

LHOA 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) **CLUBHOUSE RESERVATIONS** (This does not include use of the pool and/or patio area)
 - A) Only Londonderry residents are allowed to rent the clubhouse. The LHOA Treasurer will verify if resident is in good standing.
 - B) A deposit check payable to LHOA for \$100.00 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 clubhouse is clean and in good condition.
 - C) The fee for renting the clubhouse for 100.00 per day and is due no later than 7 working days before the rental date.
 - D) Inadequate cleaning and/or damages to facility or grounds will result in forfeiture of the renters deposit.
- 2) **ON THE DATE OF RENTAL**
 - A) Collect the key and clubhouse codes from the Clubhouse Coordinator.
 - B) Inspect the 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 the Clubhouse Coordinator of any problems.
 - D) Do **NOT** nail anything to the walls, ceiling, trim or beams or attach anything in a manner that damages the paint or wall surface.
 - E) Do **NOT** park on the grass. Parking on the grass can equal forfeiture of deposit.
- 3) **AFTER SCHEDULED EVENT**
 - A) Clean the clubhouse completely
 - 1) Clean all bathrooms including emptying trash and replacing liners in trash cans.
 - 2) Clean the kitchen (wash, dry and put away all dishes, wipe counters, empty trash cans & replace liners)
 - 3) Vacuum and or sweep and mop all floors
 - 4) Remove all food from refrigerators.
 - 5) All trash should be placed in outside trash receptacles.
 - 6) Wipe any smudges from the windows and doors.
 - 7) Return furniture and pillows to proper placement.
 - 8) If use of stored tables and chairs were needed, clean and dry before returning to storeroom.
 - 9) Clean anything else that warrants attention.
 - B) If outside grounds were used, pick up all trash (including cigarette butts)
 - C) Make sure all lights in the clubhouse are turned off.
 - D) Return both AC thermostats to 78 degrees.
 - E) Return the key to the Clubhouse Coordinator.
- 4) **THE CLUBHOUSE COORDINATOR MUST INSPECT THE CLUBHOUSE AFTER THE EVENT BEFORE DEPOSIT 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 _____