

# INDIAN HARBOR OWNERS ASSOCIATION

801 W. APACHE TRL. GRANBURY, TEXAS 76048 (817) 279-7007

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## RULES FOR RENTING CLUB HOUSE

**The person authorized to rent the club house must be an Indian Harbor resident/owner and must be in attendance during the entire rental period.**

This person is also responsible for any and all damage occurring during the rental period. If you are a first time user of the Club House and are unfamiliar with the location of lights, we ask that you request a walk through with Security. As a reminder of what needs to be done, a check list is provided for your convenience.

### **THE CLUBHOUSE IS A NO SMOKING FACILITY!!!**

- When using the air conditioner, remove the lock cover and set temperature to a comfortable setting. (78 degrees). Heater at (68 degrees).
- If kitchen area is used, everything must be left clean and stove turned off..
- Use only the necessary lighting for your needs to help conserve electricity.
- The pool **is not** included in the Club House Rental. You may use the pool **only** if there is an attendant on duty and during scheduled pool hours.
- Clean food from all tables and chairs.
- Vacuum the carpet or use the carpet sweeper if necessary.
- If the dance floor is used and anything such as sawdust is used, the floor is to be swept. Do not mop the dance floor.
- Do not use any tacks, staples, nails, or screws to hang decorations or signs. Use tape or other non destructive adhesive.
- Check to see that all decorations are taken down and removed.
- When leaving, check to see that the restrooms are clean, all toilets have been flushed, trash emptied, and lights have been turned out in both restrooms.
- Turn the air conditioner or heater to the “Off” position, unless instructed to leave the heater at “low” setting to prevent freezing inside the building.
- All tables and chairs must be put back where they belong.

- All trash must be bagged and placed outside in the receptacle.
- Turn off the ceiling fans and lights inside and outside.
- Lock all doors that have been unlocked. (Including Side entry doors.)
- Return the keys to the security office by 9:00 A.M. the following morning.
- Fire Code capacity is 130 persons.
- Your \$200.00 clean up deposit will be not refunded until after your function so the club can be properly inspected for approval of your refund. Security will check the clubhouse after your rental date. The office will mail your deposit to the address below within five to ten business days pending the inspection.

**I have read the above guidelines and agree to abide by them.**

<b>Signature</b>	<b>Date</b>		
<b>Printed Name</b>	<b>Rental Date</b>		
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b>

***Copy Receipt Here***

**Keep this paper as you proof of rental.  
On the day of rental you must show this  
to the safety office to get the key.**

We hope that you enjoy the use of the Club House.