

Castlegate II Homeowners Association Event Center Reservation Application

cgiieventcenter@bealbcs.com • 979-764-2500 • 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 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 and loss of security deposit.
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 flying into the ceiling fans.
12. Using the clubhouse for commercial purposes is expressly prohibited. Any use where money is exchanged will result in forfeiture of deposit and future use of the clubhouse will be permitted.
13. Please make cancellations at least 7 business days in advance via e-mail to cgiieventcenter@bealbcs.com or by calling the office during office hours at 979-764-2500.
14. 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.
15. Upon stating cause, HOA Management and/or the CGII HOA Board reserves the right to impose other directives to include terminating an event and requiring the event center to be vacated immediately.
16. The CGII HOA Board retains the right to change these rules at any time.
17. During peak rental months bookings may be limited to no more than 2 days per month for any homeowner.
18. Do not tamper with or attempt to cover any of the security cameras, inside or outside the Event Center.
19. If you have an emergency or any issues, call 979-446-8659 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 Event Center. 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. I understand that the Event Center is under 24 hour video surveillance, inside and out, and that the video may be used to determine whether I have violated any of the Event Center rules of use.

Signature of Homeowner

Date

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Event Center Checkout Procedures

To avoid losing your security deposit, the Event Center must be left in neat and clean condition. If previous damage or lack of cleaning exists when you enter, please note it and send to cgieventcenter@bealbcs.com with pictures prior to your event. Extra cleaning supplies are located under the kitchen sinks.

____ All decorations/supplies/hanging materials removed. DO NOT USE **ANYTHING** THAT STICKS TO THE WALLS. You are responsible for damage to the walls.

____ The restrooms left clean and ready for next renter. Please empty the trash cans and restock the paper products if necessary. You will find fresh paper products in each restroom.

____ Wipe down all kitchen counters and sinks.

____ Sweep the floors. Mop if your guests have spilled anything.

____ All tables and chairs returned to the closet and NEATLY stacked.

____ Lights and fans turned off and thermostats reset to their programmed schedules.

____ All indoor trash cans emptied and trash removed from the building (Trash bins are located outside the kitchen doors).

____ Refrigerators and microwaves wiped clean and everything removed. Do not leave anything in the refrigerator, including ice.

____ Clean handprints left on windows/doors.

____ TV remote placed back in the kitchen drawer closest to the door.

____ Lock the front and back doors when you leave. Last person out, please set the alarm and 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 \$100 half day (9am – 2pm or 5pm – 10pm)/\$150 full day (9am – 10pm)

Friday – Saturday \$150 half day (9am – 2pm or 5pm – 10pm)/\$200 full day (9am – 10pm)

Payment of all rental fees plus a \$175 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.

The deposit must be paid by check, made out to Castlegate II HOA. The check will be returned to you if no additional cleaning or repairs are required. The rental fee may be paid by check, through your owners portal with a checking/savings account or credit card, or via phone by credit card. A 3.95% fee applies to all online or phone payments.

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