

**Riata Ranch H. O. A.**  
**FACILITY RENTAL AGREEMENT**

Name \_\_\_\_\_ Address \_\_\_\_\_  
HomePhone \_\_\_\_\_ Office \_\_\_\_\_ Cell # \_\_\_\_\_  
Date of Function \_\_\_\_\_ Type of Function \_\_\_\_\_  
Start Time (Including set-up) \_\_\_\_\_ a.m./p.m. End Time (Including clean-up) \_\_\_\_\_  
Texas Drivers License # (Photo ID) \_\_\_\_\_

**TO MAKE RESERVATIONS:**

*Each applicant must submit a reservation form; two (2) separate checks rental and deposit to SCS a minimum of ten (10) business days prior to the event.*

1. Rental of the facilities is free to the homeowners of Riata Ranch.
2. Facilities include the pavilion and restrooms.
3. Call 281-463-1777 Ext. 7107 to verify the requested date and time is available. SCS can mail or fax a Facility Rental Agreement.
4. Complete this form and mail/fax/deliver to SCS MANAGEMENT SERVICES, INC. @ 7170 Cherry Park Drive, Houston, Texas 77095- along with your rental check and key deposit.
5. The reservation will be confirmed upon the receipt of a **check** in the amount of \$100.00 for the rental and a **check** in the amount of \$50.00 for the key deposit. Cancellation is required 48 hours in advance to ensure refund of rental fee. Checks are made payable to "Riata Ranch Homeowners Association". Note: If the function is community wide and approved by the Board of Directors, no deposit or rental fee is required.
6. The key must be picked up from SCS Management during normal business hours prior to use of the facilities. SCS is closed from Noon – 1:00pm for lunch.
7. Both deposit checks will be returned after the facility has been inspected and key has been returned within 48 hours of function. Inspections will occur after the function or within 48 hours. Some or all the deposit may be kept if there is damage or the facility needs significant clean up. User liability for damage or clean up is not limited to the amount of the deposit. Deposit(s) will be returned within 30 days.
8. There is **NOT** an electrical outlet at the pavilion.

**GUIDELINES:**

1. Applicant must be a Riata Ranch property owner and assessment fees must be current.
2. Applicant must be at least 21 years of age and must remain on premises at all times.
3. Key must be returned to SCS Management within 48 hours of rental.
4. Use of the facility is limited to neighborhood and resident's social functions. Profit business activities may not be held.
5. Applicant is responsible for setup and cleanup after each function. All food and trash must be removed from the premises. No trash or debris will be left behind in the facility, parking lot or park area.
6. The facility must be clean after the function. The Association will not provide any cleaning supplies.
7. Alcoholic beverages may be served at adult functions only in moderation. If alcohol is on the premises/consumed, applicant must provide a law enforcement officer for the duration of the function.
8. **Special outside activities or events must be approved prior to the event.** Rental is for the pavilion/restrooms only. If you wish to have a pool party, reservations are done through the pool management company.
9. Decorations must be attached in such a way as to leave no visible damage to the building walls and surfaces.
10. Applicant is responsible for locking all doors and gates after function is over.
11. The security deposit does not limit responsibility for damages or clean up resulting from the function.
12. All vehicles should be parked in the parking lot. DO NOT park obstructing other vehicles.
13. A Board member reserves the right to enter the premises at anytime during the function.

**I HAVE READ AND AGREE TO ABIDE BY ALL TERMS OF THIS AGREEMENT.**

Signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_

SCS MANAGEMENT SERVICES, INC.  
7170 Cherry Park Drive  
Houston, TX 77095 281-500-7107 FAX 281-500-7167