

Southern Plantation Homeowners Association (SPHOA)

Clubhouse Reservation Application

1501 SOUTHERN PLANTATION DR * COLLEGE STATION, TX 77845*

VOICE: 979-690-1553 * FAX: 979-690-2150

E-MAIL: SPHOA@VERIZON.NET

KEY# _____

DEPOSIT CHECK # _____

REFUND CHECK # _____

PLEASE PRINT CLEARLY:

Date of Function: _____ Type of Function: _____

Time of Function: from: _____ to: _____ Approximate number of guests: _____ (75 MAX Capacity)

Will there be children under the age of 15 at the party? ___ YES ___ NO

Name of Homeowner/Resident: _____ Street Address of Homeowner: _____

Please verify that you are either ___ the homeowner or ___ tenant with copy of lease on file at HOA.

Home Phone: _____ E-MAIL: _____

Please take time to read and acknowledge the following guidelines and rules. Should you have any questions or concerns, feel free to contact the office assistant or a board member. Your signature below indicates your acceptance of these rules and regulations.

1) THE CLUBHOUSE IS A SMOKE FREE FACILITY.

2) \$50 deposit is required and is due at time of booking. **A check for the deposit will be mailed to the above address 7 – 10 days after the function if all rules have been followed and clean – up is satisfactory.**

3) There must be at least one adult 18 years or older at the function at all times.

4) DO NOT PROP THE POOL GATE OPEN AT ANY TIME FOR ANY REASON.

5) Facility must be cleaned and vacated by 11 PM on day of function.

6) Alcoholic beverages are not promoted by SPHOA and excessive use is grounds for party termination by a SPHOA board member or police.

7) The clubhouse is for use by your group exclusively. The POOL will remain OPEN for use by any other homeowner during the time of your function.

8) The reserving homeowner will be responsible for any disruptive/destructive behavior of themselves, family, or any guests.

9) Upon stating cause, the SPHOA Board reserves the right to deny a request to reserve the facility, and or restrict participation by any and all attendees.

10) Upon stating cause, the SPHOA Board reserves the right to impose other directives to include ceasing a function and requiring the clubhouse and pool area to be vacated immediately.

11) As a courtesy to the SPHOA and other members, please make cancellations at least 7-days in advance via e-mail to sphoa@verizon.net or by calling the office during office hours at 979-690-1553.

I have read and understand the rules and regulations for having a function at the SPHOA clubhouse. I will not hold SPHOA or its members liable for any accidents or mishaps that may occur while having a function. I understand due to SPHOA Insurance guidelines **I will not prop the pool gate open at any time.** If the pool gate is open I will have a responsible adult over 18 years old standing at the door at all times. I understand that I will forfeit my deposit if any or all rules and guidelines are not followed. The final judgment of whether a deposit will be returned will be made by the board of directors of SPHOA and is the final decision.

Signature of Homeowner

SPHOA Representative

SPHOA CLUBHOUSE RULES

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- 1) All decorations/supplies/hanging materials removed.**
- 2) All trash cans emptied. Trash taken to dumpster. DO NOT PLACE IN POOL AREA TRASH CANS!**
- 3) All decorations/supplies/hanging materials removed from pool area.**
- 4) Countertop and sink clean.**
- 5) Restroom/toilet/sink clean.**
- 6) Clubhouse floor swept and mopped.**
- 7) Windows locked and blinds closed.**
- 8) All lights and fans off.**
- 9) French doors: left side locked, right side unlocked (key card door locks automatically)**
- 10) Dumpster/janitorial closet keys must be left in the far right cabinet drawer.**
- 11) Cleaning supplies are located in the janitorial closet just inside the pool gate on the left.**
- 12) Special entry key cards must be returned during posted office hours.**

Homeowner

SPHOA Representative

In case of emergency call 911.

For facility emergency or problem, contact:

Steve Ginn 229-4392

Patrick Kimes 204-0806

Matthew Byerly 450-2785

Deposit refund approval

/

Date