

**GOVERNORS PLACE HOMEOWNERS ASSOCIATION, INC.**

C/O CREST MANAGEMENT COMPANY

P.O. Box 219320

HOUSTON, TEXAS 77218

PHONE: (281) 579-0761

FAX: (281) 579-7062

WWW.CREST-MANAGEMENT.COM

**CLUBHOUSE RENTAL AGREEMENT**

DEAR RESIDENT:

ENCLOSED IS A COPY OF THE GOVERNORS PLACE CLUBHOUSE RENTAL AGREEMENT FOR YOUR REVIEW. PLEASE RETURN ALL COMPLETED PAGES TO OUR OFFICE ALONG WITH THREE CHECKS AS LISTED BELOW. YOUR RESERVATION IS NOT CONFIRMED UNTIL WE RECEIVE THE CHECKS AND SIGNED CONTRACT. RENTALS ARE HANDLED ON A FIRST COME FIRST SERVE BASIS.

YOUR SECURITY DEPOSIT WILL BE REFUNDED, PROVIDING THERE ARE NO DAMAGE OR CLEAN- UP CHARGES. PLEASE REMOVE ALL TRASH FROM THE FACILITY AND TAKE WITH YOU. IF AIR OR HEAT IS USED, PLEASE RETURN SETTINGS TO 80 DEGREES FOR COOL AND 65 DEGREES FOR WARM.

CHECKS SHOULD BE MADE OUT AS FOLLOWS:

\$75.00 – RENTAL FEE PAYABLE TO GOVERNORS PLACE

\$100.00 – REFUNDABLE SECURITY DEPOSIT PAYABLE TO GOVERNORS PLACE

\$50.00 – ADMINISTRATIVE FEE PAYABLE TO CREST MANAGEMENT COMPANY

**PLEASE REMEMBER THAT THE KEY MUST BE PICKED UP IN OUR OFFICE ONE DAY BEFORE YOUR EVENT AND MUST BE RETURNED THE NEXT BUSINESS DAY. OUR OFFICE IS OPEN 9:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY WITH THE EXCEPTION OF FRIDAYS WHEN WE ARE CLOSED FROM 12:00 P.M. TO 1:00 P.M. OUR OFFICE IS CLOSED ON THE WEEKENDS.**

IF THERE SHOULD BE AN EMERGENCY, SUCH AS THE AIR CONDITIONING, HEATER, OR PLUMBING PROBLEM — PLEASE CONTACT CREST MANAGEMENT AT (281) 579-0761 FOR ASSISTANCE.

PLEASE NOTE THE MAXIMUM CAPACITY FOR THE CLUBHOUSE IS 65 PEOPLE.

SINCERELY,

CREST MANAGEMENT COMPANY  
AGENT FOR THE ASSOCIATION

**GOVERNORS PLACE HOMEOWNERS ASSOCIATION, INC.**  
**CLUBHOUSE RENTAL AGREEMENT & RULES**

Rental of the clubhouse does not include the pool. If you wish to rent the pool you must contact A-Beautiful Pools at (281) 376-6510. The pool cannot be rented during normal pool hours.

In case of emergency, call CREST MANAGEMENT at (281) 579-0761.

1. Rental of the Governors Place Clubhouse is open only to Governors Place residents who are in good standing. The clubhouse is limited to "not for profit" meetings and functions. Illegal activity is prohibited.
2. Reservations for the clubhouse must be made through Crest Management at least 10 days before your event.
3. You should inspect the clubhouse before your event and report any problems to Crest Management. The clubhouse will be inspected after your event with the condition noted, signed and dated by a Board Member. Adherence to the Checklist is required and non-compliance to the Checklist will result in withholding of the deposit for any necessary repairs and/or professional cleaning fees.
4. The key must be picked up the business day before your rental from Crest Management and must be returned the following business day.
5. Decorations must be removed and all tables, chairs, walls, floors, windows, fridge, sink, cabinets and restrooms cleaned.
6. You must bring your own cleaning supplies and trash bags. Trash must be placed in the outdoor trashcans or taken away by the renter.
7. Tacks, glue, tape, nails or any other adhesive may not be used on the walls.
8. No furniture of any type may be removed from the clubhouse premises without the consent of the Board of Directors.
9. The total number of guests cannot exceed 65 people.
10. You are responsible for your guests. Any guest acting in an unruly manner may be requested to leave both the event and the clubhouse common area.
11. As a courtesy to other residents of Governors Place and to minimize energy costs, please have a minimum of 5 people in attendance. Thermostats may be raised or lowered 12 hours before an event to ensure optimal temperature, and should be returned to energy-saving settings at the end of your event (see checklist).
12. Governors Place sponsored non-profit youth groups and tennis leagues must provide an annual \$100 deposit to be kept on file. Adherence to the Checklist is required, and non-compliance to the checklist will result in withholding the deposit, and may result in cancellation of future rentals.

