

SUNRISE LAKES COMMUNITY ASSOCIATION

Clubhouse Rental Information

Sunrise Lakes Clubhouse

9310 Sundown Drive
Pearland, Texas 77584

- Main Area: 28 ft. x 23.5 ft
 - Full size kitchen with appliances
 - Half –Size restroom
 - Three 6 ft long tables
 - 47 folding chairs
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Rental Requirements and Processing Information:

- The rental applicant must be a homeowner in good standing with Sunrise Lakes Community Association.
- All rentals must be made through Houston HOA Management at least **10-days** in advance of the event. Contact Houston HOA Management at 832-598-1462 or email info@houstonhoa.net to check availability and set up a rental. Paperwork received without a rental date coordinated with Houston HOA Management will not be accepted.
- The signed rental agreement and **two (2) checks**, \$50.00 rental fee check and a \$200.00 deposit check made payable to Sunrise Lakes should be mailed to Houston HOA Management in order to guarantee the reservation. **The two checks and agreement must be received at the Houston HOA Management office at least three business days prior to the event or the date will be released on the calendar. Rentals are confirmed based upon receipt of the agreement and payments only, please do not wait to send paperwork and checks.**
- The Clubhouse can be rented for a MAXIMUM of 5 hours including set up and clean up.
- Houston HOA Management will email the agreement to the clubhouse coordinator upon receiving the checks.
- One day before the scheduled rental date, the applicant will be contacted by the coordinator to provide the combination numbers of the Key Box (located on the left side of the clubhouse front doors).
- At least one hour before the rental time scheduled, the coordinator will unlock the Deadbolt lock (top lock) and put a key into the Key Box, which is used for Entry (bottom lock).
- The key in the Key Box must not be removed from the clubhouse area. The key should be put back in the Key Box during the event.
- After the event, the applicant must take all trash to their home, turn off the lights, and set AC/Heating on original status, if changed.
- The coordinator will inspect the condition of the clubhouse with the checklist form, lock the Deadbolt Lock and remove the key from the Key Box. A final report will be sent via email to Houston HOA Management.
- The deposit check will be returned by Houston HOA Management if the inspection is passed. Otherwise, there will be a deduction from the deposit and a check issued for the difference, if any.