



How to reserve the Indian Creek Clubhouse

1. Determine clubhouse availability by using the TownSq app or by contacting the HOA Manager at DIRHmanager@goodwintx.com or calling 972-394-6001. Reservations can be made in one of 3 time slots: 8:00am-3:00pm, 5:00pm-1:00am, or 8:00am-1:00am. Timeslots are not negotiable.
2. Once availability has been determined, submit your request for the reservation either through the TownSq app, by contacting the HOA Manager, or using the Indian Creek HOA website (<https://www.indiancreekhoa.org/>).
3. When your request is confirmed by the manager, you will need to read and sign the Reservation Agreement and make your reservation payment within 7 days. Your reservation will be released if not completed in 7 days.
4. Documents can be emailed directly to the manager at DIRHmanager@goodwintx.com, or they can be dropped in the mail slot located to the left of the clubhouse door. Payments may also be dropped off at the clubhouse, or you can pay online via TownSq. If you choose to make your payment at the clubhouse, only check or money order will be accepted. Please make checks payable to Indian Creek HOA.

IMPORTANT ITEMS TO NOTE:

- All assessments must be current both when the request is made and at the time of the reservation.
- By completing a Clubhouse Reservation Agreement Form, you agree to the Terms of Use.
- Reservations are approved on a first-come first-serve basis.
- All reservations must be made at least 7 days in advance, but no more than 12 months in advance of the requested reservation date.
- Homeowners are limited to 4 reservations on the calendar at one time.
- Clubhouse capacity is 100 people.
- Your key fob will be activated for access to the clubhouse on the date/time slot of your event. **You must have a key fob in order to access the facility during your reservation.** Your key fob will not be activated if your assessments are not current. If you do not have a key fob you will **not** be granted access to the clubhouse. If you need a key fob, you will need to complete a Key Fob Release Form and arrange to pick up a key fob during clubhouse office hours.
- The resident listed on the reservation form must be present for the entire duration of the event.



Indian Creek Clubhouse Reservation Agreement



HOMEOWNER'S DUES MUST BE CURRENT PRIOR TO MAKING A RESERVATION

Date of Function: _____ Time of Function: 8am-3pm 5pm-1am 8am-1am

Description of Event: _____

Name of Homeowner Responsible: _____

Street Address: _____ # of People Expected to Attend: _____

Phone Number: _____ Email Address: _____

TERMS OF USE:

Rental Fee: \$150 per time slot

Reservation Times: You are only permitted in the clubhouse during your scheduled reservation time. Set-up and clean up time are included in your reservation timeslot. Parties must end, including cleaning time, by the time on your reservation agreement.

The reservation will be cancelled if the rental fee and reservation agreement form are not returned within 7 days of the reservation request confirmation.

The rental fee is refundable for reservations cancelled no less than 7 days in advance of reservation. Refunds will not be granted if cancellation is less than 7 days in advance of the reservation. Cancellations should be made via email to DIRHmanager@goodwintx.com.

Responsible party agrees to be liable for any damages to the property during their occupancy. They also agree to do their own set up and clean up, leaving the property in the same condition as they found it. Responsible party also agrees to turn off all lights and secure the building. All guidelines provided to the responsible party by the HOA shall be honored. Responsible parties must leave the clubhouse in acceptable condition or their account will be charged for any damages or excessive cleaning needed.

NOTE: All garbage resulting from your reservation **MUST** be placed in the **ONSITE DUMPSTER ONLY!** The garbage may **NOT** be placed in bags at the curb. If the dumpster is full, take the garbage back to your home. The HOA member who reserves the clubhouse is responsible for any fines or citations that the Association incurs for non-compliance.

Indian Creek Ranch/Carrollton Homeowners Association, Inc, including but not limited to, its members, officers, and directors, shall not be liable to any Member, Visitors, or to any other person whomsoever, for any injury or damage to property or persons on or about the premises or any area owned by Indian Creek Ranch/Carrollton Homeowners Association, Inc caused by the negligence or any other action or inaction of any Member, misconduct or Members, its visitors, its participants, licensees or concessionaires or any other person entering premises under express or implied invitation of Member of arising out of any breach or default by Member in the performance of its obligations hereunder, and Member hereby agrees to indemnify Indian Creek Ranch/Carrollton Homeowners Association, Inc. and hold harmless from any loss, expense, or claims arising out of such damage or injury.

Signature: _____ Date: _____



Indian Creek Clubhouse Reservation Agreement



I, (print) _____, will take full responsibility for the Indian Creek Clubhouse during the reserved date and time. I am aware that I may use the Clubhouse only during the time I have it reserved. I have been presented with the cleanup requirements and have completed a walkthrough with the Community Manager. I understand that if cleaning does not pass inspection, my account will be charged for any damages or extra cleaning.

If you wish to use the LED Video Wall Display, you will need to show the Community Manager your ability to electronically connect to it, before acceptance of this form. Failure to return the remote control for this device will result in a fine to cover the cost of buying a new one.

If you wish to have the facility prepared for your reservation by the setting up of chairs, tables, and/or the stage, a \$50.00 charge will be assessed.

