

Lake Conroe Forest Owners Association, Inc.  
DTA Community Management Services, Inc.  
3305 W. Davis, Suite 400 – Conroe, TX 77304

**COMMUNITY BUILDING LEASE**

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
Agreement Date: \_\_\_\_\_

This lease agreement is made and entered into at Conroe, Texas by and between Lake Conroe Forest Owners Association, Inc. (herein referred to as LCFOA) or its authorized representative, and \_\_\_\_\_ (Lessee), for the lease of the premises in Lake Conroe Forest known as the Lake Conroe Forest Community Building, 610 Navajo Street, Montgomery, TX 77316. The **rental terms** are as follows (initial all that apply):

_____ Date of scheduled rental:	_____
_____ Beginning time of rental:	06:00 AM.
_____ Ending time of rental:	12:00 AM/Midnight
_____ Additional time for setup:	06:00PM day preceding scheduled rental
_____ Additional time for clean-up:	06:00AM-12:00PM/Noon day following

Lessee shall pay to LCFOA or its authorized representative the **rental fees** as follows, (initial all that apply) and will be collected by the Lake Conroe Forest Owners Association or its authorized representative:

_____ Rental Fee for Owners:	\$150(Must be current on maintenance fees)
_____ Deposit Fee for Owners:	\$300
_____ Rental Fee for Non-Owners:	\$500
_____ Deposit Fee for Non-Owners:	\$500
_____ Additional Time Preceding:	\$50
_____ Additional Time After:	\$50
_____ Other Groups:	Upon approval
<b>TOTAL FEES</b>	<b>\$ _____</b>

**Availability** may be checked by phone; however final **reservations** must be made in person at least ten (14) days preceding the desired rental date and all fees paid at that time by check or money order.

**Cancellation** of scheduled events can be made, and fees refunded, no less than (10) days prior to the reserved date, otherwise fees will be forfeited.

Lessee may use the leased premises, including the building and grounds, for any and all legal purposes, but Lessee shall not commit or permit any act or acts in or on the leased premises or use the leased premises or suffer them to be used in any manner, which will increase the existing fire, liability, and other insurance rates or hazards on the leased premises.

Further, Lessee shall make any and all repairs to the leased premises occasioned by his or her negligent use of the leased premises.

Lessee shall:

1. Not allow smoking or vaping in the building.
2. Provide their own consumable paper goods.
3. Not allow glass containers.
4. Leave the building and premises in a clean and sanitary condition.
5. Remove all trash and perishables from the premises.
6. Properly use and operate all electrical, gas and plumbing fixtures and keep them clean and sanitary.
7. Not permit any person on the premises to willfully or wantonly destroy, damage or remove any part of the leased premises or the facilities, equipment or appurtenances or supplies.
8. Not allow any alcoholic beverages on premises.
9. Not leave property gate or building unlocked at any time.
10. Not allow pets or animals, other than service animals.
11. Not exceed 50 people in attendance.

Lessee agrees that if **outside vendors** of any kind are brought in, including but not limited to amusement equipment and food vendors, Lessee will provide a copy of insurance liability certificates and current inspection certificates, or other required certifications, from the vendor from which Lessee is renting or has hired to be present. Copies must be provided to LCFOA or its representative no less than 3 business days in advance of the reservation date.

All **equipment and supplies** in the building are the property of LCFOA. Utensils and cookware may be used but must be left clean and returned to the place where you found them and in the condition you found them. Floors must be swept and mopped. Tables and chairs must be wiped clean if used and returned to the storage area. Restrooms and kitchen appliances and countertops must be left clean and sanitary. The lights and HVAC system must be turned off unless otherwise noted at the building.

The building's **front door lock** and **interior storage room lock** will be programmed to operate using the current Lessee's **last four (4) digits of the phone number** provided on the Lease Agreement. The **exterior gates** have combination locks, and that code will be supplied prior to the rental date via email to the recipient listed below.

**Rental fees are non-refundable**, other than in the event of a cancellation that complies with the terms stated. Damage deposits are required to ensure restoration of the building to its original condition, and to serve as collateral for possible damage to or loss of LCFOA property. The **deposit** will be fully refunded within no more than five (5) days of the rental date if none of the following occurred:

- Damage to LCFOA property.
- Additional cleaning service required resulting from Lessee's failure to properly clean the premises.
- Theft of any LCFOA property.

- Violation of any prohibited items.

Should any of the above or other violation occur, determination of refund will be made by the LCFOA Board of Directors, and the Lessee notified.

The **ONLY** approved **fasteners** allowed for decorating purposes are “3M” brand Command Adhesive products. Use of “sticky tack”, staples, tacks, screws, nails, masking tape, scotch tape, string or other fastener devices is prohibited on the building walls, ceilings, doors, windows, tables, chairs, countertops, cabinets, or ceiling fans. Use of any type of confetti or glitter is strictly prohibited.

**PARKING** along Navajo Street is allowed provided cars are parked in the right direction and not blocking resident or business driveways. Blocking could result in towing. Parking is also allowed inside the building property on the paved surfaces only. No parking on the grass is allowed.

**EXCESSIVE NOISE** is considered a nuisance and could result in enforcement by law enforcement and closing the building before activity is completed.

LCFOA shall not be held liable, and Lessee waives any and all claims for injury to or death of persons or damage or loss of property sustained by Lessee or Lessee’s invitees or guest resulting from use of the leased premises or any part of it, or any of its equipment or appurtenances being out of repair, or resulting directly or indirectly from any act or neglect by the Lessee or of any other person, or from any other cause whatsoever, and shall so indemnify LCFOA accordingly against any and all such claims.

This agreement constitutes the sole and only agreement between the parties to this lease and supersedes any prior understanding or oral agreement between the parties respecting the subject matter of this lease.

IN WITNESS OF THIS AGREEMENT the undersigned parties execute this agreement effective as of the date above.

\_\_\_\_\_  
LCFOA Representative

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_ I have received a copy of this agreement