

ASHFORD WEST COMMUNITY ASSOCIATION, INC.
CLUBHOUSE AND/OR GREEN SPACE (12619 Westella Dr.) RULES/RENTAL AGREEMENT
THIS AGREEMENT DOES NOT INCLUDE THE POOL
 IN CASE OF EMERGENCY-PLEASE CALL:
 PCMI 281-870-0585 (AFTER HOURS & WEEKENDS)
 Email: Customercare@pcmi-us.com

Rental of the Ashford West Clubhouse and/or Green Space is open to Ashford West residents who are in good standing. All rentals must be sponsored by a resident. No outside groups can rent the clubhouse. The clubhouse is not available for rent on national holidays.

The pool is NOT included in Clubhouse rentals. Pool Rental must be arranged with Sweetwater Pools Inc. at 281-988-8480. However, it will not be exclusive and will always be open to AWCA residents.

Reservations for the clubhouse must be made through PCMI. Please complete the Rental Agreement. Mail the completed Rental Agreement along with your security deposit in the form of a check or money order.

1. A security deposit of \$100 and rental fee of \$75, made payable to: Ashford West Community Association.
Mail to: Ashford West Community Association, % PCMI, 15995 Barkers Landing, STE 162, Houston 77079.
2. All persons renting the clubhouse will be required to:
 - Review and agree to the clubhouse rules
 - Complete rental checklist and initial
 - Sign and date the Rental Agreement
3. Clubhouse will be inspected before and after use. The condition of the clubhouse will be noted on the signed and dated checklist. Adherence to the checklist is required and non-compliance will result in withholding the security deposit to cover any necessary repairs or cleaning fees, and additional costs over \$50 will be charged to the resident.
4. Those using the clubhouse must bring their own cleaning supplies and trash bags. A vacuum cleaner is furnished.
5. Total number of guests **must not exceed 45 people.**
6. Any guests acting in an unruly manner may be requested to leave both the event and clubhouse common area.
7. Tacks, glue, tape, nails, and/or any other adhesive may not be used on the walls or ceilings.
8. No furniture of any type will be removed from the clubhouse premises.
9. Ashford West sponsored non-profit youth groups must provide a one-time \$50 security deposit. Adherence to the checklist is required and any non-compliance will result in withholding the deposit to cover costs.
10. As a courtesy to other residents and to minimize energy costs, please have a minimum of 5 people attending.
11. **SERVING ALCOHOL:** If you wish to serve alcohol, a police detail is required. To set this up through our Constable Service, contact Sgt. Goff at sgtgoff@yahoo.com. Basic requirements: 30 or more people requires two constables, \$35 per hour each, and a minimum of 4 hours. A copy of this contract with the resident must be provided to PCMI before the rental is confirmed.
12. **Your key fob will be activated for the clubhouse at the times of your request for rental. Therefore please include set up and clean up time.**

Resident			
Resident Address			
Contact	Home:	Cell:	
Rental Date and Times	Rental Date:	Rental Time:	# of Guests:
Type of Event or Group/Club			
Resident's Signature & Date			Date: