

**Clubhouse Usage Agreement**  
**Willow Forest Homes Association Inc.**

Email this form to: [hal.reed@reedent.net](mailto:hal.reed@reedent.net)  
Or Mail to: Willow Forest Homes Association Inc  
P.O. Box 38113  
Houston, Texas 77238-8113

Willow Forest Clubhouse is the property of Willow Forest Homes Association Inc., and is available for use, ONLY by Class A memberships of Willow Forest in good standing. Use of the Clubhouse is an amenity and is subject to the following rules, which you must agree to, prior to approval and scheduling of the clubhouse.

Use Rules and Conditions

1. **Members and tenants of members** of Willow Forest Homes Association Inc., providing all Assessments are paid and current, no deed restriction violations on record for the past 90 days may use the clubhouse.
2. The Clubhouse is a Smoke Free, alcohol free building. **NO SMOKING OR ALCOHOL** use is permitted on property at any time.
3. Trash, decorations, tape, pins/tacks, and food, must be cleaned and cleared from the clubhouse after your event. Failure to completely clean and remove these items will forfeit your deposit.
4. Damages in any manor will forfeit your deposit and if repair cost exceeds that sum, your account billed the remainder and all rights to amenities revoked until resolved. Resident Members are responsible for damages.
5. Members/tenants using the clubhouse must obey all laws of the state, and county. They also hereby agree that all guests, will also be bound to this agreement, and will also conduct themselves in accordance with the laws of the land. PCT 4 is the enforcement entity in the area.
6. Should Law enforcement respond to the clubhouse for any reason, beyond a wellness check, you forfeit your deposit and restricted from use of the clubhouse for that calendar year.
7. Member making application must be present at the function at all times. Application for non-members, members not in good standing, proxy applying (making application for the non member or members not in good standing) forfeits your use privileges for the calendar year.
8. All functions may start at 10am and must conclude by 10pm. **ANY FUNCTION EXCEEDING THIS END TIME WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.**
9. Members agree to indemnify, and does hereby release, acquit, waive, and forever discharge, defend, and hold harmless, Willow Forest Homes Association Inc., its board officers, members, agents, and management from and against damages, losses, expenses, court cost, attorney's fees, and sustain by any person/s whether association with the member/tenant or not, arising directly or indirectly our of or related to the member's/tenant's use of the clubhouse, including claims based upon the alleged negligence of Willow Forest Homes Association Inc, its agents, employees, officers, directors, or management.
10. Agents, management, directors, or Officers of Willow Forest Homes Association Inc., reserve the right to terminate any event, pre, post, or in session, should any part of this agreement is not followed, and may do so without notice. Demand to

leave the property is an official request to vacate and can or may involve law enforcement should the first demand is not followed. Refusal to surrender the clubhouse upon demand of agents, directors, officers, or management, will result in permanent revocation of rights to use the clubhouse, and member forfeits the deposit.

- 11. Application must be made (14) Fourteen Days prior to your event. No application will be approved for short notice requests.

By signing this agreement, you hereby agree to be bound by the conditions of this agreement, and must make security deposit along with your agreement in the amount of \$150.00 by check, made payable to: Willow Forest Homes Association Inc.

Checks for security deposit will not be deposited and if clubhouse is returned in good condition per checklist (attached to this form) check is destroyed or returned (upon request).

I, \_\_\_\_\_, have fully read the above conditions and hereby make application for  
(Your name here)  
use of the Willow Forest Homes Association Inc., Clubhouse located at 8410 Creek Willow Dr, Tomball TX. 77375., and hereby agree to be bound by those terms above.

\_\_\_\_\_  
Resident Signature

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Tomball, TX. Date of event: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Nature of Event: \_\_\_\_\_

\_\_\_\_\_ WF Official Use Below \_\_\_\_\_

Member is good standing: \_\_\_\_ YES \_\_\_\_ NO

Deposit check attached: \_\_\_\_ YES \_\_\_\_ NO

WF Representative accepting application and scheduling: \_\_\_\_\_

Date of event scheduled: \_\_\_\_ YES \_\_\_\_ NO

Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check list for ending event.**

**1. Main area**

- a. **Tables and chairs are cleaned and placed back in storage room.**
- b. **All decorations on all surfaces are removed**
- c. **Floors are vacuumed with provided Associations vacuum.**
- d. **All other tables, stands, chairs, sofa, and other furniture cleaned and void of debris, trash or stains.**
- e. **All floors are cleaned.**
- f. **All areas free of damage**

**2. Kitchen area**

- a. **All counters cleaned**
- b. **All appliances used are cleaned**
- c. **Sink cleaned and free of debris**
- d. **Garbage cleared and removed to cans provided outside**
- e. **Food, drinks, or other items brought in support of the event removed from fridges, appliances, or tables.**
- f. **All areas free of damage and all items belonging to the association is present**

**3. Bathrooms**

- a. **All bathrooms are to be wiped down and free of trash**
- b. **Trash removed to the cans provided outside**
- c. **Should supplies of Toilet paper be depleted, notice given to the association for replacement.**
- d. **Air hand dryers are present, no paper towels provided.**
- e. **Floors cleaned.**
- f. **All areas free of damage.**

**Any of the above not satisfied upon inspection security deposit check will be deposited, and fixes contracted for repair/cleaning.**

**Officer inspecting:\_\_\_\_\_**

**\_\_\_ GOOD or ITEM FOUND \_\_\_\_\_**