



# New Tenant Packet

Dear Tenant, Welcome to the Lofts on Post Oak Condominium Association.

Rise Association Management is proud to be the managing agent for the Association and we will be attending to the managerial needs for both the Condominium Association and the Property.

Together in this packet you will find a few forms, namely the Resident Information form, the LOPO Access Credential form and the move in/out form. These forms need to be filled out and returned to management so that we can maintain up to date contact information. The move in form needs to be filled out prior to your move in date. Therefore, please let us know if there are any updates or changes to your information as this will help us maintain real up to date information.

The Clubroom reservation, theater reservation and conference room reservation forms are for your records. Please be sure to fill out the required form prior to making a reservation otherwise we cannot ensure your reservation.

Please keep in mind that The Lofts on Post Oak is a Condominium Association. As a tenant, any interior or exterior issues you experience need to be communicated to the owner and ultimately the owner is responsible for his/her tenant's actions. Please make sure to contact the owner of your unit if you have any complaints or requests for management, the owner will in turn notify management of your issues and we will work to resolve them together with the owner. You can also contact the front desk Concierge at (713) 626-1901 at any time 24 hours a day, 7 days a week.

We appreciate the opportunity to serve you and look forward to meeting you.

Kind regards,

LOPO Management

## **Rules and Regulations for the Lofts on Post Oak**

### **Pets:**

Breed restriction applies: American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier and Rottweiler.

- All pets must be on a leash at all times in the common areas (i.e. hallways, dog track, lobby)
- Pet waste must be picked up and properly disposed of in the provided receptacles.
- All pet noise must be maintained within the unit.
- Pets must not become a nuisance for other residents.
- Only domestic cats, dogs, aquarium-kept fish or turtles are permitted.
- A maximum of 2 dogs, cats or a combination thereof are permitted.
- Pets are not permitted in the pool areas.

### **Trash and Recycling:**

- Trash is to be disposed of in the trash chute.
- No trash bags are to be left in front of your unit or in a hallway.
- Recyclable items include: aluminum cans, plastic, paper and glass only.
- Cardboard boxes must be broken down prior to their disposal.

### **Amenities Usage:**

Amenities include the gym, clubroom, conference rooms, pools, valet, etc.

- No glass is permitted in the pool areas.
- The owner/tenant is responsible for their guest's behavior.
- Pool rules are posted, please make sure to adhere to the posted rules.
- The pool should not be used after 11:00 pm.
- Grills in the pool are to be used on a first come first serve basis, please clean grill after use.
- Park your vehicle within the parking lines. Ensure your vehicle does not encroach on to your neighbors parking spot(s).
- Parking on the side street of the building is first come first serve.

Do not park in a spot that doesn't belong to you. Owners will tow vehicles that are parked on their parking spots without warning.

The following amenities need a reservation prior to their use: Clubroom, conference room, loading dock and theater room. Please fill up a reservation form with the concierge prior to their reservation.

**Noise:**

If you are going to listen to music in a gym or in a pool area, please wear headphones.

Abstain from having personal conversations on a cell phone device while using the gym or the pool areas.

Boomboxes/speakers and other play back devices are not allowed in the pool areas.

LOPO follows the City of Houston ordinance for noise. Noise should be kept at a minimum between the hours of 10 pm – 7 am

Be mindful of noise from your units, try not to wear hard soled shoes to avoid noise.

**\* Failure to comply with the rules and regulations will result in fines, please see the attached fine schedule.**

I \_\_\_\_\_ from unit # \_\_\_\_\_ do hereby agree that I have read and understood the above rules and regulations. I also agree that any violation to any of the rules and regulations will result in fines.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

## Rules and Regulations for the Lofts on Post Oak

### Contractor rules:

- All contractors must check in at the concierge desk prior to beginning their work day.
- Contractors must be wearing the contractor's tags given to them at all times in the property.
- Residents are not to give their FOBs to contractors for any reason.
- Insurance is required for contractors to work in the units if the work pertains to any electrical work, plumbing, tearing down walls/floors or any other intensive work that can cause damage to the building structure or common areas.
- Contractors are not to cut down or prepare materials inside the building or in any common areas, all items must be pre-cut and prepared or must be cut inside the unit.
- Contractors are responsible to clean any messes made in any hallways or common areas.
- Contractors are to park in the top floor of the parking garage.
- The loading dock must be reserved to clear out debris from the unit.

I \_\_\_\_\_ from unit # \_\_\_\_\_ do hereby agree that I have read and understood the rules regarding contractors working at LOPO. I also agree that any violation to any of the rules and regulations will result in fines.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

## Useful Phone Numbers

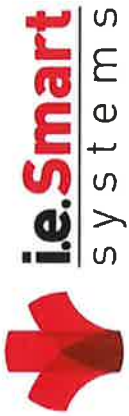
<u>Mina</u>	<u>Maid Services</u>	<u>713 - 806 - 7568</u>
<u>Jessica Cordel</u>	<u>Maid Services</u>	<u>281 - 702 - 3419</u>
<u>Urania Hernandez</u>	<u>Maid Services</u>	<u>832 - 933 - 3594</u>
<u>Jessica Valdez</u>	<u>Maid Services</u>	<u>281 - 203 - 9913</u>
<u>Non-Emergency</u>	<u>Emergency Services</u>	<u>713 - 884 - 3131</u>
<u>Emergency</u>	<u>Emergency Services</u>	<u>911</u>
<u>MW Cleaners</u>	<u>Dry Cleaning</u>	<u>713 - 622 - 3740</u>

**Appendix A**  
**Lofts on Post Oak Condominium Association Fine Schedule**  
(Effective October 1, 2016)

<b>Late Fees</b>	
Failure to pay HOA assessments or fines by 15th of the month (per month charge)	\$25
<b>Personal Violations by Homeowner or Tenant</b>	
Noise Nuisance	\$50
Inappropriate Conduct or Behavior	\$200
Other Violations Not Listed	TBD
<b>Violations Related to Pets</b>	
Pet Noise Nuisance (Continuous Noise / Barking After Hours Noise)	\$50
Failure to Pick Up After Pet in any Area on any LOPO Premises	\$50
Failure to Control Pet Urination in Areas Other than Pet Area	\$50
No Leash on Pet	\$50
Pets in the Pool or Pool Area	\$100
Other Violations Not Listed	TBD
<b>Pool Violations</b>	
Unsupervised Children Under the age of 13 in Pool Areas	\$100
Glass Containers in Pool Area	\$100
Other Pool Violations (Violations Not Listed)	TBD
<b>Trash Violations</b>	
Any Trash left in Hallways or Outside the Chute	\$50
Failure to Break Boxes to be Able to Fit in Trash Chute or Leaving Outside the Chute	\$100
Large Debris Left in Hallway (Boxes not Broken Down)	\$100
Other Trash Violations	TBD
<b>Parking</b>	
Parking On Sidewalks or No Parking Zone	\$100
ADA Parking Without Handicap Plate Hanger	\$100
Parking in Guest Area on Routine Basis for More Than 30 Minutes	\$100
Other Parking Violations not Listed	TBD
<b>Leasing</b>	
Short Term Leasing Less than Three Months (per incident)	\$3,000
Short Term Leasing Between Three and Six Months Without Board Waiver	\$3,000
Failure to Produce Lease Before Moving In	\$200
No Tenant Information on File (per month fine)	\$200
Other Leasing Violations Not Listed	TBD
<b>Violations Related to Moving in or Out</b>	
Failure to Register Move with 48 Hour Notice	\$200
Failure to Rent Loading Dock (Plus Fee)	\$200
Leaving Furnishings in Hallways or Elevator for Unreasonable Period or Blocking Hallways	\$200
Failure to Provide Insurance for Moving Company (Assessed to Homeowner)	\$500
Other Violations Not Listed (Homeowner also Responsible for any Actual Damages)	TBD
<b>Building Structure and Architectural Changes</b>	
Failure to Obtain Permits or Notification of Structural / Architectural Changes (ARC)	\$2,000
Failure to Follow Guidelines on Penetration of Building or any Structure	\$2,000
Failure to Provide Contractor Insurance (Assessed to Homeowner)	\$500
Failure to Follow Noise Guidelines While Under Construction	\$200
Failure to Check-in Violation (Contractor)	\$200
Unauthorized Color Change to Exterior on Landing (Plus Cost to Repaint to Original)	\$200
Other Structural Violations (Homeowner also Responsible for Any Actual damages)	TBD

**NOTATIONS:**

TBD - Any fines TBD will be determined on a case by case basis by the Board of Directors  
All fines will be immediately assessed to homeowners' accounts and subject to late collection expenses  
Homeowners will also be assessed any direct costs related to damages or cleanup to any LOPO property plus \$200 fine



## Lofts On Post Oak

Access Control Credential Sign-Up

Date:  Click here to enter text.

Additional Address:  Click here to enter text.

Unit No:  Click here to enter text.

(if applicable)  Click here to enter text.

Occupant is:  Choose an item.

If Renting (Lease End Date:  Click here to enter text. )

**Occupant Information:**

#	First Name	Middle Name	Last Name	E-mail Address	Mobile Number	Card or App
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose

**Easy Tag Information:**

Easy Tag Type	Easy Tag Number	Vehicle Make	Vehicle Model	License Plate Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**For Staff Only:**

Credential Number:	Group:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



**Lofts on Post Oak**

Date Completed:

Owner Renter 

OWNER/RESIDENT INFORMATION			
<b>UNIT#</b>			
Section 82.114(e) of the Texas Uniform Condominium Act requires unit owners to provide the Association with the following information. The information will be kept confidential. The purpose of the form is to maintain proper records, identify the residents entitled to use the facilities, and have emergency contact information.			
First Name:		Last Name:	
Primary Phone:		Cell Phone:	
Home Phone:		Work Number:	
Email:			Newsletters: <input type="checkbox"/>
VEHICLE INFORMATION			
Plate:	Registration State:	Color:	
Make:		Model:	
Year:	Body Type:	Parking Space #:	
ADDITIONAL RESIDENT 1			
First Name:		Last Name:	
Primary Phone:		Cell Phone:	
Home Phone:		Work Number:	
Email:			Newsletters: <input type="checkbox"/>
VEHICLE INFORMATION			
Plate:	Registration State:	Color:	
Make:		Model:	
Year:	Body Type:	Parking Space #:	
ADDITIONAL RESIDENT 2			
First Name:		Last Name:	
Primary Phone:		Cell Phone:	
Home Phone:		Work Number:	
Email:			Newsletters: <input type="checkbox"/>
VEHICLE INFORMATION			
Plate:	Registration State:	Color:	
Make:		Model:	
Year:	Body Type:	Parking Space #:	
ADDITIONAL RESIDENT 3			
First Name:		Last Name:	
Primary Phone:		Cell Phone:	
Home Phone:		Work Number:	
Email:			Newsletters: <input type="checkbox"/>
VEHICLE INFORMATION			
Plate:	Registration State:	Color:	
Make:		Model:	
Year:	Body Type:	Parking Space #:	

EMERGENCY CONTACT		
Name:		Phone number:
Relationship:	Email:	
CONTRACTOR/REAL ESTATE AGENT/HOUSEKEEPER		
Name:		Phone number:
Company:	Grant Access: <input type="checkbox"/>	Call: <input type="checkbox"/>
Access Hours:	If yes, date:	
Access Expiration: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:		Phone number:
Company:	Grant Access: <input type="checkbox"/>	Call: <input type="checkbox"/>
Access Hours:	If yes, date:	
Access Expiration: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:		Phone number:
Company:	Grant Access: <input type="checkbox"/>	Call: <input type="checkbox"/>
Access Hours:	If yes, date:	
Access Expiration: <input type="checkbox"/> Yes <input type="checkbox"/> No		
GUEST 1		
Name:		Phone number:
Email:	Grant Access: <input type="checkbox"/>	Call: <input type="checkbox"/>
Access Hours:	If yes, date:	
Access Expiration: <input type="checkbox"/> Yes <input type="checkbox"/> No		
GUEST 2		
Name:		Phone number:
Email:	Grant Access: <input type="checkbox"/>	Call: <input type="checkbox"/>
Access Hours:	If yes, date:	
Access Expiration: <input type="checkbox"/> Yes <input type="checkbox"/> No		
AMENITIES		
Storage Unit #:		Bicycle Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No    Tag:



## CLUBROOM RESERVATION AGREEMENT

The receipt and agreement made and entered into by and between THE LOFTS ON POST OAK CONDOMINIUM ASSOCIATION, INC., referred to as "Association" and \_\_\_\_\_ (first and last name), \_\_\_\_\_ (Unit number), referred to as CONDOMINIUM OWNER OR CONDOMINIUM LESSEE.

