

**Little River Trails Homeowners Association Clubhouse Rental Agreement**

The undersigned requests permission to rent and use the **Little River Trails** Homeowners Association, Inc. Clubhouse.

The undersigned is an owner of real property in **Little River Trails**. \_\_\_\_\_  
(owners' initials)

The undersigned wishes to use the Clubhouse from \_\_\_\_\_ o'clock \_\_\_\_m. to \_\_\_\_\_ o'clock \_\_\_\_m.

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**FEES:**

The undersigned (reserving resident) agrees to pay a **\$100.00 refundable security deposit**, at the time this agreement is signed. Please make out deposit to **Little River Trails HOA** and send to **I320 North Porter Ave., Norman, OK 73071**.

If the clubhouse is cleaned up after the event and no property is damaged, the \$100.00 security deposit will be refunded. If the resident does not wish to clean up after their event themselves, but wishes to have the cleaning company come in and clean, then the \$100.00 deposit/cleaning fee will not be refunded, but used for the cleaning services. No cleaning supplies are provided by the Association, but the owners may use the broom and dustpan located in the cleaning closet.

The undersigned agrees to inspect the Clubhouse prior to acceptance and to show the condition in the "Check -In Condition" form, attached as **Exhibit B**. Upon inspection after the event, any items found to be not in good condition will be repaired or replaced as necessary. The undersigned agrees to forfeit the security deposit and pay costs of any repairs and/or replacement of items damaged that exceed the \$100.00 deposit/cleaning fees.

It is understood that a Member of the Board of Directors of The **Little River Trails** Homeowners Association, Inc., or a person designated by the Board, may inspect the Clubhouse including furniture, window coverings, equipment and the area surrounding the Clubhouse, before and after use by the undersigned.

The undersigned further agrees that no alcoholic beverage of any sort will be served to any minor or intoxicated person. A **\$500.00 fine** shall apply for any and each violation. Refund of the deposit shall be contingent upon final inspection after the function, assuming no damages or violation of these rules.

Further, the owner and all attendees shall indemnify and hold the Association harmless from any such claims, damages, suits, including all attorney's fees and court costs that may result from, or arise out of the presence of alcohol on the property. All federal, state and local laws related to alcohol shall be followed at all times. \_\_\_\_\_

Signature of undersigned

The undersigned (reserving resident) agrees to abide by the **Little River Trails** Homeowners Association rules and policies for the Clubhouse, attached as **Exhibit A**, as well as the other specific rules listed in this agreement.

The undersigned hereby releases and shall hold harmless and indemnify the **Little River Trails** Homeowners Association, Inc. property owners and the employees, contractors, agents, affiliates, and related entities thereof for all claims, attorneys fees, and other costs or liabilities incurred by or asserted against any of the foregoing as a result of use of the **Little River Trails** Homeowners Association Clubhouse owner or owner's tenants or guests.

**Little River Trails** Homeowners Association, Inc.

Printed Name of Owner

By \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Attachments: **Exhibit A** – Clubhouse Rules  
**Exhibit B** – Inspection and Duty List

Date Signed \_\_\_\_\_

Number of invitees: \_\_\_\_\_

Cleaning Service Requested: \_\_\_\_\_

Will be cleaned by reserving party: \_\_\_\_\_

# ***The Little River Trails***

## ***Clubhouse Rules Exhibit "A"***

The Clubhouse is open for use each day from 5 AM to 12 PM midnight (Separate from Pool which is 6AM to 9PM).

The Clubhouse is available to reserve for private parties by homeowners in the **Little River Trails** whose HOA dues are current. This is on a first come first serve basis and can be reserved through The **Little River Trails** HOA.

A signed rental agreement must be received at 1320 Porter Ave, Norman, Ok 73071 prior to reserving the Clubhouse. Reservations are not recorded and confirmed until the completed rental agreement is received. A \$100 cleaning deposit is required for all reservations and must be included with the rental agreement.

The clubhouse may be reserved any day from 10:00AM to 12 Midnight (excluding holidays and holiday weekends) the time reserved must also include time to set up and clean-up.

All Association Rules and Regulations apply. Door(s) should remain closed and not propped open. If any damages occur the Board will repair or replace items damaged and the party reserving the clubhouse will be charged back accordingly. The reserving party assumes full financial and legal responsibility for all damages arising from use of the club house.

**NO SMOKING** is permitted at any time inside or outside the clubhouse. This includes the pool area per state law.

**NO ILLEGAL** activity is permitted on the clubhouse grounds. Any illegal activity will forfeit the rental agreement and cleaning deposit.

**NO ALCOHOL** may be served to a minor or intoxicated person. If alcohol is served we reserve the right to charge an alcohol deposit of (\$150). *Alcohol may not be served unless an Alcohol Indemnification and Release form is attached to the reservation.*

Reservations do not include the pool area, which will remain open to all homeowners, even if the clubhouse is reserved.

