

# Castlegate II Homeowners Association Event Center Reservation Application

castlegateii@bealbcs.com • 979-764-2500 Ext. 536 • www.castlegateiihoa.com • 3363 University Drive E, Ste. 215 • Bryan, TX 77802

## Event Center Rules & Regulations

1. Event center is only available for rental between 9am and 10pm. Facility must be cleaned and vacated by 10pm.
2. Set up / clean out must take place during your reserved rental time.
3. Payment for the rental fee and security deposit must be made in advance and to secure a reservation.
4. The Event Center is a SMOKE FREE FACILITY. Any smoking inside or near the doors that cause smoke to enter the building may result in extensive cleaning fees.
5. There must always be at least one adult 18 years or older at the function.
6. The reserving homeowner will be responsible for any disruptive/destructive behavior of themselves, family, or any guests.
7. Any repairs or cleaning necessary to make the clubhouse usable for the next guest may result in additional charges.
8. Alcoholic beverages are not promoted by CGII HOA and excessive use is grounds for party termination by HOA Management, a CGII HOA board member, or police.
9. No cooking is allowed. (The facility does have 3 microwaves available for reheating purposes.) 10. No decorating is allowed more than 8 feet above the surface of the ground.
11. No damaging methods (tape, tacks, nails, etc.) may be used to decorate. Helium balloons must be secured to avoid them flying into the ceiling fans.
12. All furniture in the event center must remain inside.
13. Using the clubhouse for commercial purposes is expressly prohibited. Any use where money is transacted will result in forfeiture of deposit and no future use of the clubhouse will be permitted.
14. Please make cancellations at least 7 business days in advance via e-mail to castlegateii@bealbcs.com or by calling the office during office hours at 979-764-2500.
15. The CGII HOA Board reserves the right to refuse to rent the facilities for any event determined to be contrary to the best interest of the Castlegate II Homeowners Association.
16. Upon stating cause, HOA Management and/or the CGII HOA Board reserves the right to impose other directives to include ceasing a function and requiring the event center to be vacated immediately.
17. The CGII HOA Board retains the right to change these rules at any time.
18. During peak times (Friday – Sunday) no more than two bookings per lot owner will be allowed in a 90-day period.
19. If you have an emergency or any issues, call 979-361-7980 to reach the Beal Properties after hours emergency line.

***I have read and understand the rules and regulations for having a function at the CGII HOA clubhouse. I will not hold CGII HOA or its members liable for any accidents or mishaps that may occur while having a function. I understand that I will forfeit my deposit if any or all rules and guidelines are not followed. The final judgment of whether a deposit will be returned will be made by the Board of Directors of CGII HOA and is the final decision.***

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Signature of Homeowner

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Date

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## Event Center Checkout Procedures

1. To avoid losing your security deposit, the Event Center must be left in the way it was presented.
2. Extra cleaning supplies are located in the kitchen under the sink.
3. All decorations/supplies/hanging materials must be removed at the end of the event. DO NOT USE TAPE ON THE WALLS. COMMAND STRIPS ARE ACCEPTABLE BUT REMOVE CAREFULLY. You are responsible for damage to the walls.
4. The kitchen counters and sinks are to be cleaned.
5. The refrigerator should be wiped clean, inside and out.
6. The restrooms should be left as found. Please empty the trash cans and restock the paper products if necessary. You will find fresh paper products in each restroom.
7. The floor is to be swept clean, and mopped if your guests have spilled anything.
8. All tables and chairs must be returned to the closet where they were located.
9. Lights and fans should be turned off and temperature set to the guidelines posted inside the Event Center, near the AC controls.
10. All indoor trash cans must be emptied. Fresh trash bags are to be placed in the containers. You will find these under the kitchen sink.
11. Any trash containers must be returned to their original locations.
12. All trash must be removed from the building. The trash bins are located outside the kitchen door.
13. Anything you bring must go home with you. Do not leave anything in the refrigerator or your extra plates and cups on the counter.
14. Do not touch any part of the security system. This includes the cameras and floodlights on the front of the building.
15. Lock the front and back doors when you leave. Last person out, please exit through the side door in the kitchen.

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## Event Center Rental Application

The Castlegate II HOA Event Center facilities located at 4205 Norwich, College Station, TX 77845 are available for rent by members of the Castlegate II Homeowner Association who are in good standing. The rental includes ONLY the Event Center. The Aquatic Center is not available for rent.

### Rental Fees:

Sunday – Thursday \$75 half day (9am – 2pm or 5pm – 10pm)/\$100 full day (9am – 10pm)

Friday – Saturday \$100 half day (9am – 2pm or 5pm – 10pm)/\$150 full day (9am – 10pm)

Payment of all rental fees plus a \$150 refundable deposit is required to secure the reservation. Deposits will be returned after facility has been inspected and if all facility rules/checkout list items are followed.

Payment of rental fees and deposits can be made at no charge online, via the owner portal, by money order/cashier's check or check, payable to the CGII HOA. Credit card payments may also be made via phone or in person at the Beal Properties office, service fee applies.

### Rental Requirements:

- The facility may ONLY be rented by a CGII HOA member.
- The renter is the responsible party and must be present during the entire duration of the event.
- The renter is responsible for any damages done to the property of the CGII HOA.
- The renter is responsible for the actions of their guests.

### The rules and checkout list are attached and are a part of this rental agreement.

*I understand the rules and the requirements listed and the items on the checkout list and agree to abide by both. I also understand that I am solely responsible for any damage to the facilities and any personal liability that occurs as the result of my renting of the facility. Repair of any damage will be billed to the homeowner and unpaid charges may result in a lien being filed. I understand that Beal Properties will not be available on the weekend, or during non-business hours, if there are any problems other than emergency building issues. Cleaning service phone number(s) will be provided.*

CGII HOA Member Signature \_\_\_\_\_

CGII HOA Member Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Email \_\_\_\_\_

Rental Date Requested \_\_\_\_\_ Type of Function \_\_\_\_\_

9am – 2pm Half Day       5pm – 10pm Half Day       9am – 10pm Full Day

### OFFICE USE ONLY

Approval Date \_\_\_\_\_ Approved By \_\_\_\_\_ Member Notified By \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_ Check Cash Credit Card

Rental Fee Received \$ \_\_\_\_\_ Check Cash Credit Card