

**For Office Use ONLY**

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

Deposit Check # \_\_\_\_\_ Date Received/Refunded: \_\_\_\_\_ / \_\_\_\_\_ Key/CARD # \_\_\_\_\_

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**PROPERTY OWNERS ASSOCIATION OF RIVER ROCK RANCH, INC.  
CLUBHOUSE RESERVATION AGREEMENT**

CARD # \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time (End by 11pm): \_\_\_\_\_

Homeowners Name: \_\_\_\_\_

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

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

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

*Reservations may not be made more than 90 days in advance of the desired date(s).*

Payment must be made by check or money order only. Cash is not accepted. Submit reservation and deposit fees on two (2) separate checks made payable to Property Owners Association of River Rock Ranch, and payment must be received from the Owner. No business or third-party checks accepted.

**RESERVATIONS – PLEASE INITIAL EACH LINE**

1. \_\_\_\_\_ Members will be allowed to make reservations by telephone. Only Members of Property Owners Association of River Rock Ranch in good standing may reserve the facilities. Member agrees that they are the property owner and are in good standing with the HOA. Owner/Member must be present at all times during the event.
2. \_\_\_\_\_ Reservation fee shall be **\$50.00** (non-refundable) per day, payable two weeks (14 days) in advance.
3. \_\_\_\_\_ A damage deposit of **\$100.00** 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 owner reserving the room, and Owner further agrees to reimburse the Association for the full amount of said damage.**

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

1. \_\_\_\_\_ Reservation **DOES NOT** include use of the pool. **The pool may not be reserved.**
2. \_\_\_\_\_ Parties must end by 11 pm.
3. \_\_\_\_\_ No one under 17 years of age will be allowed to use the Clubhouse unless accompanied by an adult resident of the Property Owners Association of River Rock Ranch, Inc.
4. \_\_\_\_\_ No alcoholic beverages can be served to minors on Property Owners Association of River Rock Ranch property.
5. \_\_\_\_\_ Beer kegs must be in containers that prevent water from standing and must be on the floor in the Clubhouse.
6. \_\_\_\_\_ **No Smoking** is allowed inside the Clubhouse for both safety and comfort of others.
7. \_\_\_\_\_ No persons with wet feet or wet clothing are permitted in the Clubhouse.
8. \_\_\_\_\_ No pets allowed on property, except for approved service animals as defined by the American with Disabilities Act. **ABSOLUTELY** no pets allowed inside the pool. No exceptions are made.
9. \_\_\_\_\_ All tables and chairs used during the function must be returned to the configuration in which they were initially found.

10. \_\_\_\_\_ **At the conclusion of the event, all food and beverage must be removed and trash disposed of in the dumpster in the parking lot. The recreation building must be properly secured including turning off lights and ceiling fans, closing windows and locking all doors prior to leaving. The thermostat must also be turned off.**
11. \_\_\_\_\_ Decorations must be set up and removed by Member on the same day of the event. All property of Member (punch bowls, coffee pots, kegs, etc.) must be removed from the Clubhouse at the conclusion of each use for which the recreation facility is reserved.
12. \_\_\_\_\_ **Cleaning of the Clubhouse must be completed immediately after use of the facility. If, in the judgement of Managing Agent, the building and/or grounds are not properly cleaned, the damage deposit will be used for cleaning and not returned to Member.**
13. \_\_\_\_\_ Violation to this rental agreement will be subject to suspension of recreational facilities rights and privileges.
14. \_\_\_\_\_ 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 owner reserving the room, and Owner further agrees to reimburse the Association for the full amount of said damage.

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 Owner reserving the facility shall be fully responsible for all activities occurring in the recreation facility during the rental period and shall hold the Property Owners Association of River Rock Ranch, Inc., 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 completely responsible for any action or inaction, which is caused as a result of serving alcohol. 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 the Property Owners Association of River Rock Ranch, Inc. and Diamond Association Management & Consulting harmless.

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

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

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