

# Kirby Creek Village Association

**Mailing Address:**

8111 LBJ Freeway, Suite 835  
Dallas, Texas 75251

**Physical Address:**

3075 North Kirbywood  
Grand Prairie, Texas 75052

## CLUBHOUSE POST RENTAL FORM

**Name of KCV personnel filling out form:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_

**Time of Function:** \_\_\_\_\_

**Was the owner in breach of contract (circle one):**    YES                    NO

Owner was found in breach of contract, the following items outline details:  
(Please check all that apply)

- The Owner reserving the clubhouse was not present the entire event
- Occupancy exceeded 50 Guests
- The clubhouse was not vacated by midnight
- All guests besides renter or clean up crew did not vacate by 11pm
- Music and noise was not kept at an acceptable level
- Music and entertainment was set up outside the clubhouse
- The event was not free of drunkenness and unruly behavior
- The renter did not abide by all local, state and federal laws, ordinances, association rules, By-Laws, Restrictions, regulation and policies which pertain to residents, guests and invitees while using the clubhouse
- The pool, pool area, or tennis courts were accessed during the rental

- Furniture was not put back in order in which it was presented at time of rental
- Furniture did not remain inside the clubhouse at all times
- Restrooms were blocked to the pool users during the clubhouse function
- All doors were not locked and lights, ceiling fans, air conditioning/heating etc. were not turned off or returned to settings at which they were found at time of rental.
- Doors were not kept closed when heat or air was on during the rental
- Clubhouse renter and guests stood on the furniture
- The clubhouse was not left in satisfactory condition (clean) per guidelines on checklist
- Thumbtacks, nails, staples, glue, or any device to attach items to the walls, doors or furniture were used during the event
- Tape (which is acceptable) was used but not removed at clean up
- Renter or guests smoked inside the clubhouse (this includes cigarettes, electronic cigarettes, cigars and pipes of any kind)
- Alcoholic beverages were consumed outside the clubhouse
- Pets were brought into the clubhouse
- A charcoal grill was used
- A gas grill was used under the porch
- Chair rack was not stored in its proper location
- The back door was blocked during the event
- Proper cleaning supplies were not utilized during the clean up process
- Counters and sink in the kitchen and bathrooms were not cleaned
- Renter did not wipe out the refrigerator
- Renter did not wipe out microwave
- All floors, including bathrooms were not swept and mopped after the event
- Walls were not wiped down after marked up or splashed
- Air return grills were blocked

- Furniture and/or chairs were not wiped down insuring they were clean for next renter
- Renter did not remove trash from clubhouse and discard properly
- Stray balloons caught in ceiling fans were not reported to manager for removal or before setting alarm after the event
- Items were left in the clubhouse after rental
- Alarm was not set
- Key was not returned

This document will be scanned and emailed to the Community Manager by Monday at 8am following weekend rentals regardless if an owner is found in breach of contract.

If an owner is found in breach of contract the email will include this scanned document and any additional information imperative to management. Additional information will be typed up in the body of the email. If there are images or video that help support breach of contract they will also be included in the same email.

\_\_\_\_\_  
Signature KCV Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Community Manager

\_\_\_\_\_  
Date