

Date: _____
Date of Event: _____
Hours of Event: From: _____ To: _____

Harris Heights Community Center

The Resident Center is available for Residents who live on Ft. Sam Houston. **The Resident is responsible for all guests and activities held at the Resident Center. The Resident must be present at all times as the host/hostess in charge of the function.**

The Resident Center Can Not Be Reserved For Unit Functions

A refundable damage deposit of **\$300** (cashier's check, personal check, or money order) is due at the time the Resident Center is reserved. **The damage deposit is refundable as long as all rules are abided by and there are no damages.** A minimum **non refundable** Fee of **\$75** (cashier's check or money order, **no personal checks**) is also due at the time the Resident Center is reserved. Two separate payments will be required when making your reservation. Resident Center reservations are made through the Community Center.

1. _____ The Resident Center can only be reserved by a Service Member currently residing at Ft. Sam Houston.
2. _____ A party reservation is limited to the Resident Center area only, and **DOES NOT** include the playground, pool or the pool area.
3. _____ The Event **must** end on or before midnight.
4. _____ Residents less than 18 years of age must be supervised by an adult.
5. _____ The Resident Center, patio, and parking lot **must** be cleaned, and restored to its original condition, to include removal of tables, chairs, flags etc. **before 8 a.m.** the following morning.
6. _____ The keys **must** be returned **before 8 a.m.** the following morning through the drop slot or in person to the Housing Office, located at 3751 Patch Rd.
7. _____ Parking for guests is designated in the front of the Resident Center.
8. _____ The Resident agrees that any damages to the Resident Center, its contents, or its facilities, by the Resident or their guests, will be the Resident's responsibility and that the Resident will pay for replacement or repair costs. If repair or replacement costs exceed the **\$300** damage deposit, the Resident agrees to pay the excess within 24 hours of notification.
9. _____ It is the Residents responsibility to ensure that **ALL** doors are locked after use and keys are returned to the Resident Center Office by 8 a.m. the following morning. **If the keys are not returned by 8 a.m., a \$100 charge to re-key the locks will be assessed.**
10. _____ The Resident and guests must comply with the rules and regulations. The Resident agrees that the conduct of themselves and their guests shall not be disorderly, boisterous, or unlawful and shall not disturb the comforts and conveniences of other Residents. Failure to adhere to the rules and regulations will result in forfeit of your \$300 deposit, and loss of privileges to use or rent the Resident Center in the future.

11. _____ The Resident Center is a **NON-SMOKING** building. Smoking is only permitted outside. Please dispose of cigarette butts properly.
12. _____ Moving of any furniture in the clubhouse is **not permitted**. If furniture is moved, you will be charged a flat rate of \$75 to restore furniture to its proper location. You will also lose privileges to rent or use the facility in the future.
13. _____ During business hours, music/noise level must be kept to a minimum. Stereos /speakers are not permitted outside of the Resident Center at anytime. If noise from a Residents party prompts a complaint where security forces is called out to the property, the Resident Center **deposit shall be automatically forfeited and the event will cease immediately**.
14. _____ **Alcohol, beer, or wine is not permitted** to be served or consumed in any part of the Resident Center. At any time during your event, FSHFH staff, or the Security Forces, may patrol your event, to include taking pictures, to ensure all rules and regulations are being followed. Failure to abide by these rules will result in forfeit of your deposit, your event will be concluded immediately, and loss of future privileges to rent/use the Resident Center.
15. _____ Items belonging to management left in the cabinets or refrigerator are not to be disturbed or used by the resident or guests. Residents will be required to reimburse for any items that are damaged or removed.
16. _____ Management and their designees, reserve the right to patrol the party at **anytime** to observe compliance with all policies.
17. _____ Reservations will **not** be placed on calendar until all fees are paid in full and this agreement is signed by all parties.
18. _____ The Resident Center must be returned in the condition it was rented.
19. _____ Decorations are **not permitted** on the chandeliers, or any other light fixtures. Tape or any other adhesive substance is **not permitted** for use on the floors. Nails may not be used to hang decorations.
20. _____ Set up / Decorating for your event is limited to the day of your event only. Any items left after your event will not be the responsibility of Fort Sam Houston Staff.
21. _____ Picking up of keys, will only be released to the Resident, and will not be released before 3 p.m. You may not have access to the Community Center prior to your event unless approved in writing by Fort Sam Houston Family Housing.
22. _____ All areas including exterior grounds and parking area must be free of trash, etc. All trash must be removed from the premises at the end of the event. The recycle / trash bins outside of the club room are not for resident use.
23. _____ Residents are required to provide any items needed before, during, and after their event. To include cleaning supplies, trash bags, pots and pans etc.
24. _____ Items needed for cleaning – Broom, dustpan, trash bags, rags, towels, Lysol wipes, vacuum, mop and bucket.

Harris Heights Community Center

~Pre-Walk of Resident Center with the Community Manager/RSS will be on: _____ Time: _____

~Post-Walk of Resident Center with the Community Manager/RSS will be on: _____ Time: _____

Access to building to set up for decorating

Permission has/ has not been granted to _____, to allow time for
Print Name – Resident Only

Set up prior to my event. I understand that I am only permitted in the building, during the date and times listed below. I understand that if I fail to follow these rules, that I will lose privileges to rent or use the facility in the future.

Date and time frame permitted for set-up: _____

Reason if request was denied:

Post Walk Inspection: The following items will / will not be charged to the resident:

Discrepancies: List or put N/A

Pictures attached: _____ Yes/ No _____

Refundable Deposit Received: _____ Damages: _____

Forfeiture/reason: _____

Total Refund: _____

Resident Signature:

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

FSSFH Representative: _____ Date: _____

5/20/2015