

Fountainhead Recreational and Maintenance Corporation
4714 Fountainhead Drive, Houston, TX 77066-2637 (281) 893-4820

Clubhouse Rental Regulations

1. The clubhouse can only be rented by a Fountainhead homeowner who must remain on the premises at all times during the function and until all attendees have left. The clubhouse cannot be reserved for a third party. The maximum number of guests is 75 attendees. A function principally attended by children or teenagers must be well chaperoned and is limited to a total of 50 attendees.
2. All Fountainhead R&M Corporation fees must be paid in full two weeks prior to usage. A current, validated ID must be presented at the time the key is picked up.
3. The rental fee includes the Main Hall, kitchen, and restroom facilities. The Conference Room and/or Pool Table room may be added for additional fee(s). See rental form below.
4. Reservations can be made no more than six (6) months in advance.
5. A \$500 refundable deposit for lost key/damage/cleanup and the appropriate rental fees are required before date will be considered reserved. The R&M Board may refund all or part of the deposit after inspection of the rented areas.
6. Reservations canceled less than fourteen (14) days in advance will result in forfeiture of all rental fees.
7. Neither residents nor guests may use the swimming pool while attending a function within the clubhouse.
8. The Fountainhead R&M Board reserves the right to refuse usage of facilities for functions that it considers questionable.
9. For-profit and/or admission fee events are not permitted.
10. No open flames (candles, lamps, etc.) or balloons of any kind are allowed inside of the clubhouse. Balloons may be used outdoors but must be removed immediately after the function.
11. No staples, thumbtacks or tape of any kind may be used on painted or papered walls.
12. The renter must mop floors, clean the kitchen (including countertops, stove, oven, microwave, refrigerator, etc.) and bathrooms upon completion of the function. Furniture must be returned to its original configuration. All trash (including bathrooms) must be taken out and placed in the outside trash cans. Clean plastic trash liners provided by renter must be placed in the kitchen trash can.
13. Renters are liable for all damage which occurs during their function. Bearing in mind that the clubhouse is in a residential area, noise must be kept to a minimum. The renter is responsible for the behavior of all attendees.
14. All function activity must end by midnight (12:00 a.m.) and cleanup must be completed immediately after (no later than 1:30 a.m.). Cleanup may not be left until the next day since there may be another reservation for that day. The clubhouse keys should be dropped into the brick mailbox in front of the clubhouse after everything is cleaned and locked up.
15. If alcoholic beverages are present at your functions, a security officer is required to be on the premises regardless of the number of attendees. Due to liability issues, all security must be contracted by the Fountainhead R&M at the renter's expense.
16. No alcoholic beverages may be sold on the premises. No alcoholic beverages are allowed outside of the clubhouse.

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Clubhouse Rental Application

INSTRUCTIONS: Please read this entire application and the Clubhouse Rental Regulations (above) before completing the form. Applications must be fully completed, signed and checks enclosed before the rental date will be reserved. Keep the Clubhouse Rental Regulations for reference and drop the completed application and fees in the brick mailbox at the Fountainhead Clubhouse, 4714 Fountainhead Drive, Houston, TX 77066.

I. **Applicant:** Homeowner's Name _____

Fountainhead Property Address _____

Daytime Phone or Cell # _____

II. **Function:** Type of Function _____

Requested Date(s) and Time(s) _____

Anticipated number of attendees _____

Will ANY alcoholic beverages be present? (Circle one) **YES** **NO**

I acknowledge that I have received a copy of the Fountainhead R&M Corporation Clubhouse Rental Regulations. I have read these regulations, understand them and agree to follow them. I also agree to accept complete responsibility and liability for all attendees during the function. I further agree to release Fountainhead R&M Corporation and/or its agents from all damages and/or injuries which may arise as a result of this agreement.

III. **Rental Fee(s):**

Base Clubhouse Rental Fee (Main Hall & Kitchen Only) - \$275 _____

*Add Conference Room - \$65 _____

*Add Pool Table Room - \$40 _____

*Additional Table Rental - \$20 _____

Total Rental Fee – **Check #1 Total** - _____

IV. **Refundable Deposit:** Key/Damage/Cleanup **Check #2 Total** - \$500.00

Printed Name of Homeowner

Signature of Homeowner

Date Signed