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NOTICE
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Williamsburg Settlement Maintenance Association (WSMA)

Rules and Regulations Governing the Rental of the Clubhouse Rooms and Pool

Revised January 2018

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

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION POLICIES FOR RENTAL OF THE BIG OR SMALL ROOMS

Purpose

To provide a uniform policy by which the property owners and resident members of Williamsburg Settlement may enjoy preferred usage of the facilities for general membership functions and to provide opportunity for private or organizational functions to be scheduled. Additionally, it is the opinion of the Board of Directors that residents using the facility for private functions should share in the operating expenses.

Requirements

Any member (or his tenant) in good standing (maintenance fees paid current and not in violation of deed restrictions) is eligible to rent the facility.

Policy

1. Applicant, aka the Renter, hereby agrees not to use, occupy or permit the use or occupancy of the Clubhouse for any purpose which is, directly or indirectly, forbidden by law, ordinance or governmental or municipal regulations or order, or which may be dangerous to life, limb or property. In particular, applicant must adhere to all state and liquor laws.
2. Any group using the facility must have resident representation.
3. Use of the facility for the generation of taxable profit or any "BUSINESS" activity is strictly prohibited.
4. The Clubhouse may be reserved with a notice of at least ten (10) working days, and reservations are made on a first come first served basis except for Association functions or meetings which shall take priority. The rental booking procedure is defined on the Association web site, www.wsmaonline.org which also gives a summary of the rental rules and the current fee structure. These are included in every edition of the monthly Association newsletter and may be revised by the Board of Directors at any time.
5. The rental fee is due at the time of reservation and the Applicant hereby agrees to notify the WSMA Board of any change during the requested period of use to any of the submitted information.
6. A responsible resident must be designated who assumes responsibility for the facility and must provide indemnification to the Board for all occurrences arising from the group's use of the facility. See Attachments A and B.
7. The maximum number of occupants for any function per fire code is 100 people in the Big Room and 20 in the Small Room.

8. At all teenage functions, parents and/or chaperones must be present at all times. A one (1) per ten (10) ratio is required. Chaperones' names and numbers must be listed on booking sheet for verification.
9. The Key(s) for the Clubhouse must be obtained from and returned to the clubhouse Rental Agent.
10. Prior to use of the facility the checklist supplied by the Association must be completed and returned after use of the facility to the Rental Agent. See Attachment C.
11. No unauthorized repairs are allowed. The booking agent should be immediately notified of any required repairs, which will be handled by the Board of Directors
12. Decoration Policy
 - Any decorations used during the rental period shall be temporary whereby they will not mar any building surfaces.
 - The use of tape, tacks, nails or staples on the walls; floors or ceiling will result in a portion of the deposit being withheld to cover the cost to repair damage
 - Masking tape temporarily applied to glass, plastic, wooden trim or door surface is normally acceptable if done reasonably.
 - All decorations and similar materials must be made of fireproof material.
 - ALL BALOONS SHALL BE KEPT AWAY FROM FANS to prevent the attached ribbons from wrapping around and potentially causing damage.
13. When the big room is occupied the clearly identified security bolt on the emergency exit door must remain unbolted.
14. Smoking within the Clubhouse is NOT ALLOWED. The renter assumes full responsibility for any damages caused due to cigarettes, cigars or pipes.
15. No pets or animals are allowed in the clubhouse. There is no parking directly in front of the Clubhouse (signs posted) violators will be ticketed.
16. Noise must be kept down to a level as not to disturb nearby residents. Violations which result in the Sheriff's Department being called will result in forfeiture of the security deposit.
17. When alcohol is served the Sherriff's Department mandates that two security guards must be present. The cost of the security guards shall be responsibility of the applicant. The resident must submit a completed Security Sign-Off Sheet (Attachment D) for each Officer. Failure to hire the required security guard(s) or to submit the required documentary evidence will result in the automatic loss of the security deposit.

