

Encino Park Homeowners Association, Inc.

1923 Encino Rio, San Antonio, TX 78259 (210) 497-3022

Community Center Usage Agreement 2018/2019

(Prior to signing, please read the Community Center Usage Policy in its entirety.)

Usage of the Encino Park Community Center facilities is hereby requested by:

_____ (Homeowner's name) (please print) under the terms and conditions in the Community Center Usage Policy and Fee Schedule, and the items listed below.

Contact Person _____ Phone _____

Type of party, function or social activity. (usage must be for use by member and his/her guest only)

_____ Date: _____

Deposit: Resident: \$100 _____

Non-Resident: \$200 _____

Usage Fee: Resident: \$250 all day, includes \$85 cleaning fee, up to 97 people

Non-resident: \$500 all day, includes \$85 cleaning fee, up to 97 people

(an additional 2 hours is allowed for each usage: An hour before usage time for set up and an hour after for take down/clean up.)

Fees: Made payable to Encino Park HOA (check or money order only) Please be advised that all checks received will be deposited immediately upon receipt. Deposits will be returned approximately two weeks after event.

Cleaning: There is an \$85 cleaning fee added to the usage fee.

All trash must be removed from main room, kitchen, bathroom and bay area. All tables and chairs must be placed back where they belong. This must be done to receive your deposit back. Trash accumulated during usage period is NOT to be dumped in the trash cans located in the Pool or Playground but in the dumpster at the rear of the building. Please leave the clubhouse as you found it.

Will alcohol be served? Yes _____ No _____

Security: If you answered "yes" to the question, **security will be required** and must be scheduled through Encino Park HOA.

Security is needed: From _____ **AM/PM** to _____ **AM/PM**. Security must be scheduled from the time your guest arrives to the time that they leave. Security rate is \$30 per hour and must be paid to officer by renter at the completion of the event.

Special Event Insurance: \$200 or you can provide a copy of your policy 1 week prior for verification.

Yes _____ No _____ Will provide my own _____

If you are serving alcohol to your guest, you are solely responsible for any misfortune that could occur.

Purchasing this insurance will protect you.

This insurance is required by and group charging admission or using outside advertising to draw in attendees.

Usage space is the Main Community Center room, the kitchen and the garage, bay area.

The Main Community Center room is approx. 35' X 41'

You may also use:

29 6ft rectangular tables.

4 round tables

51 black chairs.

Coat rack- kept in janitorial closet

- Any damage to these items will be deducted from your deposit.

Hold Harmless Agreement: By signing below you agree to the following hold harmless agreement and legal contract:

Renters shall be fully responsible for all activities in the Community Center during the usage period and shall hold Encino Park HOA and Spectrum Association Management, LP and its agents free and harmless of any damage or loss of personal property or any bodily injury suffered for any reason during or as a result of usage. By signing this agreement, you acknowledge and understand that you are personally responsible for any damage or injury to yourself or any individual present on the Association's Property. You further understand that your period of responsibility begins once you enter the property and/or once your usage time starts, whichever comes first, and does not end until you and all your guest have left the association property. You also acknowledge and understand that if you serve alcohol, you are completely responsible for any action or inaction, which is caused as a result of serving alcohol. If a person at your usage causes any damage to property, and/or bodily injury, and/or harm to him/her self-and/or any other person, while located on or off the association's property during or following your usage as a result of

consumption of alcohol at your usage, you assume full and total responsibility for their actions and agree to hold the Encino Park HOA and Spectrum Association.

Homeowner's Name

Homeowner's Signature

Date

Address

Daytime Phone Number

=====

OFFICE MANAGER or HOA BOARD USE ONLY

Deposit: ___/___/___ CK/MO# _____ Deposit Refund Request Sent: ___/___/___

Usage Fee Received: ___/___/___ CK/MO# _____

Cleaning Fee Received: ___/___/___ CK/MO# _____

Security Required: ___ YES ___ NO

Key Issued: # ___ Date Issued: ___/___/___ Date Returned: ___/___/___