

AMENITY CENTER RENTAL PACKET

INCLUDED IN THIS PACKET:

→ **How-To Checklist: 4 pages**

A step-by-step process guide explaining how to reserve the Amenity Center. This resource is just for you – you do not need to turn this in to anybody. It's created just to be helpful.

→ **Rental Contract: 4 pages**

This is the official document you need to print, read, fill out, sign, and physically mail (along with your payment) to SBB Management.

→ **Exit Checklist: 1 Page**

This is a required step of your rental. Print this out and take it with you to your event (along with a pen). It serves as both a quick reference sheet during your event, and a checklist of closing tasks for which you are responsible. You will need to check off each task as you complete them, sign the document, and put it in the black drop-box that is affixed to the closet door (to the right of the water fountain).

AMENITY CENTER RENTAL ▪ How-To Checklist

Stakeholders:

- You, the Renter (must be a homeowner, or a tenant with homeowner approval)
- SBB Community Manager:
 - Traci Rothermund, Manager2@tavoloparkhoa.com
- Elected BOD Members:
 - Ryan Beattie, ryan@tavoloparkhoa.com 214-566-1900
 - Savanna Kwieran, savanna@tavoloparkhoa.com 817-846-9908

Who Handles Which Tasks?:

- Traci is the SBB community manager who specifically handles reservations for Tavolo Park. Any questions about whether your check and contract were received should be directed to her.
- Ryan and Savanna take turns being the Liaison for a homeowner reservation -- we will let you know who is taking ownership over your event. Any questions about the facility (temperature, WiFi, door locks, toilet paper, etc.) should be directed to your BOD Liaison.
- Once Traci has received your contract, payment, and alcohol policy document (if applicable), your liaison will handle everything from that point on.

Address for the Amenity Center:

7505 Bluebill Place
Fort Worth, TX 76123

Checklist for Renting

➔ Secure your date:

- ☐ Go to www.tavoloparkhoa.com and click on the Calendar to see availability of the facility. This is your first step – any confirmed reservations will show up here, but there is a small chance that a pending reservation doesn't show up here, so another step is needed.
- ☐ Contact either Ryan or Savanna via Facebook Messenger, email, or text message, and ask if the date you want is available. We can tell you if there are any conflicts that aren't yet reflected on the calendar. Confirm the date you want. We will:
 - Get your email address.
 - Send an email connecting you, Traci, Ryan, and Savanna. We will let Traci know to expect your contract and payment. **Use this email thread** throughout the reservation process, so everyone remains informed of updates.
 - Put a tentative reservation on the calendar for you.

➔ **Prepare your reservation documents:**

- ☐ Go to www.tavoloparkhoa.com, click on Documents, then click on “Amenity Center Rental Packet.” This contains both the contract you need to mail, and the exit checklist that you need to take with you to your event. Print two copies – one to mail, and one to keep as a reference.
- ☐ Take a few minutes to actually read through this contract. We guarantee that many of the questions you have about what is allowed are directly addressed in the document.
- ☐ Fill out your contract. If serving alcohol, make sure you circle whether you are getting a bartender or getting an insurance policy (instructions on achieving this in a later step below).
- ☐ Prepare your payment. The all-day rental fee is \$350 and can only be paid via check or money order. Your check/money order needs to include your name, your home address. Make the check out to “Tavolo Park HOA” and put “Amenity Center Rental” in the memo line.
- ☐ Mail your completed contract and payment to:
*SBB Community Management
c/o Traci Rothermund
12801 N. Central Expy.
Suite 1401
Dallas, TX 75243*
- ☐ Received confirmation email from Traci:
Traci will reply to the email thread that your contract and payment were received.

⦿ **If you are not serving alcohol, then your reservation is confirmed at this point.**

➔ **For those serving alcohol (if not, skip to next section):**

Because the old system of hiring a police officer was difficult and cost-prohibitive, we arranged new ways for private rentals to meet compliance with our HOA insurance requirements. You now may either secure a one-day liability insurance policy, or you may hire a TABC-licensed bartender to serve you and your guests.

IF CHOOSING BARTENDER: You are responsible for finding and hiring your TABC-licensed bartender. Some websites we recommend are www.dfwbartending.com, www.thumbtack.com, and www.bestmobilebartender.com.

