

Williamsburg Settlement Maintenance Association (WSMA)

Rules and Regulations Governing the Rental of the Clubhouse Rooms

Last Revision - November 2025

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

RP-2025-462368

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION POLICIES FOR THE 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. Further, to extend access to the wider community, rental of the clubhouse big room is made available to non-residents for a higher non-subsidized fee.

Requirements

Any member (or his tenant) in good standing (maintenance fees paid current and not in violation of deed restrictions), or a non-resident subject to the non-subsidized rental fee, 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 paying the Williamsburg Settlement residential rates 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 rules 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. For security purposes the clubhouse and recreation area are monitored by a camera surveillance system and anyone entering the premises acknowledges and agrees that they are subject to observation at all times. Any attempt to cover a camera or to obstruct its field of view in any way will automatically result in the forfeit of a renter's security deposit.
13. Decoration Policy
 - Any decorations used during the rental period shall be temporary whereby they will not mar any building surfaces. **Under no circumstances shall any decorations be attached to the acoustic panels.**
 - The use of clear 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.
14. When the big room is occupied the clearly identified security bolt on the emergency exit door must remain unbolted.
15. Smoking within the Clubhouse is NOT ALLOWED. The renter assumes full responsibility for any damages caused due to cigarettes, cigars or pipes.
16. 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.
17. 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.

18. When alcohol is served, security guards must also be on duty. For parties with up to 49 attendees, one guard is required. Parties with 50 and above attendees require two. The cost of the security guards shall be the 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.

19. 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.
20. The Renter is responsible for removing the trash from the facility, vacuuming and mopping the floor and leaving the facility in a clean and orderly condition.
21. WHEN RENTING THE BIG ROOM, BEFORE LEAVING THE CLUBHOUSE, CONFIRM THAT ALL ITEMS LISTED ON THE REAR OF THE KITCHEN DOOR HAVE BEEN COMPLETED.
22. 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.
23. 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: _____

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

PROVISIONAL CLUBHOUSE BOOKING REQUEST CONFIRMATION		
BIG ROOM:	SMALL ROOM:	
DAY:	MONTH:	DATE:
RESIDENT NAME:	PRIMARY PHONE:	
	ALT. PHONE:	
RESIDENT ADDRESS:	EMAIL:	
EVENT TYPE:	EVENT OVER BY 6:00 PM	
NUMBER OF ATTENDEES:	BIG ROOM:	20 OR MORE AGE 13 TO 21: (unaccompanied by their family members)
	SMALL ROOM:	
ALCOHOL SERVED:	# OF SECURITY GUARD(S) REQUIRED:	
<u>CHECKS REQUIRED</u>		
	RENTAL FEE	<u>SECURITY DEPOSIT</u>
BIG ROOM		
SMALL ROOM		
TOTAL:		(Due when key is picked up)
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: _____		

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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: _____

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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

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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: _____

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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 18 day of November, 2025.

BY: Heather N. Colkos, President DATE: Nov. 18, 2025

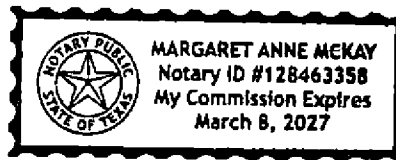
PRINT NAME: HEATHER COLKOS

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 18 day of November, 2025, by HEATHER COLKOS, President of Williamsburg Settlement Maintenance Association, a Texas non-profit corporation, on behalf of said corporation.

Margaret Anne McKay
NOTARY PUBLIC in and for the
STATE OF TEXAS

AFTER RECORDING
RETURN TO:
Holt Tollett Law Firm
9821 Katy Freeway, Suite 350
Houston, Texas 77024



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Pages 11
11/21/2025 10:07 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$61.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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