Keys to the clubhouse must remain with the Homeowner and may not be copied or borrowed.

Lost keys to the clubhouse can be replaced for a fee of \$10.00

All music and noise must be kept at a level which cannot be heard in the homes surrounding the area.

All city, state, and safety codes apply.

### ***The Clubhouse has the following items for use:***

- Refrigerator/ Freezer
- Microwave / Oven
- Couch
- Chairs
- Dining table and chairs
- TV / Cable

## *Exhibit "B"*

The below lists cover both the "Check-In/Check Out Condition" and actions to be performed post event. The items below must be completed and inspected prior to event executed by the reserving party and again completed after event to receive your \$100.00 deposit back:

### Action Item List

1. All tile floors must be swept and mopped
2. All kitchen counters and sinks must be clean
3. If the microwave is used it must be wiped out
  4. All toilets clean and disinfected
5. All bathroom counters and mirrors cleaned
6. All trash must be taken out and the bags replaced
  7. All tables must be wiped down
  8. Any paper products replaced
9. All furniture must be placed back to its original position.
10. All exterior doors **must** be locked so that access cannot be gained from the outside without a key.

*Failure to complete these items will forfeit your deposit.*

### Pre and Post Inspection List

1. Any and all furniture
2. Windows (screens, coverings, hardware)
3. Kitchen appliances
4. Any and all exercise equipment
5. Clubhouse grounds and property surroundings

If there are any discrepancies prior to event, such as the list above and or any damaged content, make note and attach to reservation form. This action will release any form of liability to the newly reserving party.

# ***The Little River Trails Homeowners Association***

1320 N. Porter Ave, Norman, Ok 73071

Phone: 405-520-1409 Fax: 405-329-1300 email: [info@littlerivertrailshoa.com](mailto:info@littlerivertrailshoa.com)

## **CLUBHOUSE RESERVATION FORM**

Party Reserving Facility 's Name : \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work # \_\_\_\_\_ Email: \_\_\_\_\_

### **RESERVATION INFORMATION:**

Date Requested: \_\_\_\_\_ Anticipated Number of Guests: \_\_\_\_\_

(Not to Exceed Capacity \_\_\_\_\_)

Check Areas of the Clubhouse to be used: \_\_\_ Kitchen \_\_\_ Refrigerator \_\_\_ Microwave \_\_\_ Sitting Area

Specific Purpose of Use: \_\_\_\_\_

Is the event to be catered by an outside company? Yes or No If yes, name of company \_\_\_\_\_

Will additional tables & chairs be brought in? Yes or No If yes, name of company \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finish time: \_\_\_\_\_

I understand that I am responsible for meeting the conditions stated in the Clubhouse rules and the Condition Check list as part of my entitlement in using the **Little River Trails** Homeowner's Association Clubhouse. I understand that I must be in attendance for the function at all times. In the event that anything is damaged, I understand that I will forfeit my Security Deposit Fee. I am aware, also that I am assuming responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function of lease of the Clubhouse. I agree to the hold harmless clause contained in the Rental Agreement.

\_\_\_\_\_  
Signature of Person Reserving the Facility

\_\_\_\_\_  
Date

### **Reservation Statistics**

#### **Pre-Event:**

Rental/Security Deposit & Cleaning Fee Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Accepted By \_\_\_\_\_

Alcohol Deposit Received: \$ \_\_\_\_\_ Check Cleared the Bank: \_\_\_\_\_ Ck #: \_\_\_\_\_

Event Approve \_\_\_\_\_ by Association Agent OR

Event Disapprove on \_\_\_\_\_ by \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

Date Reservation & Deposit & Cleaning Fee returned if disapproved \_\_\_\_\_

**(COMPLETED BY AUTHORIZED POA BOARD MEMBER OR AGENT ONLY)**

# Clubhouse Cleaning Check List

# Little River Trails

Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## **Please execute the below responsibilities after your event:**

-----**Cleaning supplies are under kitchen sink**-----

- Sweep, vacuum, and mop all floors**
- Broom, vacuum, and mop closet**
- Clean toilets, sinks, and mirrors in bathrooms**
- Wipe countertops to include cleaning sink in kitchen and microwave**
- Empty all trash cans in club house and replace with new bags**
- Deposit all trash into poly cart located outside building**
- Move furniture back to original location**

**Once you have completed the above list. Send this document filled out to either [info@littlerivertrailshoa.com](mailto:info@littlerivertrailshoa.com) or take a picture and text to 405-520-1409 to receive your deposit check back.**

**Any questions or comments can also be sent to the above e-mail.**

**Thank you.**

**-Little River Trails HOA**