



## AMENITY CENTER/POOL RESERVATION REQUEST FORM

(Non-Residents Will Not be Allowed to Rent Facilities)

**Located 2400 Rockhill Pkwy, Little Elm, TX 75068**

Reservation requests shall be made to Essex Association Management, L.P. at least 14 days prior to the event date and no more than 90 days in advance.

### Hours of Operation:

Amenity Center: Mon. – Sun. 7am-10pm

Fitness Center: Daily 5am-11pm

In Pool Season: Daily 9am-9pm

Today's Date: \_\_\_\_\_ Resident Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Rental Time Frame (4-hour max time frame): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (*NOT TO EXCEED OCCUPANCY CAPACITY*)

Will outside vendors be used? \_\_\_\_\_

Will there be alcohol served: \_\_\_\_\_

**\*At any party where alcohol is being served a security guard must be hired at the homeowner's expense.**

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112, Carrollton, TX 75006  
Phone: (972) 428-2030 Fax: (469) 342-8205  
reservations@essexhoa.com  
www.valenciaonthelakehoa.com



**Rental Deposit:**

If no damages are made deposits will be refunded.

***\*Deposits will be needed to secure your requested date as it is first come, first serve basis. Please DO NOT send your payment until your requested date has been approved by Essex\****

**Amenity Center / 3 Seasons Room:**

(1-10 People)	\$100.00
(10-50 People)	\$150.00
(50 -100 People)	\$200.00

**Pool Reservation:** *(Pool Tables under Pergolas)*

(1-14 People)	\$65.00
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**Pool & Amenity Center:** *(Includes the 3 Season Room & Lap Pool Area)*

(1-50) People	\$215.00
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**On Site Attendant(s):**

An onsite Attendant(s) will be required for the following events. The Attendant fee is **\$25.00/attendant per hour** at the homeowners' expense.

- Parties that have 0-25 people does not require an attendant.
- Parties that have 26-50 people **one** attendant is required.
- Parties that have **over** 51-100 people **two** attendants are required.
- The attendant(s) can assist with party support and clean up.
- If alcohol is served, all liabilities are the responsibility of the homeowner.

**\*At any party where alcohol is being served a security guard must be hired at the homeowner's expense. Alcohol is not permitted in the pool or near pool area. \***

**NO RESERVATIONS ACCEPTED FOR CHRISTMAS EVE or CHRISTMAS DAY, THANKSGIVING DAY, NEW YEARS EVE or NEW YEARS DAY, EASTER, 4<sup>TH</sup> OF JULY, LABOR DAY OR MEMORIAL DAY UNLESS AUTHORIZED BY MANAGEMENT.**

*Valencia on the Lake Homeowners' Association, Inc. reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. Valencia on the Lake Homeowners' Association may in its sole discretion, change, modify, or alter its facility guidelines and policies at any time and from time to time as the Board of Directors deems to be necessary and appropriate. Rental fees may increase as demand increases, cost of maintenance or repairs increase, or for other reasons as deemed appropriate by the Board.*

*All forms of payment must be from a Valencia on the Lake resident and have renter's property address printed on them. All checks are to be made out to Valencia on the Lake HOA, Inc. Essex Association Management, L.P.*



**Please read every guideline and initial beside each one:**

- \_\_\_\_\_ Must be a Valencia on the Lake Homeowner or leaseholder to rent facilities. (Proof of residency required)
- \_\_\_\_\_ You will **not** be allowed to arrive earlier or stay later than your allotted rental time. Plan for set up and clean up time.
- \_\_\_\_\_ NO Smoking allowed inside the Community Center or within adjacent pool area.
- \_\_\_\_\_ Reservations are on a first come, first served basis pending receipt of security deposit, rental fee, and this completed form. Reservation requests will **not** be accepted more than **90 days or less than two weeks prior to event**.
- \_\_\_\_\_ No reservations will be accepted on days of Valencia on the Lake HOA events without manager approval.
- \_\_\_\_\_ Valencia on the Lake Homeowners Association, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
- \_\_\_\_\_ No reoccurring rentals will be permitted unless sponsored by a Valencia on the Lake HOA Committee and Board.
- \_\_\_\_\_ Valencia on the Lake Homeowners Association, Inc. is not responsible for any injuries sustained during private events inside or outside amenity centers, pool areas, parks, fitness club, or any other common property.
- \_\_\_\_\_ Management staff may be present during events and will have access to all areas of the amenity center facilities.
- \_\_\_\_\_ **NO PETS** will be permitted in the Amenity Center or Pool area other than those aiding the disabled.
- \_\_\_\_\_ Floors, restrooms, and kitchen must be clean after each event and all trash properly disposed of.
- \_\_\_\_\_ The pool, restrooms, and weight room are open to all residents and cannot be restricted for the homeowner's event.
- \_\_\_\_\_ Homeowner must ensure that all trash in and around facilities must be picked up properly disposed of in the trash receptacles following the event. Deposit may be held in whole or in part if the Association has to provide any additional cleanup or maintenance after an event.
- \_\_\_\_\_ TVs, DVD players, lamps, and stereo equipment (if any) must be disconnected and/or turned off following event. A/C controls may not be tampered with during events.
- \_\_\_\_\_ Any decorations used must be taken down and all adhesive material removed. NO pushpins or other drywall protrusions will be permitted. **Confetti and helium** balloons must be properly secured are not to be placed outside of the of the amenity center building or pool area.
- \_\_\_\_\_ NO (wet or dry) bathing suits or bare feet will be permitted in the Amenity Center at any time, please use the outdoor restrooms if needed.
- \_\_\_\_\_ The HOA is not liable for any alcoholic beverages served to minors during said event.
- \_\_\_\_\_ Homeowner(s) may reserve the Amenity Center during the hours of **(9am-10pm)** only, no exceptions.
- \_\_\_\_\_ All furniture must be kept in place unless otherwise approved by management.



**\*Valencia on the Lake Homeowners' Association, Inc. reserves the right to refuse future rentals if facilities are left in poor condition, if damages occur, or if Owner(s) and any attendees violate any of the rules above.**

I, (name) \_\_\_\_\_ of (address) \_\_\_\_\_  
take full responsibility for the care and cleaning of the reserved pool area and its contents for the date and time noted on the contract. I understand I am financially responsible for the replacement of any Valencia on the Lake Homeowners' Association, Inc. property damage or losses during the time of my event and/or as a result of my event. I understand and agree the Valencia on the Lake Homeowners' Association, Inc. is not liable for any injuries that occur either inside the pool area or on any common property during my event.

#### **Usage**

Rental includes use of the restrooms and furnishings. *This does not include any use of the pool or access to the pool area, **unless reserved or open during normal pool hours/season.***

**Signature of Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All Reservation Forms are to be Submitted to [Reservations@essexhoa.com](mailto:Reservations@essexhoa.com) for review, approval, deposit/payment confirmation or further questions you may have.**

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#### **Section below to be completed by Essex Association Management *for Internal Use Only:***

Date form received: \_\_\_\_\_ Indemnification required? Yes / No

*If yes, is signed form from homeowner attached to reservation form? **MUST HAVE!***

**Date of Check Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Amount of Check:** \$ \_\_\_\_\_

**Deposit fee assessed:** \$ \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

**To Account** \_\_\_\_\_

**Return Deposit Credited to Account:** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Deposit Retained:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**HOA Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_