

**Nottingham Country C.I.A.
Facility Rental Agreement**

Name _____ Address _____
HomePhone _____ Office _____ Other _____
Date of Function _____ Type of Function _____
Start Time (Including set-up) _____ a.m./p.m. End Time (Including clean-up) _____

TO MAKE RESERVATIONS: *Each homeowner who wishes to reserve the pavilion facilities for an event must submit a reservation form.*

1. Call 281-463-1777 to verify the requested date and time is available.
2. Complete this form and mail/fax/deliver to SCS MANAGEMENT SERVICES, INC. @ 7170 Cherry Park Drive, Houston, Texas 77095.
3. The reservation will be confirmed upon receipt of this form.

GUIDELINES:

1. Assessment fees must be current.
2. The person making the reservation must be a Nottingham Country C.I.A. homeowner at least 21 years of age and must remain on premises at all times.
3. Use of the facility is limited to neighborhood and resident's social functions. Profit business activities may not be held.
4. The person making the reservation is responsible for setup before the function and clean up afterwards. All food and trash must be removed from the premises. No trash or debris will be left behind in the facility, parking or park area.
5. The facility must be clean after the function. The Association will not provide any cleaning supplies.
6. Special outside activities or events must be approved prior to the event. Example (moonwalk), Please indicate in area provided below.
7. Decorations must be attached in such a way as to leave no visible damage to the pavilion and surfaces.
8. The person making the reservation is responsible for the damage or clean up resulting from the function.
9. All vehicles should be parked on one side of the street to avoid obstruction of emergency vehicles.
10. A Board member reserves the right to enter the premises at anytime during the function.
11. Follow all posted park rules.

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

Signature _____ Printed name _____ Date _____

SCS MANAGEMENT SERVICES
7170 Cherry Park Drive
Houston, Texas 77095 281/463-1777 FAX 281/463-0050