

CERTIFICATE FOR  
AMENDED AND RESTATED  
ORDER ADOPTING RULES, REGULATIONS AND PROCEDURES FOR THE RESERVATION OF THE  
OAKMONT PUBLIC UTILITY DISTRICT CLUBHOUSE

THE STATE OF TEXAS  
COUNTY OF HARRIS  
OAKMONT PUBLIC UTILITY DISTRICT

§  
§  
§

We, the undersigned officers of the Board of Directors (the "Board") of Oakmont Public Utility District (the "District"), hereby certify as follows:

1. The Board convened in special session, open to the public, on May 2, 2017 at the regular meeting place thereof, and the roll was called of the members of the Board, to-wit:

|                 |   |                 |
|-----------------|---|-----------------|
| Ty Warren       | - | President       |
| Josh Bruegger   | - | Vice-President  |
| Sylvia Sullivan | - | Secretary       |
| Kerry Simmons   | - | Asst. Secretary |
| Shaun Hebert    | - | Asst. Secretary |

All members of the Board were present except the following absentees: Bruegger, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting:

AMENDED AND RESTATED  
ORDER ADOPTING RULES, REGULATIONS AND PROCEDURES FOR THE RESERVATION OF THE  
OAKMONT PUBLIC UTILITY DISTRICT CLUBHOUSE

was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Order be adopted; and, after due discussion, such motion, carrying with it the adoption of said Order, prevailed and carried by the following vote:

AYES: All Present

NOES: None

2. A true, full, and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Order has been duly recorded in said Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Order; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance of the time, place, and purpose of such meeting and that such Order would be introduced and considered for adoption at such meeting and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; such meeting was open to the public, as required by law, and public notice of the time, place and purpose of such meeting was given as required by V.T.C.A. Government Code Section 551.

SIGNED AND SEALED this May 2, 2017.

(SEAL)

ATTEST:

  
Secretary, Board of Directors

  
President, Board of Directors



AMENDED AND RESTATED  
ORDER ADOPTING RULES, REGULATIONS AND PROCEDURES FOR THE RESERVATION OF THE  
OAKMONT PUBLIC UTILITY DISTRICT CLUBHOUSE

THE STATE OF TEXAS  
COUNTY OF HARRIS  
OAKMONT PUBLIC UTILITY DISTRICT

§  
§  
§

WHEREAS, Oakmont Public Utility District (the "District") owns and operates a clubhouse ("Clubhouse") located at the northeast corner of West Rayford Road and Northcrest Drive, within the Boundaries of Oakmont Public Utility District;

WHEREAS, the Board of the District adopted the Order Adopting Rules, Regulation, and Procedures for the Reservation of the Oakmont Public Utility District Clubhouse on January 25, 2017; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to amend and restated said rules and regulations relating to the reservation of the Clubhouse.

NOW, THEREFORE BE IT ORDERED BY THE BOARD OF DIRECTORS OF OAKMONT PUBLIC UTILITY DISTRICT THAT:

I.

The Board of the District hereby adopts the Rules, Regulations and Procedures for Clubhouse Rental, attached hereto as Exhibit "A". Such Rules, Regulations and Procedures shall be effective as of the date of adoption.

II.

The Board of the District hereby adopts the Auburn Lakes Recreation Center Clubhouse Rental Agreement for use in the reservation of the Clubhouse, attached hereto as Exhibit "B".

III.

The President or the Vice President is authorized to execute and the Secretary or any Assistant Secretary is authorized to attest this Order on behalf of the Board of the District and to do any and all things necessary to carry out the intent hereof.

Adopted this May 2, 2017.

ATTEST:

  
Secretary, Board of Directors

  
President, Board of Directors



EXHIBIT "A"

## Rules, Regulations and Procedures for Auburn Lakes Clubhouse

### Fees for Reservation

- 1) For non-profit organizations and government entities, the reservation fees and deposits will be as follows:
  - a. Oakmont PUD Residents
    - i. Deposit: \$500
    - ii. Rental Fee: \$50 for the first 4 hours. \$25 per hour thereafter.
    - iii. Optional set-up fee: \$25
    - iv. Optional Clean-up Fee: \$100
  - b. Non-Residents
    - i. Deposit \$1000
    - ii. Rental Fee: \$100 for the first 4 hours. \$50 per hour thereafter
    - iii. Optional set-up fee: \$50
    - iv. Clean-up Fee: \$100
- 2) For all organizations, clubs, groups, or individuals, the reservation fees and deposits will be as follows:
  - a. Oakmont PUD Residents
    - i. Deposit: \$500
    - ii. Rental Fee: \$250 for the first 4 hours. \$100 per hour thereafter.
    - iii. Optional set-up fee: \$50
    - iv. Optional Clean-up fee: \$100
  - b. Non-Residents
    - i. Deposit: \$1000
    - ii. Rental Fee: \$400 for the first 4 hours. \$150 per hour thereafter
    - iii. Optional set-up fee: \$100
    - iv. Clean-up fee: \$100
- 3) Rental deposit and rental fee are due at the time of the reservation. If a rental deposit and fee is not received at the time of reservation, the reservation will not be taken.
- 4) All checks must be made out to ***Oakmont Public Utility District***
- 5) All deposits will be reimbursed via check within 7 business days of the rental, should no damage or other excessive clean-up be required.
- 6) The Board of Directors (the "Board") reserves the right to authorize alternative rental fee and deposit structures on a case-by-case basis. However, only requests for rental of the facility by non-profit charitable organizations or for rentals outside of the currently established parameters will be considered; no requests for otherwise reduced or waived rental fees or deposits will be considered. Requests should be made at regularly scheduled Board meetings.

### Procedures for Reservation

- 1) The clubhouse is available for rental on a first come first serve basis.
- 2) Only one reservation *per day* will be accepted.
- 3) Reservation requests are to include the following information:

- a. Name, address, and phone number of the Requestor
- b. The following information should be included in the request:
  - i. The group name, if the rental is to be used by an organized group, club, or organization
  - ii. Name of the leader of the group, club, or organization
  - iii. Purpose for the reservation
  - iv. Specific date(s) and time(s) for the request;
  - v. Estimated number of people to be using the facility; and
  - vi. Whether alcohol will be present and, if so, the name of the officer(s) providing off-duty law enforcement for the event.
- 4) The Requestor shall be liable for all set-up and clean-up, if the optional set-up and clean-up fees are not paid. In the event the Requestor does not pay the optional clean-up fee and the clean-up is required after the event, the Requestor forfeits the entire deposit amount.
- 5) In the event damage or excessive clean-up is required following the reservation in excess of the deposit, the Requestor will be invoiced for the charges, payment of which is due within 10 business days of invoicing. If the invoice remains unpaid, the Requestor will be barred from making any further reservations.
- 6) Clubhouse key will be signed out to the Requestor no earlier than 72 hours in advance of the reservation. The Requestor must fill out the Reservation Checklist in order to receive the Clubhouse key.
- 7) Requestor is responsible for insuring the reservation is correct as requested, advising of any changes needed, or reservation cancellations.
- 8) If a reservation needs to be cancelled the Requestor must notify the District a minimum of 72 hours in advance of the reservation date. Upon cancellation, the Deposit and 75% of the Rental Fee will be returned to the Requestor. If the Requestor does not notify the District 72 hours in advance of the reservation date the Deposit will be returned but the entire Rental Fee will be forfeited.
- 9) To insure reasonable access to the clubhouse, the District reserves the right to limit the length of reservation requests.
- 10) Requestor will be responsible for picking up and dropping off the key for the Clubhouse before and after the event from the Recreation Center Director or Assistant Director. The key must be returned within 72 hours of the event. Deposit check will not be reimbursed until the Clubhouse key is returned. The District will withhold 5% of the Deposit each day the key is not returned after 72 hours. Failure to drop off the key within 7 business days after the event will result in forfeiture of entire deposit and will bar the requestor from being able to make a reservation in the future.

### **Rules and Regulations for the use of Clubhouse**

The Requestor making the reservation must be present at all times and assumes full responsibility for supervising the event, and is responsible for any damage to facilities. Evidence of stains, glitter, confetti, or damage from other prohibited items will result in forfeiture of the entire deposit.

- No temporary or permanent construction of any facilities will be allowed.
- Decorations are limited to table centerpieces or free standing items only. DO NOT use tape, thumb tacks, or other objects that may damage the walls, ceilings or windows.
- No candles or open flames of any kind are allowed.
- No rice, birdseed, confetti, glitter or piñatas are allowed.
- No red wine is allowed.
- Smoking is prohibited inside the Clubhouse.
- All trash is to be placed in trash cans during and after the event.
- All chairs and tables used during the event must be cleaned, broken down, and placed in the appropriate closet after the event.
- Lights turned off upon leaving the Clubhouse. Any lights discovered on after the event will result in a 5% reduction in deposit return.
- Clubhouse key returned to Recreation Center Director or Assistant Director.

The Requestor shall be responsible for providing an off-duty law enforcement officer if alcohol is present at the clubhouse during the reservation. This expense will be paid directly by the Requestor to officer. The officer contact information must be submitted to the Recreation Center Director no later than 72 hours prior to the event. Failure to have an officer or the proper number of officers at an event where alcohol is found to be present will result in complete forfeiture of your deposit and can result in the Requestor being barred from making further reservations.

- a. 0-25 people require 1 officer
- b. 26-75 people require 2 officers
- c. 76-125+ people require 3 officers

In case of an emergency please notify either the Recreation Center Director or Assistant Director for assistance.

**Clubhouse Cleaning Checklist:**

- Before vacating the rented area, all debris and trash must be disposed of in the dumpster or containers located outside the facility.
- Floors should be swept, mopped, or vacuumed. Tabletops, chairs, countertops, sinks, refrigerator, microwave, or any other facility owned equipment should be wiped down and cleaned.
- Bathrooms are cleaned thoroughly.

**The person making the reservation (Requestor) shall be solely liable for the conduct and actions of his/her guests, including damage to, or destruction of any Clubhouse Facility.**

EXHIBIT "B"

# Auburn Lakes Recreation Center

## Clubhouse Rental Agreement

This reservation agreement sets forth the terms and conditions of an agreement by and between the Oakmont PUD (the "District") and the undersigned (individually and collectively referred to as the "Requestor").

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Events Start and End Time: \_\_\_\_\_

### Rules, Regulations and Procedures for Auburn Lakes Clubhouse

#### Fees for Reservation

- 1) For non-profit organizations and government entities, the reservation fees and deposits will be as follows:
  - a. Oakmont PUD Residents
    - i. Deposit: \$500
    - ii. Rental Fee: \$50 for the first 4 hours. \$25 per hour thereafter.
    - iii. Optional set-up fee: \$25
    - iv. Optional Clean-up Fee: \$100
  - b. Non-Residents
    - i. Deposit \$1000
    - ii. Rental Fee: \$100 for the first 4 hours. \$50 per hour thereafter
    - iii. Optional set-up fee: \$50
    - iv. Clean-up Fee: \$100
- 2) For all organizations, clubs, groups, or individuals, the reservation fees and deposits will be as follows:
  - a. Oakmont PUD Residents
    - i. Deposit: \$500
    - ii. Rental Fee: \$250 for the first 4 hours. \$100 per hour thereafter.
    - iii. Optional set-up fee: \$50
    - iv. Optional Clean-up fee: \$100
  - b. Non-Residents
    - i. Deposit: \$1000
    - ii. Rental Fee: \$400 for the first 4 hours. \$150 per hour thereafter
    - iii. Optional set-up fee: \$100
    - iv. Clean-up fee: \$100
- 3) Rental deposit and rental fee are due at the time of the reservation. If a rental deposit and fee is not received at the time of reservation, the reservation will not be taken.
- 4) All checks must be made out to **Oakmont Public Utility District**
- 5) All deposits will be reimbursed via check within 7 business days of the rental, should no damage or other excessive clean-up be required.
- 6) The Board of Directors (the "Board") reserves the right to authorize alternative rental fee and deposit structures on a case-by-case basis. However, only requests for rental of the facility by non-profit charitable organizations or for rentals outside of the currently





# Auburn Lakes Recreation Center

## Clubhouse Rental Agreement

established parameters will be considered; no requests for otherwise reduced or waived rental fees or deposits will be considered. Requests should be made at regularly scheduled Board meetings.

### Procedures for Reservation

- 1) The clubhouse is available for rental on a first come first serve basis.
- 2) Only one reservation *per day* will be accepted.
- 3) Reservation requests are to include the following information:
  - a. Name, address, and phone number of the Requestor
  - b. The following information should be included in the request:
    - i. The group name, if the rental is to be used by an organized group, club, or organization
    - ii. Name of the leader of the group, club, or organization
    - iii. Purpose for the reservation
    - iv. Specific date(s) and time(s) for the request;
    - v. Estimated number of people to be using the facility; and
    - vi. Whether alcohol will be present and, if so, the name of the officer(s) providing off-duty law enforcement for the event.
- 4) The Requestor shall be liable for all set-up and clean-up, if the optional set-up and clean-up fees are not paid. In the event the Requestor does not pay the optional clean-up fee and the clean-up is required after the event, the Requestor forfeits the entire deposit amount.
- 5) In the event damage or excessive clean-up is required following the reservation in excess of the deposit, the Requestor will be invoiced for the charges, payment of which is due within 10 business days of invoicing. If the invoice remains unpaid, the Requestor will be barred from making any further reservations.
- 6) Clubhouse key will be signed out to the Requestor no earlier than 72 hours in advance of the reservation. The Requestor must fill out the Reservation Checklist in order to receive the Clubhouse key.
- 7) Requestor is responsible for insuring the reservation is correct as requested, advising of any changes needed, or reservation cancellations.
- 8) If a reservation needs to be cancelled the Requestor must notify the District a minimum of 72 hours in advance of the reservation date. Upon cancellation, the Deposit and 75% of the Rental Fee will be returned to the Requestor. If the Requestor does not notify the District 72 hours in advance of the reservation date the Deposit will be returned but the entire Rental Fee will be forfeited.
- 9) To insure reasonable access to the clubhouse, the District reserves the right to limit the length of reservation requests.
- 10) Requestor will be responsible for picking up and dropping off the key for the Clubhouse before and after the event from the Recreation Center Director or Assistant Director. The key must be returned within 72 hours of the event. Deposit check will not be reimbursed until the Clubhouse key is returned. The District will withhold 5% of the Deposit each day the key is not returned after 72 hours. Failure to drop off the key within 7 business days



# Auburn Lakes Recreation Center

## Clubhouse Rental Agreement

after the event will result in forfeiture of entire deposit and will bar the requestor from being able to make a reservation in the future.

### Rules and Regulations for the use of Clubhouse

The Requestor making the reservation must be present at all times and assumes full responsibility for supervising the event, and is responsible for any damage to facilities. Evidence of stains, glitter, confetti, or damage from other prohibited items will result in forfeiture of the entire deposit.

- No temporary or permanent construction of any facilities will be allowed.
- Decorations are limited to table centerpieces or free standing items only. DO NOT use tape, thumb tacks, or other objects that may damage the walls, ceilings or windows.
- No candles or open flames of any kind are allowed.
- No rice, birdseed, confetti, glitter or piñatas are allowed.
- No red wine is allowed.
- Smoking is prohibited inside the Clubhouse.
- All trash is to be placed in trash cans during and after the event.
- All chairs and tables used during the event must be cleaned, broken down, and placed in the appropriate closet after the event.
- Lights turned off upon leaving the Clubhouse. Any lights discovered on after the event will result in a 5% reduction in deposit return.
- Clubhouse key returned to Recreation Center Director or Assistant Director.

The Requestor shall be responsible for providing an off-duty law enforcement officer if alcohol is present at the clubhouse during the reservation. This expense will be paid directly by the Requestor to officer. The officer contact information must be submitted to the Recreation Center Director no later than 72 hours prior to the event. Failure to have an officer or the proper number of officers at an event where alcohol is found to be present will result in complete forfeiture of your deposit and can result in the Requestor being barred from making further reservations.

- a. 0-25 people require 1 officer
- b. 26-75 people require 2 officers
- c. 76-125+ people require 3 officers

In case of an emergency please notify either the Recreation Center Director or Assistant Director for assistance.

**If you are not paying to have the facility cleaned, you MUST complete the following list below. To receive a full refund of your deposit, ALL items listed below must be completed**

### Clubhouse Cleaning Checklist:



# Auburn Lakes Recreation Center

## Clubhouse Rental Agreement

- Before vacating the rented area, all debris and trash must be disposed of in the dumpster or containers located outside the facility.
- Floors should be swept, mopped, or vacuumed. Tabletops, chairs, countertops, sinks, refrigerator, microwave, or any other facility owned equipment should be wiped down and cleaned.
- Bathrooms are cleaned thoroughly.

**The person making the reservation (Requestor) shall be solely liable for the conduct and actions of his/her guests, including damage to, or destruction of any Clubhouse Facility.**

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_