

# GREEN OAK PARK (HOUSTON) HOA, INC. CLUBHOUSE RENTAL PROCEDURES

Please follow this checklist to ensure proper arrangements are made in scheduling the rental of the clubhouse or private pool party.

- Clubhouse is available for rental by residents of GREEN OAK PARK (HOUSTON) HOA, INC.
- Homeowners must be current on assessment fees and must not have any deed restriction violations to rent the facilities.
- Contact Management Company in order to check date availability. All parties must be booked at least two (2) weeks in advance...NO exceptions!!!
- Complete a Rental Agreement.
- The facility may be rented Monday – Sunday from 10am – 12am. Events are limited to 6 hours total – 1 hour for set up, 4 hours for the event and 1 hour for clean up.
- VanMor Properties, Inc. charges a \$30.00 administrative fee for clubhouse/private pool party rentals.
- Fee Schedule:  
\$300 Rental Fee/\$300 Deposit (the Rental Fee covers use of the facility and a Courtesy Patrol Officer who will be present during the event).

**Fees and deposit must be separate money orders** - NO CASH WILL BE ACCEPTED BY THE MANAGEMENT COMPANY. Checks and money orders ONLY!! Please make deposit and rental money orders payable to: **GREEN OAK PARK (HOUSTON) HOA, INC., Inc.** Please make check for \$30.00 administrative fee payable to **VanMor Properties, Inc.**