\_\_\_\_\_  
Resident Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

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

\_\_\_\_\_  
Rental Date

\_\_\_\_\_ to \_\_\_\_\_  
Rental Time

\_\_\_\_\_  
Signature

IN CASE OF EMERGENCY---CALL CREST MANAGEMENT AT (281) 579-0761

GOVERNORS PLACE HOMEOWNERS ASSOCIATION, INC.  
ADDRESS: 335 GOVERNORS PLACE DRIVE  
KATY, TEXAS 77450

- \$75.00 RENTAL FEE PAYABLE TO GOVERNORS PLACE HOA
- \$100.00 REFUNDABLE DEPOSIT PAYABLE TO GOVERNORS PLACE HOA
- \$50.00 ADMINISTRATIVE FEE PAYABLE TO CREST MANAGEMENT
  - DEPOSIT HELD AT LEAST ONE WEEK AFTER RENTAL
  - CAPACITY: MAX 65 PEOPLE
  - 4 TABLES (8' LONG)
  - 47 FOLDING CHAIRS
  - KEY MUST BE PICKED UP THE BUSINESS DAY PRIOR TO RENTAL AT CREST MANAGEMENT, 17171 PARK ROW, SUITE 310, HOUSTON, 77084.
  - CLUBHOUSE CLOSING AT 11:00 P.M. RESIDENT MUST BE CLEANED UP AND OUT OF THE CLUBHOUSE BY 11:00 P.M.

**GOVERNORS PLACE HOMEOWNERS ASSOCIATION, INC.  
CLUBHOUSE CHECK LIST**

PRE-INSPECTION		RENTER MUST CHECK FACILITIES ON ARRIVAL BY MARKING YES OR NO AND NOTING ANY IMPROVEMENTS NEEDED. BOARD MEMBER MUST CHECK FACILITIES ON DEPARTURE ALSO MARKING "YES OR NO NOTING ANY IMPROVEMENTS NEEDED.		POST-INSPECTION	
Yes	No			Yes	No
		1.	A/C AND HEATER WORKING PROPERLY		
		2.	NO DECORATIONS LEFT		
		3.	47 CHAIRS CLEANED AND NEATLY PLACED IN CLOSET		
		4.	4 TABLES CLEANED AND IN GOOD REPAIR		
		5.	2 BLACK 26-GALLON TRASHCANS WITH LIDS		
		6.	WALLS CLEAN		
		7.	FLOORS CLEAN		
		8.	WINDOWS CLEAN		
		9.	REFRIGERATOR CLEAN AND EMPTY		
		10.	SINK AND CABINETS CLEAN AND EMPTY		
			RESTROOMS CLEAN		
			A. TOILETS WORKING PROPERLY		
		11.	B. PAPER PRODUCTS AVAILABLE		
		12.	ALL LIGHTS WORKING		
		13.	ALL TRASH REMOVED FROM PREMISES		
		14.	DOOR TO RESTROOM LOCKED		
		15.	COMMUNITY MAP HANGING ON WALL		
COMMENTS:					

PRE-INSPECTION DATE \_\_\_\_\_

RENTER SIGNATURE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POST-INSPECTION DATE

BOARD MEMBER SIGNATURE