

**STONE BRIDGE OAKS
CLUBHOUSE RESERVATION FORM**

Today's Date: _____ Date of Function: _____

Purpose of Function: _____

Number of Persons Attending This Function: _____

This agreement is for reservation of the Activity Meeting Room, Kitchen, and Restroom, only. The Exercise Room, the pool, or any other part of the facilities is not to be used in conjunction with this usage of the Meeting Room, due to increased liability.

If the Activity Center is left in a disorderly damaged condition per the instructions printed below and/or the police have to be called due to disturbance in connection with the function, the event holder will be billed for the time necessary to make repairs/clean up in addition to a\$75.00 admin fee.

RULES FOR USE OF THE FACILITY

1. Decorations: Must be hung with masking tape or other removable material to not damage painted surfaces. All decorations must be removed including tape residue.
2. Kitchen: All stove dials must be left in the "OFF" position. If the coffee maker is used, it must be cleaned thoroughly. Wipe any spills inside or around the refrigerator, wipe down the counters clear the garbage disposal of all debris, and empty all trash into the large outside trash container. (Roaches and ants can be a huge problem if food spills and/or crumbs are left around).
3. Bathroom: Flush toilet, remove all trash to large outside trash container.
4. Meeting Room: Return all furniture (except four (4) tables and sixteen (16) chairs) to the closet. Dispose of any trash and large crumbs (to discourage roaches and ants).
5. Lights: All lights must be turned off when you leave.
6. Doors: All interior doors must be closed and exterior doors closed (they are self-locking) when you leave.
7. Trash: All trash inside and outside the clubhouse that is generated by your function, **INCLUDING CIGARETTE BUTTS** (outside the building), must be picked up and placed in the large outside trash container.

*Note To Activity Coordinator:

- * Give a copy of this form to resident who reserves meeting room.
- * Mail 1 copy to:

Stone Bridge Oaks Owner's Association
% Junction Property Management
P.O. Box 810552
Dallas, TX 75381-0552

- * Request Reservation date from Management Company.

Clubhouse Rules and Regulations
For Your Guests' Conduct

1. Alcoholic beverages are not allowed in or around the Clubhouse due to insurance reasons.
2. Smoking is not permitted in the clubhouse, and is restricted to outside concrete walkways adjacent to the building. **DISPOSE OF CIGARETTE BUTTS IN THE CONTAINER PROVIDED.**
3. All functions on weekdays (Sunday Through Thursday) must be over by 10:00 PM. All persons must be off the grounds by 10:30 PM.
4. All functions on weekends (Friday and Saturday) must be over by 11:00 PM. All persons must be off the grounds by 11:30 PM.
5. All music, entertainment, or DJ's that are part of your function must cease at 10:00 PM Sunday through Thursday, and by 11:00 PM Friday and Saturday.
6. Windows and doors must remain closed during your function to not interfere with the quiet enjoyment of the neighborhood by nearby residents.
7. Loud boisterous conduct and/or music is not permitted at any time.
8. All guests are to be under the supervision of resident whose name is signed on this agreement. The above resident must remain on the Clubhouse premises at all times during the function, and must supervise minors at that function. **YOU ARE RESPONSIBLE FOR YOUR GUESTS CONDUCT.**
9. If police, or fire department, are called out by a Resident for disturbance related to your Activity Center function, there will be an automatic admin fee of \$75.00. (An appeal may be submitted in writing to the HOA Board).
10. Arrangements for signing the Activity Center Rental Agreement must be made in advance by contacting the Management Company at least 48 hours before your function, for an appointment.

As a homeowner or resident of Stone Bridge Oaks Owner's Association, I am fully aware and agree to my responsibility to see that my guests are made aware of, and adhere to the rules and regulations at all times.

Resident's Name (printed): _____

Signature: _____

Address: _____

H. Phone: _____

C. Phone: _____

Activity Coordinator's Use Only

"I have received the checks from the person who signed above and made the reservation as described on the first page of this form."

Activity Coordinator

Printed Name: _____ Signature: _____

Activity Coordinator's Phone No.: _____

(Coordinator's Use Only): Acceptable condition after function? (circle one): YES or NO