Only persons commissioned by the State of Texas as Peace Officers qualify as

authorized security guards. Security guards must be in appropriate department uniform and have jurisdiction in Harris County.

18. All events must be concluded by midnight. Cleanup can be conducted following the conclusion of the event but must be completed that night before vacating the facility.
19. The Renter is responsible for removing the trash from the facility, vacuuming and moping the floor and leaving the facility in a clean and orderly condition. (You must provide your own vacuum and cleaning equipment).
20. WHEN RENTING THE BIG ROOM, BEFORE LEAVING THE CLUBHOUSE, CONFIRM THAT ALL ITEMS LISTED ON THE REAR OF THE KITCHEN DOOR HAVE BEEN COMPLETED.
21. The Renter is responsible for securely closing and locking of all windows, doors and gates in the Clubhouse when leaving, and for turning the A/C to 85 degrees if on Cool, or 60 degrees if on Heat and turning off all lights and fans.
22. Keys must be returned before 10:00 A.M. on the day following the rental unless alternative arrangements have been made.

Agreement

1. Renter agrees to, and to abide by, all provisions included in the above Policy statement.
2. Renter hereby agrees to be responsible for cleaning up all areas immediately following their use, leaving the property clean and removing all litter and debris, i.e. the Clubhouse must be vacuumed, swept, mopped and the trash removed from the property. A walk-through of the Clubhouse will be done after the event. This walk-through will take place within 24 hours of the event. If damage is noted or if the Clubhouse is not cleaned the cost of such cleaning and repair will be deducted from the security deposit. If the cost of cleanup and repair exceeds the amount of the deposit, the applicant agrees to pay the cost of all repairs and cleaning. Similarly, if the key to the clubhouse is lost the renter will forfeit the deposit and agrees to reimburse the Association for any cost in excess of the deposit that may be incurred in re-securing the facility. If the Clubhouse is properly cleaned after the function, no damage is evident from the final inspection and the key has been returned the security deposit will be made available for pick-up from the Booking Agent or, with the Renter's prior consent, shredded.
3. If the alarm on the big room emergency exit door is triggered by the non-authorized opening of this door other than in an emergency situation the Renter agrees that the \$100 penalty will be deducted from the deposit.
4. By signature below, Renter hereby agrees to use the Clubhouse and all areas appurtenant thereto at its own risk and to indemnify and save the Williamsburg Settlement Maintenance Association, its directors, officers, contractors, agents and employees and the Clubhouse Booking Agent harmless from all claims for injury to persons (including death) or from damage to property which arises from any act or omission by Renter and its members, visitors, guests or invitees, or any other third party, and which act or omissions occurs in or about the Clubhouse (including costs and expenses of defending against any such claims).
5. The Williamsburg Settlement Maintenance Associations has the right to REFUSE to rent the Clubhouse to any resident when it has been determined that the resident has abused the privilege, damaged the Clubhouse, is in violation of deed restrictions or is not current on their maintenance fee.

Signature: _____ Print Name: _____ Date: _____

Address: _____ Phone: _____

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION RULES FOR POOL RENTAL

Purpose

To provide a policy by which a group may schedule and use the swimming pool for private functions

Requirements

Any member (or his tenant) in good standing (maintenance fees paid current and not in violation of deed restrictions) is eligible to rent the pool.

Policy

A. During Pool Hours:

1. Only 1 group at a time.
2. Parties must be scheduled at least 2 weeks ahead of time.
3. Parties held during open hours are restricted to 20 or fewer persons (adults and children) who will be entering the pool and do not have their own pool tags.
4. In the event that the total number of persons in the pool (including regular pool users who are not in the party) is likely to exceed the 50 that can be handled by the 2 regular lifeguards then, two weeks prior to the event, the renter may request that an additional lifeguard be added for the duration of the party. The charge for this additional guard will be \$25 per hour. If no provision has been made for an additional lifeguard then the number of party members entering the pool must be limited such that the total number of people in the pool at any time (including regular pool users who are not in the party) does not exceed 50.
5. Two responsible adults must be in the pool area at all times acting as chaperones to ensure the good behavior of all members of the party.
6. Party to be over and the area cleaned up by pool closing at 8:00 PM

