

**For Office Use ONLY**

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

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

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**TERRA BELLA PROPERTY OWNERS ASSOCIATION  
FACILITY RESERVATION AGREEMENT**

Event Date: \_\_\_\_\_ Event Time (4 hrs./End by 10pm): \_\_\_\_\_

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

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

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

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

**Reservation and Deposits:**

The facility is rented on a *first come, first serve* basis. The facility may not be rented for commercial purposes. Parties must be contained within the specific areas rented. Rental time frame is 4 hours with one hour before and one hour after for setup and clean up.

RESIDENT shall pay to TERRA BELLA PROPERTY OWNERS ASSOCIATION (Association) a **Security Deposit fee of \$100.00** for the Pavilion as surety for proper clean-up, which is the sole responsibility of the RESIDENT, and to provide reimbursement for repair or replacement of ASSOCIATION'S property or equipment required because of damage sustained incident to RESIDENT'S use of Reserved premises. **The deposit is refundable within 7 business days after event so long as the pavilion area is cleaned and the trash removed.**

RESIDENT shall pay to ASSOCIATION a **Usage fee of \$25. (non-refundable). Within 7 business days from the day the reservation is made, mail two (2) checks made payable to Terra Bella (personal checks from Association member only) mailed to 14603 Huebner Road, Building 40 San Antonio, Texas 78230. Attention "Reservations."**

**Guest Conduct Rules**

RESIDENT (Association Member) is solely responsible for the conduct of guests or others on the Reserved premises incidental to or during the time of the Reservation. RESIDENT must be present on the Reserved premises at all times during the Reservation period. RESIDENT agrees to be responsible for strict observance and adherence by RESIDENT AND RESIDENT'S guests to all rules and regulations of ASSOCIATION regarding use of and conduct on the eased premises.

RESIDENT, by accepting this Reservation, agrees to release ASSOCIATION, its officers, directors and employees from all damages and claims of every kind, whether to person or to property, arising incidental to and during RESIDENT'S use of the Reserved premises and RESIDENT agrees to hold ASSOCIATION, its officers, directors and employees harmless from any damage, clam, lawsuit or judgement sustained by RESIDENT or any of its agents, employees, invitees, guests or any other persons, including caterers, on the Reserved premises incidental to and during the time of the Reservation, and to indemnify ASSOCIATION, its officers, directors or employees against any and all claims, demands, lawsuits or judgements arising from negligence of ASSOCIATION, its officers, directors or

employees. A copy of such rules is attached hereto and is part hereof. All functions must end and all guests must leave at the designated ending time. Clean up is the responsibility of RESIDENT.

### **Inspection and Termination:**

A member of the Board of Directors or other agent of ASSOCIATION, shall have the right to inspect the Reservation premises during the term of RESIDENT'S rental of same and may demand cessation of any function and request guests to leave the premises if the rules and regulations are not observed. The Board of Directors or any agent so empowered by them shall also have the right to terminate this agreement for any reason, including but not limited to non-payment of fees, the above Security Deposit shall be forfeited to ASSOCIATION.

### **Clean-up:**

RESIDENT is required to leave all facilities clean, including the pavilion and pool area. If they are not clean when you arrive at the facility, call the Association office (210-561-0606), All party trash must be removed from the site after the party, which includes kitchen, pavilion and pool area trash cans.

**Key: Call Tracy Parmer 210-323-2284 at least 24 hours before event.**

The key is provided to the RESIDENT and must be returned immediately after clean-up of event.

### **Terra Bella Pavilion Checklist**

1. Before your event begins: Review the checklist. Note any items that are not clean upon your arrival (picture).
2. Before you leave the Pavilion: complete the checklist.
3. Sign this checklist and leave it on the corner.

#### **Before you leave:**

\_\_\_\_\_ Clean up any spills on the floors, tables or counters.

\_\_\_\_\_ Sweep all floors

\_\_\_\_\_ Pick up all trash from kitchen, pool and pavilion areas and remove from site.

#### **Kitchen Area**

\_\_\_\_\_ Kitchen door, Maintenance closet and all windows secured.

\_\_\_\_\_ all lights and fans turned off.

\_\_\_\_\_ Bathroom doors should be locked.

\_\_\_\_\_ all appliances turned off.

This checklist will be used to check the condition of the Common Areas. Additional charges will be assessed to repair any damage to the Common Areas in excess of the \$100.00 deposit

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

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

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