

Lake Forest Community Homeowner Association  
Community Center Rental Agreement

Reserve Date: \_\_\_\_\_ Reserve Time: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(Please Print)

Phone (Home): \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Rate: \$50.00 per each 4 hours**

**Room Deposit: \$100.00 per event**

**Reservation Procedure:** Deposit and rental rate should be on separate checks made to the order of Lake Forest Community Homeowners Association.

I/we agree to the prices above and to the following procedures: A reservation is not confirmed until original checks to the correct payee and in the correct amounts along with a signed copy of this Agreement and the Rules and Regulations are received at the Goodwin Management office. The reservation will be confirmed by email which will serve as verification of an approved reservation. The homeowner will take responsibility for notifying Goodwin Management if checks and reservation forms have been submitted but no confirmation has been received. The homeowner should keep copies of everything submitted with regard to the reservation. Reservation requests will be denied if HOA dues are not current at the time of request.

The week of the event, call Goodwin Management for the current code to the Community Center key box.

**Rent and Deposit Refund:** I/we agree that the rent will be forfeited if cancellation is made with less than seven (7) days written notice. I/we agree to leave the Community Center room in an orderly fashion and to follow the check in and check out procedures as follows: Upon entering the Community Room, record the check-in condition and upon completion of the event, record the check out condition. Leave the Room Condition Sheet in the box provided. The condition of the room will be verified by maintenance personnel who will fax the information to Goodwin Management. Any damages and/or cleaning services needed after rental will be deducted from the deposit and additional cost assessed to the homeowner's account if needed. If the room is found to be in acceptable condition, the deposit check will be returned within a week after the event.

**Conditions:** The Community Center Rules and Regulations must be signed and attached and are made a part of the Community Center Rental Agreement. Goodwin Management, Inc. has the final decision as to whether the terms for leasing the Community Center have been met. No lease agreement exists until Goodwin Management, Inc. verifies the lease in writing. Until a homeowner has met all the conditions of the lease agreement and has received written verification, the Community Center is still considered available.

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

**Return To:**  
Earline Wakefield  
Goodwin Management, Inc.  
11149 Research Blvd. Ste. 100  
Austin, TX 78759-5227  
512.502.7526 Office  
512.346.4873 Fax