B. After hours:

1. Parties must be scheduled at least 2 weeks ahead of time.
2. Fees: 1-49 people \$50.00
 50 plus \$75.00
3. Private pool parties may only be scheduled on days on which the pool is open. The parties may start at 8:00 PM and must end, the area cleaned up and the facility vacated

by the scheduled end of the party, either 10:00 or 11:00 PM.as selected on the booking form. The lifeguards will clear the pool 15 minutes prior to end time.

4. One responsible adult for every 10 persons under the age of 21 must be in the pool area at all times acting as chaperones to ensure the good behavior of all members of the party.
5. Lifeguards will be booked by the Association from the pool management company. There will be a minimum of 2 lifeguards plus an additional guard for every 25 persons in excess of 50 who will be entering the pool. The hourly fee is \$26 per lifeguard.
- 6 The cost for the lifeguards will be added to the rental fee and will be payable by the renter to the Association at the time the booking is confirmed.
7. A \$150.00 refundable deposit is required.

GENERAL POOL RULES

1. USE OF THE POOL IS RESTRICTED TO MEMBERS OF THE WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION (WSMA) WHO HAVE BEEN ISSUED AND DISPLAY CURRENT POOL TAGS. EACH PERSON DISPLAYING A TAG MAY BE ACCOMPANIED BY ONE NON-RESIDENT GUEST. ADDITIONAL GUESTS ARE PERMITTED IF IN A WSMA APPROVED PARTY.
2. ALL PERSONS ENTERING THE POOL AREA MUST SIGN IN AT THE OFFICE.
3. A CHILD SHOULD BE AT LEAST 11 YEARS OF AGE AND BE ABLE TO DEMONSTRATE TO THE LIFEGUARD THAT HE OR SHE CAN SWIM THE LENGTH OF THE POOL, OTHERWISE, THE CHILD MUST BE ACCOMPANIED BY A PERSON AT LEAST 16 YEARS OF AGE.
4. NO RUNNING IN THE POOL AREA. ONLY ONE PERSON ALLOWED ON THE DIVING BOARD AT A TIME AND ALL DIVES MUST BE FORWARD FACING. FLIPS ARE PROHIBITED.
5. DRINKING AND EATING ARE NOT ALLOWED WITHIN 4 FEET OF THE POOL.
6. SMOKING IS NOT PERMITTED IN THE POOL AREA.
7. GLASS CONTAINERS ARE NOT PERMITTED IN THE POOL AREA.
8. ALCOHOLIC BEVERAGES ARE NOT TO BE TAKEN INTO THE POOL AREA AND DRUNKENNESS OR OBSCENE LANGUAGE WILL NOT BE TOLERATED.
9. THE BABY POOL, WHICH HAS NO LIFEGUARD SUPERVISION, IS RESERVED FOR CHILDREN 5 YEARS OF AGE AND YOUNGER WHEN THE MAIN POOL IS OPEN AND AVAILABLE TO OLDER SWIMMERS.
10. SWIMMERS MUST WEAR PROPER SWIMSUITS.
11. ANYONE WITH OPEN SORES OR WOUNDS IS PROHIBITED FROM USING THE POOL.
12. NO PETS ARE ALLOWED IN THE POOL AREA.
13. INNER TUBES, RAFTS OR OTHER FLOATATION DEVICES ARE PERMITTED IN THE POOL PROVIDED THAT THE LIFEGUARDS ON DUTY ARE SATISFIED THAT SAFETY IS NOT BEING COMPROMISED. NO STANDING OR SITTING ON THE SAFETY ROPE.
14. WSMA IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.
15. OTHER RULES MAY BE ENFORCED AS DEEMED NECESSARY BY THE LIFEGUARD FOR THE SAFETY OF THE MEMBERS AND THE GUARDS' DECISIONS MUST BE RESPECTED.

