

For Office Use Only:

Key # \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Use Fee \$ \_\_\_\_\_

Fee Deposited on \_\_\_\_\_

Key Returned on \_\_\_\_\_

Deposit Returned \_\_\_\_\_

Harris County MUD 81

805 Hidden Canyon

Katy, Tx 77450

281-392-8112

## Administrative Office Building Reservation Application

Name of Resident \_\_\_\_\_ Account No \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Type of Party/Gathering \_\_\_\_\_

Type of User \_\_\_\_\_ Individual/group for private use  
\_\_\_\_\_ Non-Profit/Name of Organization \_\_\_\_\_  
\_\_\_\_\_ Commercial/For-Profit use (different rates)

Facilities \_\_\_\_\_ Great Room (Party Room)

\_\_\_\_\_ Board Room

Both facilities have use of a kitchen and restrooms

Date of Reservation \_\_\_\_\_

Check In Time \_\_\_\_\_ Check Out Time \_\_\_\_\_

Building Key and Alarm Code must be picked up at the office on \_\_\_\_\_

**District Agent will contact you prior to event – Marcus 832-818-5600**

The following usage fees must be collected by Office Manager to hold date for reservation

\$305 Non-Refundable fee (certified funds only, i.e. money order) \_\_\_\_\_

\$1,000 Damage Deposit (Mud 81 Resident, check only) \_\_\_\_\_

**There will be a \$250.00 per hour with a two hour minimum charge (\$500.00) added if resident and guests have not cleaned and checked out by 12:00 am Friday & Saturday and 11:00 pm Sunday.**

**Resident will need to obtain security for rental of the building if alcohol is to be consumed. There is a minimum of 2 officers required. If security is needed the resident will contact Devin Win at 832-877-4377 to coordinate the security. They charge \$50 per hour per officer with a 2 hour minimum.**

**Resident is required to pre-pay them directly in cash. If resident goes over the allotted time, Officer Win will work with the resident directly regarding payment of the balance due.**

Provided that all the terms and conditions set forth by the district have been followed and there are no damages to the facility, the deposit check will be returned by the District after the inspection form is complete and all keys are returned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Terms and Conditions:

I am the legal adult resident of the property located at the above address within the District, and I fully understand that I am assuming total responsibility for the safety and actions of my guests on all of the Harris County Municipal Utility District No. 81("The District") grounds and property during the time I have the facilities reserved. I DO HEREBY ABSOLVE, INDEMNIFY, HOLD HARMLESS AND RELEASE FROM LEGAL RESPONSIBILITY THE DISTRICT, ITS DIRECTORS, EMPLOYEES AND CONSULTANTS FOR THE SAFETY, INDEMNIFY, AND ACTIONS OF ALL MY GUESTS.

I will post a damage/security deposit at the time I present this application and pay the non-refundable usage fee. I understand that any cancellation made within 60 days of my reservation date will result in the forfeiture of my usage fee. I may be granted a term of 30 days upon cancellation in which to reserve another available date. The new reservation date must be chosen at the time of cancellation.

I accept the conditions for reservations and use of the District's Administrative Office Building (the "Building"). I understand that if the building is damaged or left in an unacceptable or unsecured condition or if the District's Policies and Procedures for the use of District Meeting Facilities is violated, my deposit will be forfeited or held to cover the cost necessary to return the building to its original condition; reactivate the security system; lock the door or clean the building.

An additional trip charge of \$150.00 and cleaning fee of \$100.00 per hour may be charged for failure to comply with the districts cleaning requirements.

I agree to meet with the district agent at the agreed time following my use for inspection of the building. Failure to contact the agent, pick up the key and code, be ready for inspection and return of the key and code will mean forfeiture of the deposit and not being able to use the building for future dates. A \$100.00 per hour trip fee may be charged for extra service. Individual Groups for Private Use are required to fill out an inspection form along with the District Agent. The Key should be returned to the District Agent once forms are complete.

Non-Profit Groups are required to fill out an Inspection form after every use and drop it in the night drop. Forms are in the Kitchen drawer next to the sink. Failure to drop off the form or leave the building in an unacceptable manner may result in loss of privilege.

