

## Fort Sam Houston Resident Center Rental - COVID Addendum

**\*\* FSHFH FOLLOWS ALL INSTALLATION COVID - 19 GUIDELINES. BE ADVISED THAT ANY INCREASE IN HPCON STATUS COULD RESULT IN THE POSTPONEMENT OR CANCELLATION OF USAGE WITHOUT NOTICE\*\***

**\*\*THE FORT SAM HOUSTON RESIDENT CENTER IS AVAILABLE FOR OFFICIAL CEREMONIES ONLY\*\* (Retirement and Change OF COMMAND)**

**Prior to securing use of the Fort Sam Houston Resident Center, you are required to provide verification of the official status of your event.**

**At this time, FSHDH does not allow rental for personal use such as birthday/graduation parties.**

**Only the ballroom, kitchen and bathrooms will be available for use as part of this rental agreement.**

**All other conditions of the facility rental agreement will be followed.**

**Maximum occupancy for the ballroom is at 50% - No more than 150 attendees are permitted.**

**In addition we ask that you consider the following when planning your official event and during facility usage:**

Several factors can contribute to the likelihood of attendees getting and spreading COVID - 19 at large events:

- High or increasing levels of COVID - 19 cases in the event location or the locations the attendees are coming from increase the risk of infection and spread among attendees.
- Indoor events, especially in places with poor ventilation, pose more risk than outdoor events. If possible please open doors in order to facilitate additional ventilation.
- Events that last longer pose more risk than shorter events. Being within 6 feet of someone who has COVID - 19 for a total of 15 minutes or more (over a 24-hour period) greatly increases the risk of becoming infected.
- Events with more people increase the likelihood of being exposed. The size of the event should be determined based on whether attendees from different households can stay at least 6 feet (2 arm lengths) Physical distancing at events can reduce transmission risk—for example, blocking off seats or modifying room layouts.

**As a reminder:** JBSA mask requirements: Individuals must wear masks continuously while on JBSA, to include while indoors in shared spaced where 6 feet physical distance cannot be maintained. Masks may be removed for brief periods of time, when eating and drinking while maintaining distancing In accordance with CDC guidelines and instructions from Commanders and supervisors.

<b>Resident Name:</b>	<b>Resident Address:</b>	<b>Resident Phone Number:</b>
<b>Unit Information:</b>	<b>POC Name:</b>	<b>POC Phone Number:</b>
<b>Type of Type of Event:</b>	<b>Date of Event:</b>	<b>POC Email Address:</b>
<b>Verified by Army RCI:</b>	<b>Date Verified:</b>	<b>RCI Signature: :</b>

**FORT SAM HOUSTON RESIDENT CENTER RENTAL AGREEMENT**

**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.** A refundable damage deposit of **\$1,000** (cashier’s check, personal check, or money order) must be paid by the resident and is due at the time the Resident Center is reserved. The resident must be current on his/her account in order to rent the community center. **The damage deposit is refundable as long as all rules are abided by and there are no damages.**

At this time, the **non-refundable** usage Fee and the **non-refundable** cleaning fee have temporarily been removed.

*\*\*\*Please note: If paying by credit card, a processing fee will apply.*

<b>Resident Name:</b>	<b>Resident Address:</b>	<b>Resident Phone Number:</b>
<b>Unit Information:</b>	<b>POC Name:</b>	<b>POC Phone Number:</b>

1. \_\_\_\_\_ The Resident Center can only be reserved by a Service Member currently residing in housing at Ft. Sam Houston. The reserving resident must appoint one POC with FSHFH approval only. Both the resident and his/her FSHFH approved POC must be present for the walk through. **The resident is responsible for any damage caused during usage.**
2. \_\_\_\_\_ A party reservation is limited to the Resident Center area only, and **DOES NOT** include the sunroom, game room, playground, pool or the pool area porch.
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 Rd B407.
7. \_\_\_\_\_ **Parking for guests is designated on the North Side of the building, near the playground. The parking area on Dickman Road is not available for events. Parking on the side of the building is ONLY PERMITTED for unloading. Residents or guest must not block the circular driveway preventing flow of traffic. And must immediately move their vehicle to the designated parking area, once they have unloaded.**
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 responsibility of the resident or his/her approved POC 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 their conduct and the conduct of 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 in forfeit of your \$1000 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 and **must be 50 feet away** from the building. The smoking policy also applies to E-cigarettes. Traditional cigarette Smokers will dispose of cigarettes appropriately.
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. Failure to abide by this policy could result in future loss of usage privileges for both the resident and organization/unit.
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 will 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 and any addendum is signed by all parties.
18. \_\_\_\_\_ The Resident Center must be returned in the same 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 unless prior access has been approved by FSHFH. Any items left after your event will not be the responsibility of FSHFH Staff.

