

# Southern Plantation Homeowners Association Clubhouse Reservation Application

1501 SOUTHERN PLANTATION DR \* COLLEGE STATION, TX 77845  
PHONE: (979) 690-1553 \* E-MAIL: office@sphoa.net \* WEB: http://sphoa.net

KEY# \_\_\_\_\_

**PLEASE PRINT CLEARLY:**

DEPOSIT CHECK # \_\_\_\_\_

RENTAL FEE CHECK # \_\_\_\_\_

Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Time of Function: from: \_\_\_\_\_ to: \_\_\_\_\_ Approximate number of guests: \_\_\_\_\_ (max capacity 49 for pool & clubhouse)

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) A \$25 rental fee and \$50 deposit are required and due at time of booking. The rental fee is non-refundable. Your check for the deposit will be available to be picked up at the office 7 – 10 days after the function if all rules have been followed and cleanup is satisfactory. If you paid by cash, a check will be mailed to the above address. Any repairs or cleaning necessary to make the clubhouse usable for the next guest may result in additional charges.**
- 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. If the gate is found to be propped open, you will immediately forfeit your deposit.**
- 5) Facility must be cleaned and vacated by 9 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. Priority for use of the pool is to other homeowners, not the rental party.**
- 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 office@sphoa.net or by calling the office during office hours at 979-690-1553.**
- 12) Using the clubhouse for commercial purposes is expressly prohibited. Any use where money is transacted will result in forfeiture of deposit and no future use of the clubhouse will be permitted.**

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.** 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

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CLUBHOUSE RULES

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

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Homeowner

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SPHOA Representative

In case of a medical emergency, call 911.

For facility emergency or problem, contact a member of the board.  
**Phone numbers are posted on the bulletin boards on the front of the building.**

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Deposit refund approval

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/  
Date