

Application Number

2\_\_\_\_ - \_\_\_\_\_



## Application Form

### APPLICANT INFORMATION

Resident: \_\_\_\_\_

Age 21 and Older: Yes\_\_\_\_

No\_\_\_\_

Address: \_\_\_\_\_ Vía De Casas Sur \_\_\_\_\_

### ***IF LESSEE / Renter***

Owner Signature of Approval \_\_\_\_\_

Date \_\_\_\_\_

Owner Name \_\_\_\_\_

### REQUEST INFORMATION

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

Reservation Time: \_\_\_\_\_ (BETWEEN 8AM AND 11 PM)

Number of Guests: \_\_\_\_\_ (MAXIMUM OF 45 GUESTS)

Description of Function or Event: \_\_\_\_\_

Catered Event: Yes / No

If YES, list Vendors: \_\_\_\_\_

### **Areas to be Used:**

Main Area

Loft

Kitchen

Application Fees - Please make two (2) Money Orders or Cashier's Checks payable to the **Southlake Property Owners Association, Inc.** for the following:

**Deposit: \$150 (Non-Refundable)**

**Security Fee: \$200 (Refundable)**



**Summary of the Rules and Regulations**

1. **Permission**: The Association reserves the right to withhold permission for use of the clubhouse and facilities for social functions at their absolute discretion and from anyone who is a violator of the Clubhouse Rules and Regulations. Furthermore, the Board has the right to cancel due to inclement weather. INITIALS: \_\_\_\_\_
  
2. **Authorization** to use the Clubhouse for a social function does not include the pool or tennis courts. The use of the fitness equipment is strictly prohibited. INITIALS: \_\_\_\_\_
  
3. **Requests** for the use of the Clubhouse for a social function must be made in writing at least fourteen (14) days and not more than sixty (60) days in advance of the date of use by completing the attached Application located after this Summary. The following Information must be provided so that the Association can determine if any laws and/or Rule and Regulations would be violated if held. Missing information will mean an automatic denial of application.
  - a. Maximum of seventy-five (75) people shall be allowed for any one function.
  - b. Only one function may be held on any given date.
  - c. All social functions / events can begin from 8 AM and end by 11PM of function / event date.INITIALS: \_\_\_\_\_
  
4. **Functions** are for the residents only and are held in the clubhouse on a first come, first served basis with a posting of a Security Deposit of one hundred and seventy-five dollars (\$175.00) and an Usage Fee of one hundred and seventy-five dollars (\$175.00) in advance in the form of Money Order or Cashier's Check.
  - a. Function / event must be a not of sale function / event.
  - b. Function / event must be a not for profit function / event.
  - c. Function / event may not be of a commercial, political, or religious nature.
  - d. Function / event may not be for outside groups such as social clubs, forums, religious bodies, youth or senior citizen organizations, business presentations, special causes, or entertainment.
  - e. Special Dispensation may be granted by the Association.INITIALS: \_\_\_\_\_

**Summary of the Rules and Regulations (Continued)**

5. **The Security Deposit** will be returned in full if the premises are left clean and undamaged prior to 1000 Hours (10AM) the following morning of the function / event.

- a. Damage and misuse of the Clubhouse and its facilities during function / event shall result in forfeiture of the Security Deposit.
- b. Further use by the responsible party will be denied.
- c. Property damage resulting in more than \$200 will result in penalties and denial of further use of facilities.
- d. A walkthrough will be held before and after the event to assess the state of the clubhouse.

INITIALS: \_\_\_\_\_

6. **Decorum**: All persons are required to wear proper attire which includes shoes and clothes or covering while in the clubhouse. No wet clothes or bathing suits without coverups allowed.

INITIALS: \_\_\_\_\_

7. **Parking** and Driving of vehicles on the grass and landscaped areas adjacent to the Clubhouse and surrounding areas are forbidden at all times.

- a. Parking at the Clubhouse Parking Lot is on a first come first serve basis.
- b. Violators will be towed at the owner's expense.
- c. Guests to be notified they can only park in Guest Spots
- d. Guests to notify Envera of ONE DAY entry on function date ahead of time so no gate build up

INITIALS: \_\_\_\_\_

8. Pets of any kind are forbidden in the Clubhouse, pool, and tennis courts. INITIALS: \_\_\_\_\_

9. Use Clubhouse and facilities mindfully, with care and respect of property. Damage or vandalism will be subject to the forfeiture of Security deposit.

- a. Do not adjust or alter the thermostat settings.
- b. Removal of any paintings or wall hangings is prohibited.
- c. No tacks, nails, or screws to be used on walls.
- d. Any holes in any place in the Clubhouse and surrounding area is considered vandalism.
- e. Remove all garbage and trash caused by function / event.
- f. All furniture must be returned to its original place.



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- g. Clean up after the function / event to its pre-use state or better.
- h. Turn off all interior lights after function / event.
- i. Lock up after use for function / event.

INITIALS: \_\_\_\_\_

**10.** Disturbing noise levels whether conversation or music will not be allowed.

INITIALS \_\_\_\_\_

**11.** All children under the age of 18 will have adult supervision at all times while using the facility.

INITIALS \_\_\_\_\_

**Please follow the CDC recommendations for social distance while indoors.**

**If you are not up to date on COVID -19 vaccines; stay at least 6 feet from other people, especially if you are at higher risk.**

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**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, THE RESIDENT OF UNIT \_\_\_\_\_ - \_\_\_\_\_ AND THE UNDERSIGNED APPLICANT, HEREBY AGREES TO ASSUME ALL RESPONSIBILITY FOR MYSELF AND MY GUESTS IN UPHOLDING THE RULES AND REGULATIONS OF THE SOUTHLAKE PROPERTY OWNERS' ASSOCIATION AS SPECIFIED IN THE RENTAL AGREEMENT.

INITIALS: \_\_\_\_\_

FURTHERMORE I ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED THE RULES AND REGULATIONS, UNDERSTAND THE RULES AND REGULATIONS, AND AGREE TO ABIDE BY THE RULES AND REGULATIONS, AS PRESENTED TO ME, BY AN AUTHORIZED REPRESENTATIVE OF THE SOUTHLAKE PROPERTY OWNERS' ASSOCIATION.

SLPOA REPRESENTATIVE INITIALS: \_\_\_\_\_

INITIALS: \_\_\_\_\_

I ACCEPT THE LIABILITY FOR ANY AND ALL DAMAGE RESULTING FROM THE USE OF THE CLUBHOUSE AND ITS FACILITIES BY MYSELF AND / OR MY GUESTS. I WILL PAY FOR ANY SUCH DAMAGES THAT MAY BE CAUSED BY MYSELF OR MY GUESTS.

INITIALS: \_\_\_\_\_

I AGREE TO CLEAN THE CLUBHOUSE AND LEAVE IT IN THE CONDITION IN WHICH IT IS MAINTAINED OR FORFEIT MY \$250 DEPOSIT AT THE END OF MY FUNCTION OR EVENT.

INITIALS: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

ACCEPTED BY SLPOA: \_\_\_\_\_

DATE: \_\_\_\_\_