1. Reservations are on a **first come, first served** basis. Reservations **will not be confirmed or entered into the calendar until the deposit along with a completed and signed agreement are received by management.**
2. CONDOMINIUM OWNER who has leased their unit may not book the Clubroom per section 3(b.) of the Rules and Regulations.
3. A current, valid lease must be on file before a CONDOMINIUM LESSEE may book the Clubroom.
4. CONDOMINIUM OWNER OR LESSEE will reserve the clubroom on:  
(The clubroom may be reserved for a specific date but not more than 6 months prior to such date.)

### RESERVATION DATE AND TIME:

\_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_

CONDOMINIUM OWNER OR LESSEE agrees that the Clubroom will be cleaned and vacated no later than 11:00p.m. Reservations **may not exceed a total period of 5 consecutive hours** per day. Multiple reservations per day for the same party/unit will not be accepted

5. The specific purpose for which the Clubroom will be used is:

\_\_\_\_\_

6. CONDOMINIUM OWNER OR LESSEE herewith deposits \$500.00, the receipt of which is hereby acknowledged. The deposit may be submitted using a personal check (owners only) or money order/cashier's check (owners/tenants). Personal checks will not be accepted from third parties. The check will be deposited. Allow up to 30 days for a refund. The amount of the deposit refund will be contingent upon the result of the post-event inspection. Management will not place "holds" on the Clubroom for intended use.
7. Resident CONDOMINIUM OWNER OR LESSEE must be present for the entire event. The

entire deposit will be forfeited, if it is determined that the CONDOMINIUM OWNER OR LESSEE is not present during the entire event.

8. CONDOMINIUM OWNER OR LESSEE must disclose how many vehicles are expected. Regularly scheduled valets will park up to five vehicles for an event without penalty. If more than five vehicles are expected, CONDOMINIUM OWNER OR LESSEE is obligated to coordinate and complete a valet contract with **Valet of America at 713-416-4783**, or e-mail at [mtruong@carltonmservices.com](mailto:mtruong@carltonmservices.com). The service must be booked for the start time of the event through its stated conclusion. Proof of booking the valet service must be provided before the event will be confirmed. If valet park more than 5 vehicles for the event, a \$200 penalty will be assessed against the deposit.
9. CONDOMINIUM OWNER OR LESSEE agrees to leave the Clubroom in the same condition the Clubroom was in before used by the CONDOMINIUM OWNER OR LESSEE and his/her guest(s). The deposit shall be returned to the CONDOMINIUM OWNER OR LESSEE upon satisfactory cleaning of the Clubroom, the determination has been made that no damages have occurred and no other penalty due to a breach in this agreement is applicable. If such charges are incurred, and exceed the Clubroom deposit, a statement for such charges will be directed to the CONDOMINIUM OWNER OR LESSEE, and shall become immediately due and payable.
  - a. Damage charges will reflect actual repair or replacement costs along with an administrative fee for the coordination of such repairs.
  - b. Cleaning fees will be levied on an hourly basis and assessed at a rate of \$75 per hour for light cleaning. Heavy cleaning will be assessed at a rate of \$125 per hour.
10. CONDOMINIUM OWNER OR LESSEE will ensure furniture is lifted off the floor, if/when moved.
11. CONDOMINIUM OWNER OR LESSEE may not store additional chairs, tables, food, balloons, sculptures, and other event related items in the Clubroom before the event. All items must be removed promptly upon the conclusion of the event. Food for the event may not be stored in the refrigerator behind the front desk. Items left in the Clubroom after the event are subject to disposal.
12. CONDOMINIUM OWNER OR LESSEE will not prop open any doors during the event.
13. CONDOMINIUM OWNER OR LESSEE shall not restrict the use of the public restrooms to anyone for any reason.
14. CONDOMINIUM OWNER OR LESSEE shall not use the clubroom for any profit making or political purposes.
15. CONDOMINIUM OWNER OR LESSEE shall not charge admission, cover charges or sell beverages or goods.
16. CONDOMINIUM OWNER OR LESSEE shall limit the number of guests to no more than sixty (60). Please specify how many guests are expected.
17. CONDOMINIUM OWNER OR LESSEE agrees that kegs and/or frozen beverage machines will require approval from the management office, prior to the reservation date.
18. CONDOMINIUM OWNER OR LESSEE shall not permit loud noise or music, which disturbs other residents.

19. CONDOMINIUM OWNER OR LESSEE shall not allow any illegal acts to be committed in or around the Clubroom.
20. CONDOMINIUM OWNER OR LESSEE acknowledges that he or she is solely responsible for his/her acts and the acts of his/her guest(s) in regard to regarding the use and care of the Clubroom and it facilities during this reservation period.
21. CONDOMINIUM OWNER OR LESSEE agrees to immediately suspend all activities and vacate the premises upon notification by management company representative to vacate. CONDOMINIUM OWNER OR LESSEE agrees to pay \$250.00, if the CONDOMINIUM OWNER OR LESSEE and his/her guest(s) fail to vacate the premises within fifteen (15) minutes of the time the management requests same, plus \$100.00 for every additional ten minutes.
22. CONDOMINIUM OWNER OR LESSEE must be present during the entire event.
23. CONDOMINIUM OWNER OR LESSEE understands and agrees that smoking is not permitted in the Clubroom and within 25 ft. of all building entrances per city ordinance.
24. CONDOMINIUM OWNER OR LESSEE agrees that no alcohol will be served to anyone under 21.
25. CONDOMINIUM OWNER OR LESSEE agrees to indemnify and hold harmless The Lofts and its employees from and against any and all damages, or injury, that may occur due to the CONDOMINIUM OWNER OR LESSEE' s use of the Clubroom.
26. CONDOMINIUM OWNER OR LESSEE agrees and is responsible for communicating and enforcing these rules with guest(s).
27. The Association may at its sole and absolute discretion, restrict the use of the facility by a CONDOMINIUM OWNER OR LESSEE.
28. This agreement is limited to the Clubroom facility.

**AGREED:**

Unit #: \_\_\_\_\_

\_\_\_\_\_  
CONDOMINIUM OWNER OR LESSEE printed name

\_\_\_\_\_  
CONDOMINIUM OWNER OR LESSEE signature

\_\_\_\_\_  
CONDOMINIUM OWNER OR LESSEE phone number

\_\_\_\_\_  
CONDOMINIUM OWNER OR LESSEE driver's license

DATED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

**PRE-EVENT OFFICE USE ONLY:**

- Clubroom contract completed, signed, and submitted
- Clubroom deposit payable to The Lofts on Post Oak in the amount of \$500.00 received.  
Check #: \_\_\_\_\_
- Copy of certified funds attached to contract.
- Clubroom reservation added to calendar.
- Clubroom reservation date: \_\_\_\_\_
- Clubroom event time: \_\_\_\_\_ to \_\_\_\_\_
- Number of individuals and vehicles reported by resident:  
# of Guests: \_\_\_\_\_ # of vehicles: \_\_\_\_\_
- Purpose of Party: \_\_\_\_\_
- Valet company notified through email of resident's name, unit number, phone number, event date, time, number of individuals, and number of vehicles reported by resident.

**POST-EVENT OFFICE USE ONLY:**

CLUBROOM DEPOSIT: \$500.00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LESS DAMAGES: \$ \_\_\_\_\_

DEPOSIT REFUND: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Signature

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

General Manager or Assistant GM  
The Lofts on Post Oak Condominium Association



<b>Men's Restroom:</b>	Yes	No	
Sinks (2)			
Soap Dispenser			
Towel Dispense			
Toilet (2)			
Restroom Doors			
Wall Decoration (3)			

<b>Item/Location</b>	<b>Issues</b>		<b>Comments</b>
	Yes	No	
<b>Kitchen Area:</b>			
Refrigerator			
Oven			
Microwave			
Stove			
Dishwasher			
Flower Decorations (2)			
TV & Electronics			
Short Bar Stools (2)			
Tall Bar Stools (2)			
Tall Table Top (2)			
White Leather Love-Seat (2)			
Coffee Table with Decoration			
2nd Entry			
Door Hardware			
Emergency Door			

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Resident Signature**

\_\_\_\_\_

**Resident Printed Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Staff Member/Management Signature**

\_\_\_\_\_

**Staff Member/Management Printed Name**





<b>Men's Restroom:</b>	Yes	No	
Sinks (2)			
Soap Dispenser			
Towel Dispense			
Toilet (2)			
Restroom Doors			
Wall Decoration (3)			

<b>Item/Location</b>	<b>Issues</b>		<b>Comments</b>
	Yes	No	
<b>Kitchen Area:</b>			
Refrigerator			
Oven			
Microwave			
Stove			
Dishwasher			
Flower Decorations (2)			
TV & Electronics			
Short Bar Stools (2)			
Tall Bar Stools (2)			
Tall Table Top (2)			
White Leather Love-Seat (2)			
Coffee Table with Decoration			
2nd Entry			
Door Hardware			
Emergency Door			

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Resident Signature**

\_\_\_\_\_

**Resident Printed Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Staff Member/Management Signature**

\_\_\_\_\_

**Staff Member/Management Printed Name**



## AGREEMENT FOR USE OF THEATER ROOM

This agreement dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between The Lofts on Post Oak Condominium Association ("Representative") and \_\_\_\_\_ ("User"). Representative agrees to allow User to use the Theater Room on the date and time period specified below.

