

Date: _____

Date of Event: _____

Hours of Event: From: _____ To: _____

Ft. Sam Houston Resident Center

The Resident Center is available for Residents who live on Ft. Sam Houston. **The Resident is responsible for all guests and activities held at the Resident Center. The Resident must be present at all times as the host/hostess in charge of the function.**

The Resident Center Can Not Be Reserved For Unit Functions

A refundable damage deposit of **\$1,000** (cashier's check, personal check, or money order) is due at the time the Resident Center is reserved. **The damage deposit is refundable as long as all rules are abided by and there are no damages.** A minimum **non-refundable** admin Fee of **\$150** (cashier's check or money order, no personal checks), and a **non-refundable** cleaning fee of **\$250**, is also due at the time the Resident Center is reserved. Two separate payments will be required when making your reservation. Resident Center reservations are made through the Community Center.

1. _____ The Resident Center can only be reserved by a Service Member currently residing at Ft. Sam Houston. The Resident may not appoint another person (other than the spouse) to take charge of the event.
2. _____ A party reservation is limited to the Resident Center area only, and DOES NOT include the playground, pool or the pool area.
3. _____ The Event must end on or before midnight.
4. _____ Residents less than 18 years of age must be supervised by an adult.
5. _____ The Resident Center, patio, and parking lot must be cleaned, and restored to its original condition, to include removal of tables, chairs, flags etc. before 8 a.m. the following morning.
6. _____ The keys must be returned before 8 a.m. the following morning through the drop slot or in person to the Housing Office, located at 2739 Dickman B407.
7. _____ Parking for guests is designated in the front or back of the Resident Center. Parking on the side of the building is NOT PERMITTED anytime. You may only park on the side of the building to unload items through the kitchen or back doors, making sure not to block others.
8. _____ The Resident agrees that any damages to the Resident Center, its contents, or its facilities, by the Resident or their guests, will be the Resident's responsibility and that the Resident will pay for replacement or repair costs. If repair or replacement costs exceed the \$1,000 damage deposit, the Resident agrees to pay the excess within 24 hours of notification.
9. _____ It is the Residents responsibility to ensure that ALL doors are locked after use and keys are returned to the Resident Center Office by 8 a.m. the following morning. If the keys are not returned by 8 a.m., a \$200 charge to re-key the locks will be assessed.
10. _____ The Resident and guests must comply with the rules and regulations. The Resident agrees that the

conduct of themselves and their guests shall not be disorderly, boisterous, or unlawful and shall not disturb the comforts and conveniences of other Residents. Failure to adhere to the rules and regulations will result inforfeit of your \$500 deposit, and loss of privileges to use or rent the Resident Center in the future.

11. _____ The Resident Center is a NON-SMOKING building. Smoking is only permitted outside. Please dispose of cigarette butts properly.
12. _____ Moving of any furniture in the clubhouse is not permitted. If furniture is moved, you will be charged a flat rate of \$150 to restore furniture to its proper location. You will also lose privileges to rent or use the facility in the future.
13. _____ During business hours, music/noise level must be kept to a minimum. Stereos/speakers are not permitted outside of the Resident Center at anytime. If noise from a Residents party prompts a complaint where security forces is called out to the property, the Resident Center deposit shall be automatically forfeited and the event will cease immediately.
14. _____ Alcohol, beer, or wine is not permitted to be served or consumed in any part of the Resident Center. At any time during your event, FSHFH staff, or the Security Forces, may patrol your event, to include taking pictures, to ensure all rules and regulations are being followed. Failure to abide by these rules will result in forfeit of your deposit, your event will be concluded immediately, and loss of future privileges to rent/use the Resident Center.
15. _____ Items belonging to management left in the cabinets or refrigerator are not to be disturbed or used by the resident or guests. Residents will be required to reimburse for any items that are damaged or removed.
16. _____ Management and their designees, reserve the right to patrol the party at anytime to observe compliance with all policies.
17. _____ Reservations will not be placed on calendar until all fees are paid in full and this agreement is signed by all parties.
18. _____ The Resident Center must be returned in the condition it was rented.
19. _____ Use of the balcony for any reason is not permitted.
20. _____ Decorations are not permitted on the chandeliers, or any other light fixtures. Tape or any other adhesive substance is not permitted for use on the floors. Nails may not be used to hang decorations.
21. _____ Set up/Decorating for your event is limited to the day of your event only. Any items left after your event will not be the responsibility of Fort Sam Houston Staff.
22. _____ Picking up of keys, will only be released to the Resident, and will not be released before 3 p.m. the day of the event. You may not have access to the Community Center prior to your event unless approved in writing by Fort Sam Houston Family Housing.
23. _____ All areas including exterior grounds and parking area must be free of trash, etc. All trash must be removed from the premises at the end of the event. The recycle/trash bins outside of the club room are not for resident use.
24. _____ Residents are required to provide any items needed before, during, and after their event. To include cleaning supplies, trash bags, broom, dustpan, towels, pots and pans etc. Only a damp mop may be used on the wooden floors in the Ballroom areas.

Ft. Sam Houston Resident Center

~Pre-Walk of Resident Center with the Community Manager and RSS will be on: _____ Time: _____

~Post-Walk of Resident Center with the Community Manager and RSS will be on: _____ Time: _____

Access to building to set up for decorating

Permission has/has not been granted to _____, to allow time for
Print Name – Resident Only

Set up prior to my event. I understand that I am only permitted in the building, during the date and times listed below. I understand that if I fail to follow these rules, that I will lose privileges to rent or use the facility in the future.

Date and time frame permitted for set-up: _____

Reason if request was denied:

Post Walk Inspection: The following items will/will not be charged to the resident:

Discrepancies: List or put N/A

Pictures Attached: _____ Yes/No _____

Refundable Deposit Received: _____ Damages: _____

Forfeiture/Reason: _____

Total Refund: _____

Resident Signature:

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

FSHFH Representative: _____ Date: _____