

**For Office Use ONLY**

Use Fee Check # \_\_\_\_\_ Date Received/Posted: \_\_\_\_\_ / \_\_\_\_\_ Event Date: \_\_\_\_\_  
Deposit Check # \_\_\_\_\_ Date Received/Refunded: \_\_\_\_\_ / \_\_\_\_\_

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**THE RIDGE AT TAPATIO SPRINGS OWNERS ASSOCIATION  
CLUBHOUSE RESERVATION AGREEMENT**

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Association Member's Name: \_\_\_\_\_

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

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

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

**Note: 1) Reservations must be made a minimum of 14 days in advance of the desired date(s) but may not be made more than 90 days in advance of the desired date(s). 2) Payment must be remitted by Member by check or money order. Cash, business checks or third-party checks will NOT be accepted. 3) Submit reservation and deposit fees on two (2) separate checks made payable to The Ridge at Tapatio Springs Owners Association. 4) Submit Reservation Form to [reservations@damctx.com](mailto:reservations@damctx.com) or you can mail it to Diamond Association Management and Consulting, 14603 Huebner Road, Bldg. 40, San Antonio, TX 78230.**

**RESERVATIONS – PLEASE INITIAL EACH LINE**

1. \_\_\_\_\_ Only Association Members of The Ridge at Tapatio Springs may reserve the facilities. Member agrees that they are the property owner and are in good standing with the HOA. Member must be present at all times during the event.

2. \_\_\_\_\_ Reservation fee is for the Clubhouse or pool up to 5 hours is as follow:

<u>Number of Guests</u>	<u>Clubhouse Only Usage Fee</u>	<u>Clubhouse and Pool Usage Fee</u>
0-13	Free (non-exclusive)	Free (non-exclusive)
0-40	\$75 (non-refundable)	\$125 (non-refundable)
41-60	\$100 (non-refundable)	\$150 (non-refundable)
62-77 (maximum capacity)	\$125 (non-refundable)	\$175 (non-refundable)

3. \_\_\_\_\_ A damage deposit of **\$150.00** is also required at the time reservations are made. This deposit will be refunded should there be no damage to the recreation facility. **Member, by his/her signature below, agrees that any actual damages incurred by the Association will be deducted from the reservation deposit. Any damages incurred that exceed the reservation deposit will be the responsibility of the Member reserving the room, and Member further agrees to reimburse the Association for the full amount of said damage.**

4. Reservations are first come, first serve. Your requested date will only be confirmed after we have received all three (3) items: Clubhouse Reservation Agreement, Usage Fee, and Damage Deposit. If Diamond Association Management and Consulting ("DAMC") does not have all three (3) items, then your requested reservation date will remain available for other members to select.

5. Please keep in mind that our Clubhouse and pool are intended for our Association Members to enjoy and to host social events. The Clubhouse and pool cannot be used for business, commercial, trade, or professional purposes of any kind.

6. A temporary gate code needs to issued for the day of the event by contacting DAMC by phone (210) 561-0606 or email [accesscontrol@damctx.com](mailto:accesscontrol@damctx.com) .You will be given the temporary gate code at least two weeks before your event.

**RULES FOR USE – PLEASE INITIAL EACH LINE**

1. \_\_\_\_\_ Events must end by 11 pm. and all persons must leave the building by midnight. The pool cannot be used after dark.
2. \_\_\_\_\_ The Clubhouse will be available for preparation three (3) hours before the reservation time.
3. \_\_\_\_\_ Piñatas, confetti, and glitter are not allowed in the pool area or inside the Clubhouse. Use of TACKS or tape that will remove paint from walls or doors is prohibited.

