

Clubhouse/Pool Booking Procedure

Revised August, 2018

The procedure used for booking the clubhouse and/or pool for private functions is as follows:

1. The person wishing to rent either the big or small clubhouse room or the pool, aka the Renter, should first look at the Clubhouse Booking page of our web site to determine the availability of the facilities on the dates they would require.
2. If it is available, they should then check the Clubhouse and Swimming Pool pages of the web site to see the price that would be charged and other pertinent information.
3. If they wish to proceed with the application, they should open, complete then submit the Clubhouse Booking Form.
4. When this has been processed by the webmaster they will be emailed a Provisional Clubhouse Booking Confirmation form. This will confirm details of the request and indicate the fees and deposit required for the requested facilities. It will also indicate if the Renter will be required to hire security guard(s) and/or if life guards are required.

Be aware that the Sheriff's Department mandates a minimum duration of four (4) hours for each guard hired and the per-guard rate is currently \$35 per hour. Guards can be obtained via Chad King, the WSMA Security Coordinator, at 281-705-8338. Alternatively arrangements can be made directly the Sheriff's department at 713-221-6000. Security guard fees are payable directly to the individual officers.

Our contract with our pool management company, requires that the Association contract with it to provide the required number of life guards. The rate for a lifeguard is \$26 per hour with a minimum of two hours per guard. The fee for the lifeguards is payable to the Association at the same time as the rental fee.

5. The person with responsibility for the clubhouse rental, aka the Booking Agent. (currently Dave Ellis) will assemble the appropriate rental package and inform the Renter when the package is ready for pickup from his home.
6. When the Renter picks up the rental package he or she will be required to provide a non-refundable check in the amount of the rental fee, which will include the lifeguard fee if applicable. On receipt of this check, the booking will be confirmed and the Clubhouse Booking page of the web site updated to reflect this. Note that until this step in the procedure the booking is only provisional and the requested date can be taken by another prospective renter. This check will be forfeited if the Renter subsequently cancels the reservation as the booking precluded other residents from using the facilities on that date.
7. The Renter should review then sign the rental agreement documents and a few days prior to the rental day return it to the Booking Agent together with the check for the refundable deposit. The Renter retains the inspection checklist (Appendix C to the rental agreement).
8. On receipt of the signed agreement and the final check the Booking Agent gives the appropriate key(s) to the Renter.
9. Immediately before the rental date, the Renter inspects and records the condition of all items on the inspection check list and if there are any that require attention informs the Booking Agent who may on request join the Renter in the inspection. Any issues that can't be resolved will be marked on the checklist so that the Renter will not be held responsible for any pre-existing damage.
10. If either of the two clubhouse rooms have been rented, after the event the Renter must ensure that all the facilities that have been used are left clean, the floors have been vacuumed and mopped, the garbage has been removed and all items on the reminder checklist attached on the inside of the kitchen door have been addressed and the checklist marked up to reflect this.
11. The Renter then returns the key and the completed inspection checklist to the Booking Agent before 10:00 am on the following day.

12. The booking agent will inspect the facilities within the following 24 hours and if there are no issues the Renter's deposit check will either be shredded and the renter sent a confirming email, or if the Renter so requests it may be retained for them to pick-up from the booking agent.