

CIA of LAKE CONROE HILLS  
Community Center  
Rental Application for Property Owners (or Tenant)

13621 Lake Breeze Lane  
Willis, TX 77318

Legal Description: \_\_\_\_\_  
Date Key Returned: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Approximate Number Attending: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Person Responsible for Rental: \_\_\_\_\_

**I understand and agree** to all the following conditions for reserving and using the Lake Conroe Hills Community Center. **Association Maintenance Fees MUST be paid in full to use amenities.**

1. **I agree** to accept any and all responsibility for all costs to correct and/or repair any damage to the furnishings and property of the Community Center and premises.

The use of thumbtacks, nails, staples, glue, etc. in order to attach anything to the walls, doors, furniture, trim, etc. is strictly prohibited. Furnishings are not to be taken outside. If damage occurs, repairs will be made and the cost deducted from the Deposit.

2. **I agree** to pay in checks/money order made payable to Lake Conroe Hills.

a. Deposit (refundable)                      \$100.00                      Check/MO# \_\_\_\_\_

b. Rental - per Day                              \$115.00                      Check/MO# \_\_\_\_\_

The Deposit Check will be returned if a walk-through inspection by a Community Center representative determines that no damage occurred and that all conditions of this agreement were met.

If damage is observed, your deposit will not be returned. If the sustained damage is found to be in excess of \$100.00, you will be billed the overage.

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I, the renter of the Community Center, agree to indemnify and hold harmless the Association, its officers and directors, agents and employees from and against any and all claims, liabilities, losses, damages, actions, costs, expenses and demands of any party made against the Association, its officer and directors, agents and employees arising out of or in connection with any party or event held in the Community Center by a renter pursuant to the reservation agreement or otherwise. I understand the Association reserves the right to enter Community Center and terminate my use thereof should I violate any term hereof or should the conduct of any person using the facility endanger the health, safety or wellbeing of any person or constitute a threat of any property. I understand and agree to all of the above conditions reserving and using the Lake Conroe Hills Community Center.

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Responsibly Renter's Signature

Responsible Renter's Name (please print)

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Renter's Address

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Renter's Phone Number

Current Date

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3. **I agree** to complete the Community Center Condition Sheet accurately describing the conditions of the Community Center at the time of rental.
4. **I agree** to be present at all times while the scheduled function is in progress.
5. **I agree** that I am responsible for supervising anyone under the age of twenty-one (21).
6. **I agree** that alcohol may only be consumed by those attending the function who are of the legal drinking age under applicable city, county and state laws (the present age in Montgomery County is twenty-one (21)).

By allowing the private consumption of alcoholic beverages at Community Center functions by renters and their guests, CIA of Lake Conroe Hills, Inc. does not assume liability in any form, implied or otherwise, that may arise as a result of said consumption.

7. **I agree** to be respectful of the neighboring homeowners.
8. **I agree** that speakers may not be used after 10:00pm and must not face any home.
9. **I agree** to set thermostats to **75 degrees upon departure. Failure to do so will incur a \$25.00 Fee.**
10. **I agree** to clean/ wash the exterior Pavilion flooring as needed. **Failure to do so will incur a \$25.00 Fee.**
11. **I agree** to lock the Community Center and turn off all lights prior to vacating the premises. I will be responsible for any damage or mischief that may occur due to leaving the Community Center unsecured.
12. **I understand** that animals are prohibited at all times in the Community Center.

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13. **I understand** that bounce houses/water slides are **NOT** permitted under the outdoor pavilion or between the building and the bollards protecting the irrigation lines on the left side of the Community Center.
14. **I understand** that the Community Center key must be returned to the Management Office by 10:00am Monday morning. Failure to return the key will force the Association to change the locks. The cost of changing the locks will be your responsibility.
15. **I understand** that before returning the key and requesting a final inspection

**I MUST:**

- ✓ **Floors - Sweep and Mop Floors**
- ✓ **Refrigerator - Remove all food and clean all spills**
- ✓ **Microwave - Clean all spills**
- ✓ **Counter Tops - Wipe clean all food and spills**
- ✓ **Bathrooms - Sweep and mop floors, clean and flush toilets, clean vanity sinks and mirrors**
- ✓ **Tables & Chairs - Return neatly to table rack and re-stack chairs along walls**
- ✓ **Trash - Remove all trash and take with you, there is NO TRASH SERVICE**
- ✓ **Exterior Pavilion - Clean floor, tables and Barbeque Pit - remove ashes**
- ✓ **Air Conditioners - Set thermostat to 75 degrees**
- ✓ **Lights - Turn off prior to locking**

**If ALL of the above items are not completed, your full deposit will not be returned.**

16. **I understand** there is no overnight usage and the Community Center must be vacated by 11:00pm.

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Community Center Condition Check List

Rental Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

**Main Room:**

- Floors \_\_\_\_\_
- Walls \_\_\_\_\_
- Tables \_\_\_\_\_
- Chairs \_\_\_\_\_

**Kitchen**

- Refrigerator \_\_\_\_\_
- Microwave \_\_\_\_\_
- Cabinets \_\_\_\_\_
- Counter Tops \_\_\_\_\_

**Bathrooms - Women's**

- Walls \_\_\_\_\_
- Floor \_\_\_\_\_
- Vanity \_\_\_\_\_
- Toilets \_\_\_\_\_

**Bathroom - Men's**

- Walls \_\_\_\_\_
- Floors \_\_\_\_\_
- Vanity \_\_\_\_\_
- Toilet \_\_\_\_\_

**Exterior Pavilion**

- Floor \_\_\_\_\_
- Tables \_\_\_\_\_
- Barbeque Pit \_\_\_\_\_