I understand the following decorations are not allowed in the Indian Creek Clubhouse:

- Duct tape
- Colored Rice
- Sequins
- Henna Products
- Glitter/Confetti

AUTOMATIC CHARGES

- Counter tops left dirty (food or residue stuck to them): \$50
- Event garbage not placed in outside garbage receptacles and/or the gate is not locked: \$50
- Refrigerator, Microwave, & Oven not wiped out and front cleaned: \$50
- Floors not cleaned-vacuumed, swept and mopped: \$75
- Decorations and tape not taken down: \$50
- Windows not clean: \$50
- Tables and chairs not cleaned and stored: \$50
- Leaving the clubhouse after the contracted reservation time: \$50 per hour
- Any of the 12 doors left unlocked: \$100
- Balloons in the ceiling: \$30
- Smoking in the building: \$500
- Trash in pool or pool area: discretion of pool service
- Rocks thrown in pool: discretion of pool service
- **Any additional damages are billed at the discretion of the Board of Directors and/or the Management Company.**

I am aware the property manager or representative of the HOA can enter the clubhouse at any time to access their office and/or workspace and can inspect the clubhouse and pool area.

I have been furnished with a contract and a copy of the clubhouse reservation guidelines. The contract must be signed and returned with the required check within 7 days of reservation confirmation to ensure the date and time requested. Reservations are on a first come, first serve basis and time and date will only be held for an HOA Member for 7 days without the required forms and rental fee.

Signature: _____ Date: _____



Indian Creek Clubhouse Reservation Agreement



Guidelines for Community Center Reservation

Indian Creek Ranch/Carrollton Homeowners Association (the "HOA") reserves the Community Center for its members (the "HOA Member") subject to the restrictions listed below:

PLEASE NOTE: YOUR RESERVATION IS FOR THE CLUBHOUSE. THE SIDE ROOMS ARE EXCLUDED. THE POOL CANNOT BE RESERVED. IN ADDITION, THERE IS A LIMIT OF TWENTY (20) GUESTS PER HOMEOWNER PER SCHEDULED PARTY AT THE POOL.

The HOA Member designated as the person responsible for the property during the time of use will be the one responsible for all damages and excess cleaning fees.

No smoking or vaping is permitted anywhere in the building.

Only birdseed may be thrown at a wedding and only outdoors.

No wet garments or towels are allowed inside the community center. For those using the pool area, restroom facilities are available in the bathhouse.

The HOA member is responsible for leaving the center clean and in order. All food and garbage must be removed from the building and equipment and furnishings restored to their original places. Any violation of this rule will result in fines/charges added to the responsible party's account.

The HOA is not responsible for any equipment, supplies, or personal property of an HOA Member or their guest(s) that may be lost, stolen, or broken while on the property.

The HOA Member agrees to be liable for any damage to the property which may occur during the time of occupancy and further be responsible for turning off all lights and securing all building exits.

The HOA reserves the unconditional right to appropriate any part of the property when needed.

Bounce houses, pony rides, etc. are allowed and can be held on the common area near the clubhouse but **proof of insurance from the operator is required to be submitted to the Association 7 days prior to the reservation BEFORE the operator will be allowed on premises.** Any expense for damages to the grounds will be the responsibility of the renter. The operator and/or renter must clean up all debris and litter from such activities.

Barbecue grills are allowed to be used but must be operated no less than 10 ft away from any structure or tree. The renter must clean up all debris and litter from such activities. If a renter chooses to bring a barbecue to the common area, the renter is solely responsible for the operation of the barbecue. The Association maintains no warranties or liabilities for this or any other activity.

All debris and litter from any activity that takes place outside of the clubhouse must be cleaned up. Any expense for damages or additional cleaning to the grounds will be the responsibility of the renter.

Parking spaces are limited and other residents maintain the right to park in the clubhouse parking lot during the reserved event, so there is no guarantee that all parking spaces will be available.

Signature: _____ Date: _____



Indian Creek Clubhouse Reservation Agreement



CLUBHOUSE CLEANING CHECKLIST

Please make sure, before leaving the clubhouse, that you leave it as clean or cleaner than when you arrived. Trash bags and a limited amount of cleaning supplies are provided for your use.

Kitchen:

- Make sure the stove and oven are in the off position and all appliances have been wiped down.
- Wipe all counter tops and clean the sink.
- Remove your items from the refrigerator/freezer.
- Empty the trash and replace the trash bag.
- Sweep and mop the floor.

Bathrooms:

- Be sure the sink areas are cleaned and wiped down.
- If the toilets are visibly dirty, please clean them and return them to the condition you found them.
- Empty the trash and replace the trash bags.
- Sweep and mop the floors.

Great Room:

- Make sure all tables are wiped and debris free before they are returned to the storage closet.
- Chairs should be wiped down and crumb free before they are returned to the storage closet.
- Vacuum the floors. Please pick up any loose items from the floor before vacuuming (e.g., rubber bands, staples, and hairpins).
- If you have used tape to hang items, remove and dispose of the items and the tape. (If the walls are damaged by your tape you will be billed for any necessary repairs.)
- Empty the trash and replace the trash bag.
- Place trash in the dumpster located in the parking lot. If the dumpster is full take the trash with you. Trash left outside of the dumpster will result in fees added to your account. (The combination is 4733 and the dumpster area should be secured after trash is disposed of).
- Make sure to remove all personal items from all areas of the clubhouse.

General:

- Cameras are located in several areas. Do not disturb, move, or block camera views. Do not disable cameras.
- Check all doors and walls for handprints, etc. and wipe clean. Please remember, we are able to keep our rental fees cost affordable by having each user follow the above checklist requirements.

FOR EMERGENCIES, CALL 214-445-2700

Signature: _____ Date: _____