The lifeguards have the ultimate authority in all matters during normal pool hours, private parties or until policy change has been agreed upon by both client and contractor.

Agreement

1. Renter agrees to, and to abide by, the posted pool rules.
2. Renter hereby agrees to be responsible for cleaning up all areas immediately following their use, leaving the property clean and removing all litter and debris. A walk-through of the Pool area will be done after the event. This walk-through will take place within 24 hours of the event. If damage is noted or if the area is not cleaned the cost of such cleaning and repair will be deducted from the security deposit. If the cost of cleanup and repair exceeds the amount of the deposit, the applicant agrees to pay the cost of all repairs and cleaning. Similarly, if the renter loses any key that has been issued to the facility the renter will forfeit the deposit and agrees to reimburse the Association for any cost in excess of the deposit that may be incurred in re-securing the facility. If the area is properly cleaned after the function, no damage is evident from the final inspection and any key(s) issued have been returned the security deposit will be made available for pick-up from the Booking Agent or, with the Renter's prior consent, shredded.
3. By signature below, Renter hereby agrees to use the pool and all areas appurtenant thereto at its own risk and to indemnify and save the Williamsburg Settlement Maintenance Association, its directors, officers, contractors, agents and employees and the Booking Agent harmless from all claims for injury to persons (including death) or from damage to property which arises from any act or omission by Renter and its members, visitors, guests or invitees, or any other third party, and which act or omissions occurs in or about the Pool (including costs and expenses of defending against any such claims).
4. The Williamsburg Settlement Maintenance Associations has the right to REFUSE to rent the Pool to any resident when it has been determined that the resident has abused the privilege in the past, is in violation of deed restrictions or is not current on their maintenance fee.

Signature: _____ Print Name: _____ Date: _____

Address: _____ Phone: _____

Clubhouse Use Agreement
Williamsburg Settlement Maintenance Association
Located at: 1602 Hoyt/Katy, Texas
Attachment A

ATTACHMENT A - CLUBHOUSE BOOKING REQUEST CONFIRMATION		
BIG ROOM:	SMALL ROOM:	
POOL DURING REGULAR OPEN HOURS:	POOL FROM 8:00 PM UNTIL -	
DAY	MONTH	DATE
RESIDENT NAME:	PRIMARY PHONE:	
	ALT. PHONE:	
RESIDENT ADDRESS:	EMAIL:	
EVENT TYPE:	EVENT OVER BY 6:00 PM	
<u>NUMBER OF ATTENDEES</u>	BIG ROOM:	20 OR MORE AGE 13 TO 21: (unaccompanied by their family members)
	SMALL ROOM:	
	POOL BETWEEN 8:00 AND 11:00 PM:	
ALCOHOL SERVED:	# OF SECURITY GUARD(S) REQUIRED:	
LIFEGUARDS REQUIRED:		
<u>CHECKS REQUIRED</u>	<u>RENTAL FEE</u>	<u>DEPOSIT</u>
BIG ROOM		
SMALL ROOM		
POOL		
LIFEGUARDS		
TOTAL:	_____	_____
DATE RECEIVED:	<u>CLUBHOUSE BOOKING PROCEDURE</u>	
CERTIFICATION:	I certify that the above information correctly defines this not-for-profit use of the requested facility	
	NAME: _____	DATE: _____

Clubhouse Use Agreement
Williamsburg Settlement Maintenance Association
Located at: 1602 Hoyt/Katy, Texas
Attachment B

Parents/Chaperones for teenage/young adult functions:

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Use back of page to list additional Parent/Chaperone information if required

Security Guard booking confirmation (when guards are required):