4. \_\_\_\_\_ **Smoking of any kind is strictly prohibited on the premises including but not limited to cigarettes, cigars, pipes, etc.**
5. \_\_\_\_\_ No pets allowed in the Clubhouse or in the pool area, except for approved service animals as defined by the American with Disabilities Act. **ABSOLUTELY** no pets allowed inside the pool. No exceptions are made.
6. \_\_\_\_\_ Anyone using the Clubhouse or pool for an event must provide their own paper plates, cups, bowls, silverware, and any other supplies needed for their event.
7. \_\_\_\_\_ Loud music, raucous behavior, or any type of activities that may be construed as offensive to adjacent neighbors is strictly prohibited.
8. \_\_\_\_\_ No one under 18 years of age will be allowed to use the Clubhouse or pool unless accompanied by an adult Association Member.
9. \_\_\_\_\_ The Exercise Room Door will remain closed. The use of the exercise room is strictly prohibited and off-limits for party guests.
10. \_\_\_\_\_ Due to limited parking at the Clubhouse, please advise your guest to carpool, if possible, or to part at your residence and walk to the event.
11. \_\_\_\_\_ No persons with wet feet or wet clothing are permitted in the Clubhouse. Please use the outside doors to the bathrooms.
12. \_\_\_\_\_ A responsible adult must be within reach of a child or non-swimmer at all times when in the pool area. **The Association does not provide lifeguards.**
13. \_\_\_\_\_ **No glass containers are allowed in the pool area.**
14. \_\_\_\_\_ When using the pool area, food is only permitted under the covered porch.
15. \_\_\_\_\_ **Cleaning of the Clubhouse must be completed immediately after use of the facility (See Attached Cleaning Checklist). The premises will be inspected and if the building and/or grounds are not properly cleaned, the damage deposit will be used for cleaning and not returned to Member.**
16. \_\_\_\_\_ Violation to this rental agreement will subject Member to potential suspension of Member's recreational facilities rights and privileges.
17. \_\_\_\_\_ Member, by his/her signature below, agrees that any actual damages incurred by the Association will be deducted from the reservation deposit. Any damages incurred that exceed the reservation deposit will be the responsibility of the Member reserving the facilities, and Member further agrees to reimburse the Association for the full amount of said damage.
18. \_\_\_\_\_ Renter acknowledges that the Ridge at Tapatio Springs Owners Association will use reasonable efforts to limit third-party vendors from being on property during scheduled events, however inadvertent circumstances may occur which would require a third-party vendor to be present and conducting work at the same time an event is scheduled.

For after-hours and weekend events, you may contact 210-561-0606 for questions or concerns with your reservation on event day.

#### **HOLD HARMLESS AGREEMENT**

**By signing below, you agree to the following hold harmless agreement and legal contract:**

The Member reserving the facility shall be fully responsible for all activities occurring in the recreation facility during the rental period and shall hold The Ridge at Tapatio Springs Owners Association, management, 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 the reservation. 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 rental time starts, whichever comes first, and does not end until you and all your guests have left the Association's property.

You also acknowledge and understand that if you serve alcohol, you are prohibited from serving alcohol to minors, and you are completely responsible for any action or inaction, which is caused as a result of serving alcohol to any person. If any person at your event causes any damage to the 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 event due to the consumption of alcohol at your event, you understand that you assume full and total responsibility for their actions, and further agree to **hold harmless** The Ridge at Tapatio Springs Owners Association and Diamond Association Management & Consulting.

**Homeowners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**DAMC Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **POST EVENT CLUBHOUSE/POOL CLEANING CHECKLIST**

1. \_\_\_\_\_ All tables and chairs used during the function must be returned to the configuration in which they were initially found.
2. \_\_\_\_\_ Decorations must be set up and removed on the same day of the event. All property of Member (punch bowls, coffee pots, etc.) must be removed from the Clubhouse at the conclusion of event.
3. \_\_\_\_\_ Vacuum the floors including any carpeted areas. Mop floors as needed. Only use water to mop floors.
4. \_\_\_\_\_ Clean the kitchen area, which includes cleaning the stove, oven, microwave, and wiping down the refrigerator and all counters.
5. \_\_\_\_\_ Use Windex or foam cleaner on the windows.
6. \_\_\_\_\_ Please check and clean restrooms.
7. \_\_\_\_\_ All garbage, to include the kitchen and bathrooms, must be emptied and thrown away. The large garbage/recycle containers are located in the pool area near the back entrance of the bathrooms. Replace the garbage bags which are located under the kitchen sink.
8. \_\_\_\_\_ All lights and fans must be turned off after the event.
9. \_\_\_\_\_ All five (5) doors must be shut and locked before leaving. This includes the outside bathrooms.