

**AUSTIN BROOK & PARK**  
PROPERTY OWNERS ASSOCIATION

**APPLICATION FOR RENTAL OF AUSTIN BROOK & PARK CLUBHOUSE**

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of Function: \_\_\_\_\_

Type of Event: \_\_\_\_\_

\*\*\*\*PLEASE READ THE FOLLOWING CAREFULLY\*\*\*\*

I have received a copy of the rules and regulations for renting the Austin Brook & Park facility/ facilities and accept and agree to the conditions outlined. I understand that I am responsible for my guests and am required to be at the facility during the entire function. Should anything be found out of order that may affect the return of my security deposit, I am to report it before the function is held.

Please contact The Property Shop ([Management@PropertyShopRE.com](mailto:Management@PropertyShopRE.com)) a few days prior to the event so they can send you a passcode to the Clubhouse for your event.

Clubhouse Address: 25787-A Ravenwood Circle

Signature of Property Owner: \_\_\_\_\_

Date Application Signed: \_\_\_\_\_

For Office Use Only:

Security Deposit: Received: \_\_\_\_\_ Date: \_\_\_\_\_ Check Number: \_\_\_\_\_

Entered on: \_\_\_\_\_ Calendar in Notebook

\_\_\_\_\_ Copy of signed Application, Rules & Regulations and Checklist given to Property Owner

Check method of security deposit return: \_\_\_\_\_ Shred \_\_\_\_\_ Mail Back to Owner

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**RULES & REGULATIONS FOR RENTAL OF CLUBHOUSE**

1. The Clubhouse may be rented by Austin Brook & Park property owners ONLY and property owner renting the facility must remain at the facility at all times during rental period.
2. Reservations are on a first-come, first-serve basis and are tentative until confirmed by POA by receipt of Security Deposit check and signed Rental Agreement.
3. A \$100.00 refundable Security Deposit is required for the rental of the Clubhouse. This deposit will be billed to your account and removed following the event if there is no damage.
4. Maximum capacity for Clubhouse is 25 people. Only one event will be scheduled each day for the Clubhouse rental and set-up for the event will be allowed any time after 10am. Decorations may be set up and must be removed within the allotted hours of your reservation.
5. Any item that may cause damage or marks to the walls or floors is prohibited, including, but not limited to, adhesive, tacks, staples, or nails.
6. Please bring 1 roll of paper towels, 1 roll of toilet paper, and 2 trash bags to replenish supplies used during your event.
7. The use of birdseed, rice, glitter, silly string, or shaving cream is prohibited.
8. No glass allowed.
9. Alcohol is permitted in compliance with state and local laws.
10. Property owner renting the facility is responsible for any damages to the facility during the event, setup and cleanup and is responsible for paying any cleaning charges in excess of the deposit amount and/or charges for repair of damages caused during the rental.
11. Property owner is responsible for all guests and vendors. The property owner will be responsible for letting guests and vendors know all the rules and regulations pertaining to the use of the Austin Brook & Park facilities.
12. Property owner shall indemnify and hold Austin Brook & Park POA harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with the Property Owner's use of the facility.

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Signature of Property Owner

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Date