

LHOA Pool/Clubhouse Rental Policies and Procedures

Please read, sign and return prior to rental date or with deposit

You may mail completed portion to LHOA, 8331 London Way Drive, Spring, TX. 77389

Or place in the mailbox located at the street in front of the clubhouse

1) PRIVATE POOL PARTY RESERVATIONS

- A) Only Londonderry residents are allowed to rent the pool/ clubhouse for a private event on specified days as determined by the LHOA Board. The LHOA Treasurer will verify if the resident is in good standing.
- B) A deposit check payable to LHOA for \$200.00 is required to secure a rental date. **A rental date will not be held or confirmed without a deposit.** The deposit check will be returned after the rental provided the pool, pool area, clubhouse and grounds are clean and left in good condition.
- C) The fee for renting the pool/clubhouse is \$350.00 for 4 hours. The pool/clubhouse is rented in 4 hour time blocks only and does include the cost of two lifeguards for up to 50 people. **Rentals MUST be BOOKED at least seven (7) working days prior to scheduled event**
- D) Additional fees will be assessed for events larger than 50 people to cover the cost of additional lifeguards to meet safety and liability standards.
- E) If alcohol is to be served as part of the scheduled event, arrangements **MUST BE MADE 7 DAYS PRIOR TO RENTAL** and additional fees may be applied as per LHOA and the pool management company contract states.
- F) Inadequate cleaning and/or damages to facility or grounds will result in forfeit of the renter's deposit.

2) ON THE DAY OF RENTAL

- A) Collect the key and alarm codes from the Clubhouse Coordinator.
- B) Inspect the pool, pool area and clubhouse for cleanliness and damages before setup. The renter may be held accountable and/or liable for any and all damage not reported prior to usage.
- C) Notify Clubhouse Coordinator of any problems
- D) The renter and their guest will follow and comply with all Londonderry pool rules and regulations.
- E) The lifeguards are there to oversee the safety of swimmers and maintain pool quality standards. They **are not there** to wait upon the renter and their guests.
- F) The renter will not damage pool deck, furniture, siding or grounds while hosting their event.
- G) The renter will read, sign and comply with Clubhouse rental agreement form as well.
- H) Do NOT park on the grass. Parking on the grass can equal forfeiture of deposit.

3) AFTER SCHEDULED EVENT

- A) The renter will remove any party debris, items left, etc. so that the pool furniture and deck are returned to their original placement.
 - B) The outside bathrooms have been cleaned
 - C) The renter will follow the Clubhouse rental agreement with regards to cleaning.
 - D) If the outside grounds are used, all trash (including cigarette butts) is to be picked up.
 - E) Return the keys to Clubhouse Coordinator.
- 4) The Clubhouse Coordinator must inspect pool, pool area, and clubhouse after the event before the deposit check can be returned.

----- CUT HERE AND RETURN BOTTOM PORTION WITH DEPOSIT -----

I HAVE READ AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OF RENTING THE LHOA CLUBHOUSE FOR THE FOLLOWING DATE

DATE OF RENTAL

RENTER'S SIGNATURE

DATE OF SIGNATURE

NAME _____ CONTACT # _____

ADDRESS _____

E-MAIL ADDRESS _____ VERIFIED STANDING _____

DEPOSIT CHECK/ AMOUNT _____ CHECK # _____ RECEIVED DATE/BY _____

RENTAL CHECK / AMOUNT _____ CHECK # _____ RECEIVED DATE/BY _____