Name: _____ Badge #: _____

Address: _____ Phone: _____

Name: _____ Badge #: _____

Address: _____ Phone: _____

Agency Affiliation: _____

Clubhouse Walk-through to Determine Condition of Property Williamsburg Settlement Maintenance Association Attachment C

Rooms Rented: ___ Big Room ___ Small Room

Date of Function: _____

	Condition Before Function		Condition After Function	
	Clean	Dirty	Clean	Dirty
<u>Kitchen:</u>				
Cabinets	_____	_____	_____	_____
Ceiling	_____	_____	_____	_____
Countertops	_____	_____	_____	_____
Floors	_____	_____	_____	_____
Refrigerator	_____	_____	_____	_____
Oven	_____	_____	_____	_____
Range	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Windows	_____	_____	_____	_____
<u>Big or Small Rooms:</u>				
Blinds & Curtains	_____	_____	_____	_____
Ceiling	_____	_____	_____	_____
Floors	_____	_____	_____	_____
Light fixtures	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Fan	_____	_____	_____	_____
Tables	_____	_____	_____	_____
Chairs	_____	_____	_____	_____
<u>Restrooms:</u>				
Countertops	_____	_____	_____	_____
Mirror	_____	_____	_____	_____
Floors	_____	_____	_____	_____
Sinks	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Stalls	_____	_____	_____	_____
Trash removal	_____	_____	_____	_____

Amount of deposit: \$ _____

Amount of deposit to be refunded: \$ _____

Comments: _____

 Renter

 Clubhouse Booking Agent

Pool Walk-through to Determine Condition of Property Williamsburg Settlement Maintenance Association Attachment C (P)

Rented: _____ Pool After Hours

Date of Function: _____

	Condition Before Function		Condition After Function	
	Clean	Dirty	Clean	Dirty
<u>Pool Area:</u>				
Diving Board	_____	_____	_____	_____
Furniture	_____	_____	_____	_____
Pool	_____	_____	_____	_____
Volleyball area	_____	_____	_____	_____
Wading Pool	_____	_____	_____	_____
Trash removal	_____	_____	_____	_____

Restrooms:

Countertops	_____	_____	_____	_____
Mirror	_____	_____	_____	_____
Floors	_____	_____	_____	_____
Sinks	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Stalls	_____	_____	_____	_____
Trash removal	_____	_____	_____	_____

Amount of deposit: \$ _____

Amount of deposit to be refunded: \$ _____

Comments: _____

Renter

Clubhouse Booking Agent

**WILLIAMSBURG SETTLEMENT
CLUBHOUSE RENTAL
SECURITY SIGN-OFF SHEET
ATTACHMENT D**

Event Date: _____

Event Time - From: _____ To: _____

Officer Name: _____

Badge #: _____

Agency Affiliation: _____

Address: _____

Phone @: _____

Officer Signature: _____

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION
CERTIFICATION

I, the undersigned, being the President of Williamsburg Settlement Maintenance Association (WSMA), hereby certify that the foregoing resolution was adopted by the Association Board of Directors on the 20th day of February, 2018.

BY: Katy L Hall, President DATE: 20-Feb-2018

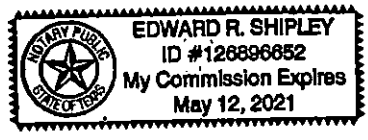
PRINT NAME: Katy L. Hall

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 20 day of February, 2018, by KATY HALL, President of Williamsburg Settlement Maintenance Association, a Texas non-profit corporation, on behalf of said corporation. *19M*
10c

Edward R. Shipley
NOTARY PUBLIC in and for the
STATE OF TEXAS

AFTER RECORDING
RETURN TO:
Messock Law Firm ✓
17171 Park Row, Suite 250
Houston, Texas 77084



FILED FOR RECORD

8:00:00 AM

Thursday, March 1, 2018

Stan Stewart

COUNTY CLERK, HARRIS COUNTY, TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED; in the Official Public Records of Real Property of Harris County Texas

Thursday, March 1, 2018



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS