

SAVANNAH COMMUNITY ASSOCIATION  
Boardroom Rental Agreement

Thank you for your interest in renting the meeting room for your private event.

Here are some things you need to know:

You must make your reservation *at least 14 business days in advance*. Your reservation will be held for three days after your request. You must fill out, sign, and return the enclosed agreement, along with your rental fee (check, money order, or cashier's check -- no cash will be accepted) at least 14 days before the date of your rental. An addressed envelope has been provided for you (if this form is mailed to you). Your reservation will be cancelled if the packet is not returned or postmarked 14 days before your rental. Rental check must be from a current resident with a Savannah address printed on the check.

You may return the agreement and payment in three ways:

- 1) Hand-deliver to the Activities Director in Club Savannah
- 2) Mail forms and payment to  
Savannah Community Association  
Attn: Activities Director  
701 Savannah Blvd  
Savannah, TX 76227
- 3) Use the drop box next to the Association office, next to the Magnolia Café.

Your time slot may be given to another resident after the third day unless payment, deposit, and the signed agreement have been received.

If there is any balance of any kind on your Community Association account, your reservation will be considered invalid and will be cancelled. You may contact Premier Communities Management Company, Inc. at 214-871-9700 or toll-free 866-424-8072 for information about your account.

You will receive a receipt for your rental fee and a copy of the enclosed agreement as confirmation of your rental. If you have not received confirmation 48 hours before your event, please contact me at 972-346-2828 or [scaactivities@savannahca.com](mailto:scaactivities@savannahca.com).

You and your guests will enter the building through the fitness area door. If you do not have a 24-hour access card, please contact the On-site Manager at (972) 346-3020 to make an appointment.

Please feel free to call me if you have any questions.

Happy partying,

Savannah Activities Director  
Office: 972-346-2828  
Email: [scaactivities@savannahca.com](mailto:scaactivities@savannahca.com)

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**Rental Fees: \$50 per hour    Deposit: \$100 (refundable)**

1. Rental check must be from a current resident with a Savannah address printed on the check.
2. Rental includes use of Boardroom and second floor restrooms and access to the entire fitness wing.
3. **Rental does not include use of the fitness equipment, third floor room, pool verandahs, Ballroom, kitchen, or any part of the water park.**

Resident: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Time of rental: From \_\_\_\_\_ until \_\_\_\_\_  
Must be between 8am and 10pm and cannot interfere with a scheduled class or event.  
Whole hours only. Access will be through the fitness center door.

Purpose of event: \_\_\_\_\_  
*Savannah Community Association, Inc., reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. The Association may, in its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase with increased demand.*

**Please read the following rental guidelines and initial beside EACH ONE.** MANAGEMENT RESERVES THE RIGHT TO REFUSE FUTURE RENTALS IF FACILITIES ARE LEFT IN POOR CONDITION OR IF THERE IS ANY PROOF OR EVIDENCE OF RULES NOT BEING FOLLOWED.

	<b>ALL RENTAL TIMES INCLUDE SET-UP AND CLEAN UP TIMES.</b>
	<b>No alcohol is permitted in the clubhouse at private parties. No smoking is permitted in the clubhouse.</b>
	Reservations are first come, first served and will be held for 72 hours pending receipt of security deposit, rental fee, and this competed form.
	Your rental fee will be processed 14 business days before your event. Cancellations must be made 14 business days preceding your event. If you do not call 972-346-2828 to cancel 14 business days preceding your event, you will have the option to forfeit your fee or reschedule another Boardroom rental to occur within 90 days of the original rental date.
	Savannah Community Association, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
	No recurring rentals will be permitted unless sponsored by a Savannah CA committee or club.
	Members of Savannah CA who are delinquent on their assessments will not be permitted to rent facilities until account is current.
	Savannah Community Association, Inc. is not responsible for any injuries sustained during private events inside or outside of water park, recreational club or birthday pavilions.
	Management company staff may be present site during event and will have access to all areas of recreational club facilities.
	No pets will be permitted in recreational club other than those assisting the disabled.
	Floors must be clean following event.
	Restrooms must be clean following event.
	Trash in and around the Boardroom and fitness wing must be picked up.
	Any decorations used must be taken down and all adhesive material used removed.
	No push pins or other drywall protrusions will be permitted.
	No wet bathing suits will be permitted in the clubhouse at any time.
	There are several 24-hour security cameras located in and around the clubhouse which record and retain footage for future reference.

I \_\_\_\_\_ take full responsibility for the care and cleaning of the fitness wing of the recreational club and its contents for the date and time noted above. I understand I am financially responsible for the replacement of any equipment that is damaged or lost during the time of my event. I understand and agree the Savannah Community Association is not liable for any injuries that occur either inside the recreational club or in the water park during my event.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

For HOA Use Only. Do not mark in this area.		
Approval by HOA agent _____	Date _____	
Fee Amount Paid \$ _____	Check Number _____	Check Date _____
Deposit Amount Paid \$ _____	Check Number _____	Check Date _____