1. To be courteous of your neighbors, the facility shall only be reserved up to four (4) hours max per day by User.
2. User shall be allowed to use the facility only during the hours of \_\_\_\_\_ to \_\_\_\_\_ on the day of \_\_\_\_\_, 20\_\_.
3. User shall use the facility solely for the purpose of: \_\_\_\_\_  
\_\_\_\_\_.
4. Due to the limited capacity of the facility, including parking facilities, and to insure compliance of fire and safety regulation, the number of guests will be limited to a maximum of 20 people.
5. User recognizes that this facility is part of a Condominium Community and understands that the Representative cannot tolerate the use of the facility in an unlawful or disorderly manner. If, in the judgment of the representative, the User is creating a disturbance or is otherwise violating the terms and condition of the Agreement, the Representative reserves the right to immediately terminate the use of the facility.
6. User shall keep and maintain the facility in good order and shall be personally responsible for any damages to the facility incurred during, or in connection with, his/her use. User agrees to clean the facility and otherwise restore the facility to its condition prior to his/her use of it, using his/her own cleaning supplies, equipment, and labor immediately after the function. Wet swimsuits are not allowed in the clubroom, fitness center, conference room, or theater.
7. User shall indemnify and hold harmless the Representative, its officer, and employees for any and all liability loss, damages, or expense including without limitation to reasonable attorney's fees arising out of any matter connected with the facility by User, caused by User's acts, negligent or otherwise.

This Agreement shall serve as an addendum to the Lease Agreement for Unit # \_\_\_\_\_.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Representative Approval

\_\_\_\_\_  
User Phone Number

\_\_\_\_\_  
Date



## AGREEMENT FOR USE OF CONFERENCE ROOM OR BOARD ROOM

This agreement dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between The Lofts on Post Oak Condominium Association ("Representative") and \_\_\_\_\_ ("User"). Representative agrees to allow User to use the Conference Room or 2<sup>nd</sup> floor Board Room on the date and time period specified below.

1. To be courteous of your neighbors, both facilities can only be reserved up to four (4) hours max per day by User.
2. User shall be allowed to use the facility only during the hours of \_\_\_\_\_ to \_\_\_\_\_ on the day of \_\_\_\_\_, 20\_\_.
3. User is reserving the: (circle one)
  - a. 1<sup>st</sup> floor Conference Room
  - b. 2<sup>nd</sup> floor Board Room
4. User shall use the facility solely for the purpose of: \_\_\_\_\_
5. Due to the limited capacity of the facility, including parking facilities, and to insure compliance of fire and safety regulation, the number of guests will be limited to a maximum of 10 occupants, 20 occupants for the 2<sup>nd</sup> floor Board Room.
6. User recognizes that these facilities is part of a Condominium Community and understands that the Representative cannot tolerate the use of the facilities in an unlawful or disorderly manner. If, in the judgment of the representative, the User is creating a disturbance or is otherwise violating the terms and condition of the Agreement, the Representative reserves the right to immediately terminate the use of the facilities.
7. Food and beverages are not permitted in facilities.
8. User shall keep and maintain the facility in good order and shall be personally responsible for any damages to the facility incurred during, or in connection with, his/her use. User agrees to clean the facility and otherwise restore the facility to its condition prior to his/her use of it, using his/her own cleaning supplies, equipment, and labor immediately after the function. Wet swimsuits are not allowed in the clubroom, fitness center, conference room, or theater.
9. User shall indemnify and hold harmless the Representative, its officer, and employees for any and all liability loss, damages, or expense including without limitation to reasonable attorney's fees arising out of any matter connected with the facility by User, caused by User's acts, negligent or otherwise.

This Agreement shall serve as an addendum to the Lease Agreement for Unit # \_\_\_\_\_.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Representative Approval

\_\_\_\_\_  
User Phone Number

\_\_\_\_\_  
Date