00** (for a Police Officer). Such amount covers the following:
 - A minimum security fee of **\$150.00** is required for Clubhouse rental (for each **4 hour block** of time).
 - **\$100.00** refundable fee, as long as the Clubhouse is left in the same condition as before the Applicant's event. In the event the Clubhouse is not properly cleaned, Applicant will be charged a **\$75.00** cleaning fee.
 - A Police Officer fee in the amount of **\$30.00/hr.** (4 hour minimum) may be charged. See Section 9 below.
4. Alcohol is not permitted at any time for a District-wide function. Alcohol may be permitted for private functions, subject to the Applicant providing a Police Officer. If alcohol is being served at an event it may only be served inside the Clubhouse. In such case, the Applicant will not be allow access to the outdoor recreational facility during the same time.
5. All events must end by 12:00 A.M.
6. Noise must be kept down to a level as not to disturb nearby Applicants. Violations will result in the security deposit being refunded at a reduced amount to be determined by the Board on a case-by-case basis.
7. The Applicant **must** be present at all times.
8. Youth groups may use the Clubhouse, provided, that the Applicant is present for the entire duration of the function and will be held responsible for adherence to all applicable rules and regulations.
9. A Police Officer is required for:
 - Events in which alcohol is being served.
 - Events in which more than 25 people are invited.
 - No Police Officer is required for events in which children primarily under 10 years old are invited, no matter the number of invitees.
 - One Police Officer is required for every 50 people invited to such event.

- The District shall select the Police Officer to be assigned to the event.

Note: A Police Officer is defined as an individual commissioned by the State of Texas as a peace officer and having jurisdiction in Harris County. Such Police Officer must be in uniform.

10. Smoking within the Clubhouse is **prohibited**. Applicant assumes full responsibility for any violation of this regulation and related damages. In the event such occurs, Applicant shall be liable to pay a cleaning fee of \$250.00.
11. No pets or animals are allowed in the Clubhouse.
12. Applicant hereby agrees to be responsible for removing all litter and debris from the premises.
13. Cleaning/Damage Policy:
 - The security deposit in the amount of **\$100.00** will be returned via regular US mail within 3 business days as long as the Clubhouse shows normal wear only after the event and no damage has occurred.
 - A walk-through of the Clubhouse will be conducted before and after the event. The second walk-through will take place within twenty-four (24) hours after the event.
 - If the cost of clean-up and repair to the District exceeds the amount of the deposit, the Applicant agrees to pay the additional cost for said repairs and cleaning.
14. Decoration Policy:
 - Any decorations used during the event must be of a temporary nature and must not mar any building surfaces.
 - The use of either tape, tacks, nails or staples on the walls, floors or ceiling is prohibited and will result in a portion of the deposit being withheld.
 - Masking tape is normally acceptable if done reasonably and applied temporarily only to glass and plastic surfaces.
 - All decorations and similar materials must be made of fireproof material.
15. Post Event Light and Door Policy:
 - Before leaving, all lights and thermostats must be turned off and all doors, including restrooms and exterior gates, must be locked.
 - Alarm must be activated upon leaving.
16. Applicant hereby agrees not to use, occupy or permit the use or occupancy of the Clubhouse for any purpose that is directly or indirectly forbidden by law, ordinance, order or governmental and municipal regulations which may be dangerous to life, limb or property. In particular, the Applicant must adhere to all state and local laws, including the prohibition of serving alcohol to minors.

17. Applicant hereby agrees to indemnity and save the District harmless from all claims of injury including death to persons or from damage to property which arises from any act or omission by the Applicant, his/her guests and invitees, or any other third party whose acts of omissions occur while the permission is in effect in or about the subject premises, including costs and expenses of defending against any such claims.
18. Applicant agrees to use and occupy the subject premises and all areas appertaining thereto, at his/her own risk and hereby releases the District its Directors, Officers, agents and employees from all claims for any damage, theft or injury to persons including death or property damage.

RATE SCHEDULE

FUNCTION	RENTAL FEE/ CLUBHOUSE ONLY	DEPOSIT
Recognized subdivision group (Women's Club, Civic Group, etc.)*	Free	Free
Private Party	\$150.00	\$100.00

***Those organizations qualifying for free usage may use the Clubhouse free of charge once per month. In the event of a second use, such organization will be treated like any other private party. All organizations are subject to the rules contained herein relating to required cleaning after each use and recovery for damages.**

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APPLICANT HEREBY AGREES, AS EVIDENCED BY SIGNING BELOW

- THAT YOU HAVE READ AND AGREE TO BE RESPONSIBLE FOR THE COMPLIANCE WITH THESE RULES AND REGULATIONS AND,
- THAT YOU FURTHER AGREE THAT YOU WILL BE IN ATTENDANCE AT ALL TIMES WHILE THIS RENTAL CONTRACT IS IN EFFECT.

AGREEMENT EXPIRATION DATE AND TIME: _____

_____ (Print)	_____ Name of Applicant/Organization	_____ Date of Event
_____ (Print)	_____ Applicant Address	_____ Telephone Work/Home/Cell
_____ (Signature)	_____ Name of Applicant	_____ Date

TO BE COMPLETED BY APPLICANT AT TIME OF RESERVATION

Applicant's Name: _____

If Applicant is an organization, please give the name of the person responsible for compliance with the terms of the Application: _____

Date requested: _____ Time of function: _____ Duration in hours: _____

Note: Air & heat are not on at all times, please allow thirty minutes prior to event to cool or heat.

Type of function: _____ Anticipated Attendance: _____

(Commercial functions are prohibited)

Kitchen needed: Yes No

Will Alcohol be present: Yes No

[If yes to alcohol, Police Officer(s) will be required]

Signature of Applicant/Responsible Party:

Name	Address	Phone Home/Work
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Name	Address	Phone Home/Work
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Use back of page to list additional Parent/Chaperon information.

If security is required please list the follow information:

Name	Address	Telephone
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Badge #	Agency Affiliation
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Security Confirmed

Rental Fee	\$ _____	Security Deposit: \$ _____
	Amount	Amount
	Check No.	Check No.

**HARRIS COUNTY MUD NO. 148
 CLUBHOUSE WALK-THROUGH PROPERTY
 AT: 12402 Greensbrook Forest Drive**

	Pre-Rental Condition		Post-Rental Condition	
	Date:		Date:	
Main Area				
Floors				
Walls				
Ceiling				
Light Fixtures				
Tables/Chairs				
Kitchen Area				
Floors				
Counter Tops				
Sinks				
Rest Rooms				
Sinks				
Toilets				
Floors				
Mirrors				
Outside Area				
(Trash Removal, etc.)				

Applicant Name: _____ Date: _____

Walk Through #1 Pre-Rental Condition: _____

 Applicant Signature Clubhouse Agent Signature

Walk Through #1 Post-Rental Condition: _____

 Applicant Signature Clubhouse Agent Signature