If damage occurs, I shall make full restitution to the District of all monies spent in repairing said damage over and above the damage/cleaning deposit.

I understand that if, in the opinion of the District, the conduct or activities of my guests are not acceptable or the District policies and procedures are not adhered to, the facilities will be closed immediately, guests will be required to leave premises, and appropriate action will be taken.

Please note that an additional fee will be charged if the key and/or code is lost or stolen. You will have to pay to re-key and recode the entire building.

### Guidelines that must be followed by all guests

1. No Discharge of Firearms or Fireworks on District property
2. No smoking in building
3. No parking in loading zone
4. **No smoke machines permitted (Automatic \$1000 fine plus additional damage fees)**
5. Do not put anything hot on the kitchen counter
6. Decorations must be used in a manner that does not damage walls **(No staples, pins, nails, glue, glitter, or confetti)**
7. At wedding receptions, only birdseed may be thrown outside – no confetti or rice allowed.
8. If alcohol is being served the District requires that at least 1 Harris County Constable must be present for every 25 guests at the cost and responsibility of the user.
9. Alcohol must be served in kitchen.
10. The refrigerator may be used for storage so long as all private items are removed after the function. MUD 81 items may not be removed or tampered with.
11. No decorations can be hung from sprinkler heads.
12. Inspection form must be completed with the District Agent.



**Administrative Office Building  
Inspection Checklist**

District Agent  
**Marcus**  
832-818-5600

Name of Resident \_\_\_\_\_ Acct # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of use \_\_\_\_\_ Check-in time \_\_\_\_\_ Check-out time \_\_\_\_\_

**Check-Out**

**Meeting Room**

- \_\_\_ 8 round tables in proper location in store room (60" diameter)
- \_\_\_ 12 rectangular tables in proper location in store room (72"x30")
- \_\_\_ 100 black folding chairs in proper location
- \_\_\_ No wallpaper damage: no pins, nails, staples, glitter, or glue used (only painter's tape)
- \_\_\_ Wood floors swept and mopped with no damage (spills, stains, etc)
- \_\_\_ Both thermostats set for 80 (a/c) and/or 60 (heat), with fan – auto

**Kitchen and Hallway**

- \_\_\_ Garbage disposal clear of food
- \_\_\_ Stove, microwave, and oven are clean and turned off
- \_\_\_ Food removed from refrigerator/freezer and all spills wiped up
- \_\_\_ Counters, sink, & walls left clean
- \_\_\_ Sweep and mop floor with warm soap and water until clean – no marks on floor
- \_\_\_ Trash cans emptied and new liner inserted (liners are in kitchen drawer next to sink)
- \_\_\_ All trash taken out and put in receptacles located in back of building
- \_\_\_ Walls and doors unmarred
- \_\_\_ Phone, fire extinguisher, and coffee pot left in place and unbroken
- \_\_\_ Back exit door leading to trash area is locked

**Restrooms**

- \_\_\_ Counters, sinks, and mirrors clean
- \_\_\_ Wastebaskets emptied and clean liner inserted (liners in kitchen drawer)
- \_\_\_ Toilets cleaned and flushed (cleanser in mop closet in kitchen)
- \_\_\_ Floors cleared of paper and mopped until clean with soap and warm water

**Trash, Parking Lot, and Grounds**

- \_\_\_ All trash is bagged and placed inside trash cans at the rear of the parking lot
- \_\_\_ Check grounds/parking lot for any debris (cans, bottles, paper, or other trash) and dispose of it
- \_\_\_ Recycle bin should ONLY be used for glass, clean paper/cardboard, aluminum cans and plastic bottles

**Miscellaneous**

- \_\_\_ Mop, broom, pail, and all cleaning supplies returned to storage in mop closet in kitchen
- \_\_\_ All lights turned off
- \_\_\_ All doors locked

**To be completed at Check-out**

- \_\_\_ Facility ready for checkout at scheduled time
- \_\_\_ Key returned to District Agent
- \_\_\_ Is representative charging for a return trip

**Comments**

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

The District Agent has completed the inspection of the building and has found no apparent damages to the facility; All Keys have been returned to the District Agent and the deposit has been returned to the resident.

Signature of District Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

District Agent will leave completed signed form and building key in office after inspection is complete.