

**SOUTHGATE PROPERTY OWNERS ASSOCIATION  
100 WEST MOORE ROAD, #91  
Pharr, TX 78577**

*“A Community of Friends 55 Years of Age or Older”*

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## **CLUBHOUSE RESERVATION RENTAL FEES**

The Southgate Property Owners Association clubhouse may only be rented by a Southgate property owner. The owner must be present at all times during the event.

All reservations beginning January 1, 2019 the base cost to rent the clubhouse is \$100.00. If the Clubhouse is rented and all Southgate Residents are invited the Cost to rent the Clubhouse is \$100.00. (the per person charge shall still apply)

Additional per person charges are as follows:

- \$25.00 up to 25 guests
- \$50.00 26 – 50 guests
- \$75.00 51 – 75 guests (The maximum number of guests is 75)

An additional \$200.00 damage deposit will be required and must be paid separately i.e., two checks are to be submitted at the time of the rental before the date of your event. This check is not cashed and returned if no damages occur.

### **EVENTS BY PRIVATE OWNERS THAT ARE OPEN TO THE SPOA:**

The Clubhouse rental fee is \$100.00. The owner must adhere to the following to qualify for this type of reduced rental fee event:

- If more than 50% of the guests in attendance are Southgate residents the \$100.00 rental fee will be waived. If outside guests total more than 50% of the guests, the rental rate of \$100.00 shall apply.
- The per person fee shall still be charged for non-resident guests. The non-resident guest list must be provided to the SBOD's Maintenance Personnel (or the SBOD alternate) before the event. Non-resident's names must be on the guest list to be admitted access to the clubhouse.
- The gate must be operated by Southgate's Maintenance Personnel (or the SBOD alternate) at the rate of \$25.00 per hour
- A \$200.00 security deposit shall be required and will be returned if no damages occur.

# **SOUTHGATE PROPERTY OWNERS ASSOCIATION**

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## **CLUBHOUSE RESERVATION APPLICATION**

**MUST BE A SOUTHGATE PROPERTY OWNER TO RESERVE THE CLUBHOUSE**

The owner must verify the availability of the clubhouse by checking with the SBOD Clubhouse Manager. At the time of the reservation, the fees listed on page one shall be required before the clubhouse may be reserved. The event will be placed on the Office calendar after all paperwork is completed and all funds/deposits are paid in full.

If the situation should arise that two owners request the same day, the first owner to complete the paperwork and pay all the required fees shall be given priority.

The owner must verify that the SBOD Maintenance Personnel will be available to check the guests off the list that the applicant supplies and to operate the gate for the guests. The cost for The SBOD's employee to oversee the opening of the gate will be \$25.00 per hour. This fee is paid directly to the SBOD's employee. He/she will verify the number of people in attendance for the SBOD. If the SBOD's maintenance personnel is unavailable, the SBOD shall select an alternative person to be responsible for checking the guest list and operating the gate. Owners renting the Clubhouse are not permitted to use a person of their choice to operate the gate. If the SBOD's maintenance personnel has not been paid by the time of the after-event walk through, the Clubhouse Manager will cash the security deposit and pay his/her fee.

Before the event, the owner shall:

- Provide payment of \$100.00 for parties with outside guests at the time the reservation is made. (No rental fee of \$100 if SPOA members are invited and the total number of guests meets the 50% Southgate residents' rule).
- Provide payment of \$200.00 for the security deposit.
- Schedule a date and time which shall not be later than twenty-four (24) hours following the event, for the owner and the Clubhouse Manager to complete a security check of the clubhouse. At that time, if no damages are found, the security deposit check will be returned to the owner/applicant if no other fees are outstanding.
- Provide Payment and a guest list for the number of invited guests. (This payment shall be taken from the security deposit if the owner has not paid the per guest fee at the time of the walk through. Additional per guest fees may be required if the guest list exceeds the estimated total number of guests.
- Complete and sign all required forms.
- Schedule a pre-event walk-through with the Clubhouse Manager to inspect for damage (this should be done two or three days prior to your event).

## **DAMAGES OR UNSATISFACTORY CONDITIONS:**

The clubhouse must be inspected by the owner and the Clubhouse Manager within twenty-four (24) hours after the event. The clubhouse and its contents are to be left in the same condition as observed when the pre-event walk through took place.

In the event any damage or unsatisfactory conditions are observed at the after-event walk through, the Clubhouse Manager shall have such damages or conditions corrected at the expense of the owner and the SBOD shall be reimbursed for any and all reasonable expenses incurred. The owner must use the contractor that the SBOD recommends to repair all damages incurred.

## **PARTIAL OVERVIEW OF STANDARDS:**

- Smoking/vaping is not permitted anywhere on the common grounds in the subdivision.
- It is the owner's responsibility to check identification to be sure that no alcohol is served to minors.
- Parking is not permitted on the boulevard section leading to the clubhouse. There are two parking areas at either end of the clubhouse and guests may park on the street in front of and behind the clubhouse. Parking is not permitted at any time to obscure the exit or entrances to the clubhouse.
- Use of recreational drugs is not permitted on or in any common area in Southgate. The owner assumes all responsibility to ensure that this rule is followed.
- The clubhouse reservation does not include:
  1. The Billiards Room
  2. The Library
  3. Swimming Pool/Spa and the fenced in areas.
  4. The Picnic Area outside the Clubhouse
  5. Tennis Courts
  6. Exercise Room
  7. Shuffle Board Court
  8. Bocce Court
- Noise/music must be controlled at all times and must not disturb other residents.
- Windows and doors must remain closed during the event.
- All trash must be collected and disposed of at the owner's residence or off site.
- The tile floor is easily scratched – do not allow any guest or hired personnel to drag articles across the floor; such as chairs, tables, musical equipment, restaurant equipment, etc. Any scratches or damage to the tile floor will be completely the owner's responsibility to have an SBOD appointed contractor refinish the entire area where the damage occurred not just the scratches to make the repairs less visible.
- The kitchen must be completely cleaned and sanitized. You may not use the linens in the clubhouse and must provide your own eating utensils, table coverings, silverware, etc.

- The Clubhouse may not be reserved by any owner on the following days:
  1. Christmas Eve and Christmas Day
  2. New Year's Eve and New Year's Day
  3. Super Bowl Sunday
  4. Any other date that the SBOD has reserved for meetings, events, etc.
  5. The first Saturday of February (Annual Meeting)
  6. Any date that the Women's Association has **reserved** for a Southgate dinner or Event with the approval of the Clubhouse Manager or SBOD alternate.
  7. Any date that SBOD announces that the clubhouse may not be rented.
  8. The clubhouse may not be rented on Wednesdays – that day is reserved for clubhouse cleaning.
- The clubhouse must be vacated by 11:00 PM.