- 22. \_\_\_\_\_ Keys, will only be released to the Resident or his approved POC. 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, pots and pans etc. Items needed for cleaning – Broom, dustpan, trash bags, rags, towels, Lysol wipes, vacuum, mop and bucket. Only a damp mop may be used on the wooden floors in the Ballroom areas.

**I have read all of the above policies, paid the damage deposit and the non refundable fee and do hereby agree that my guest(s) and I will comply with all policies. I am responsible for any damages not on this form.**

FSHFH Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

**Access to building for Set up**

Permission has/has not been granted to Resident or his/her approved POC \_\_\_\_\_, to allow time for set up prior to event.

The resident understands that he/she is only permitted in the building, during the date and times listed below. The resident understands that failing to follow these rules, could result in loss of privilege to rent or use the facility in the future.

Resident Signature:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

Signature of POC approved by FSHFH: \_\_\_\_\_ Date: \_\_\_\_\_

Date and time frame permitted for set-up: \_\_\_\_\_

Reason if request was denied: \_\_\_\_\_

FSHFH Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY CENTER MINIMUM CLEANING GUIDELINES**

Resident will be responsible for providing their own supplies for use before, during, and after their event. This includes all cleaning supplies, trash bags, dishrags, towels, pots and pans etc... Items belonging to management left in the cabinets or refrigerators are not to be disturbed or used by the Resident or their guests. Residents will be required to reimburse for any items damaged or removed. Resident renting the Community Center is responsible for ensuring the area is cleaned as outlined below:

**Floors/Rugs**

- ~ Sweep, and mop floors so that the surface is free of dirt or debris
- ~Hardwood floors must be swept and damp mopped if there are spills. **DO NOT STRIP OR USE ANY PRODUCT ON FLOOR.** No duct tape or anything sticky can be used on the floor or walls.

**Walls/Doors/Windows**

- ~ Remove all decorations to include tape or any other adhesive substance (only 3M products)

**Ballroom**

- ~ All furniture, tables and chairs, must be wiped down after use
- ~ All Area rugs must be vacuumed

**Kitchen**

- ~Remove any food left in sinks and fridge and clean.
- ~The interior of the fridge should be clean and free of food, stains, etc., to include all racks and shelving.
- ~The entire range should be free of food and grease on all surfaces.
- ~Dishwasher and all countertops must be wiped down and free of food
- ~ All trash must be removed from the premises.

**Bathrooms**

- ~ All trash emptied
- ~ All restroom stalls need to be cleaned
- ~ Floors swept and mopped

**Exterior Grounds**

- ~Parking areas, and the grounds, must be free of trash, cigarette butts etc.

**\*\* Please Note\*\***

If management or their designees determine that you have failed to meet these cleaning guidelines, you will be required to forfeit your deposit, or the cost to have the Community Center cleaned by an approved vendor whichever is less.

FSHFH Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature:

\_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

----- FSHFH Use -----

Date Resident Center is Reserved: \_\_\_\_\_ Placed on Calendar: \_\_\_\_\_ Emailed RCI: \_\_\_\_\_

Rental Deposit Paid: \$ \_\_\_\_\_ on \_\_\_\_\_ # \_\_\_\_\_

~Pre-Walk of Resident Center with the Community Manager/RSS will be on: \_\_\_\_\_ Time: \_\_\_\_\_

~Post-Walk of Resident Center with the Community Manager/RSS will be on: \_\_\_\_\_ Time: \_\_\_\_\_

Discrepancies: List or put N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pictures Attached: \_\_\_\_\_ (Yes/No)

The following items will be charged to the resident:

Discrepancies: List or put N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refundable Deposit Received: \_\_\_\_\_ Damages: \_\_\_\_\_

Forfeiture/Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Refund: \_\_\_\_\_