- ☐ Hire bartender.
- ☐ Send proof of receipt to the established HOA email thread.

IF CHOOSING AN INSURANCE POLICY: You are responsible for securing a one-day liability policy from our HOA insurance company. Pricing starts around \$175 and increases based on occupancy, type of alcohol, and method of service. (Ex: beer v. liquor, self-serve v. served, etc.)

- ☐ Contact Michelle McGill at Symphony Risk via email at mmcgill@symphonyrisk.com. She will walk you through the process of obtaining an insurance policy.
- ☐ Send proof of receipt to the established HOA email thread.

☉ **If you are serving alcohol, then your reservation is confirmed at this point.**

➔ **Plan Your Event:**

- From this point on, specific questions about your event should be directed to your BOD Liaison. We can answer facility questions, remotely control aspects of the facility, and tackle any problems you might face.
- Your rental is exclusive – no one else can rent the facility on the day of your event, and you have access to the entire building. Please note that you must allow Tavolo homeowners access to the restroom, and you may not ask FWPD officers visiting their break room to leave.
- You are responsible for planning your own event. The HOA does not provide entertainment, extra chairs or tables, decorations, food, beverages, serveware, or cleaning supplies. (Savanna may have recommendations for vendors if you ask!)
- Details of seating available at the Amenity Center: 52 total seats provided.
 - 10 – 60” round tables (conference side)
 - 30 regular chairs for round tables
 - 3 – 30” high-top cocktail tables (conference side)
 - 12 bar-height stools
 - 1 -- Kitchen Island Bar (kitchen side)
 - 5 dining chairs
 - 1 – Hexagon Dining Table (kitchen side)
 - 5 dining chairs

☐ Connect with your BOD Liaison a few days before your event. Let them know what time you plan to arrive for set-up and the hours of your event, so we know how and when to control the electronic door locks and thermostat.

☐ Inform your guests that they need to park on the street, no exceptions. The parking lot needs to remain available for Tavolo Park homeowners with parking passes and your hired vendors.

☐ Explain parking to vendors. Vendors are allowed to park in a parking lot spot. They may temporarily pull vehicles up close to the building for off-loading equipment and supplies, but they need to promptly move their vehicle to a parking lot spot when finished. If you have secured a food truck, inform them that they may only park in a position that allows other vehicles to pass safely – they may not block flow of traffic in the roundabout.

➔ **Bring With You To The Event:**

- ☐ Cleaning Supplies:

At minimum: Multi-purpose spray or wipes, paper towels, broom & dustpan, 50-gallon trash bags.

- ☐ Exit Checklist and Pen

➔ **During Your Event:**

- ☐ Make sure that your guests are behaving in compliance with HOA community rules and the Amenity Center rules, which are posted inside the building by the exit doors.

- ☐ Control the noise at your event. We want you to have fun, but please be mindful of surrounding homes and honor the city of Fort Worth's noise ordinances.

- ☐ Contact your BOD Liaison about any facility issues.

- ☐ In the event of an emergency, first dial 911 to secure emergency services. Then contact your BOD Liaison.

➔ **After Your Event:**

- ☐ Reference your Exit Checklist for clean-up tasks and how to secure the facility. Complete and sign the sheet.

- ☐ Place the Exit Checklist in the black drop-box, which is affixed to the closet door (to the right of the water fountain.)



HOMEOWNERS
ASSOCIATION

AMENITY CENTER RENTAL CONTRACT

The following Rental Contract, executed on *(today's date)*: _____
constitutes the entire written agreement between:

- **Tavolo Park Homeowners Association** (herein referred to as "HOA"), and

- HOA Member *(name)*: _____

who resides at *(street address of home)*: _____

and can be contacted at *(phone #)*: _____ and *(email)*: _____

for use of the **Tavolo Park HOA Amenity Center**, located at **7505 Bluebill Place, Fort Worth, TX 76123**.

1. EVENT ARRANGEMENTS

Date of Event: _____ Planned Event Start Time: _____

Brief Description of Event: _____

Price of Amenity Rental: \$350 USD

Anticipated Attendance: _____

Food & Beverage Present at Event?: Yes _____ No _____

Alcohol Present at Event?: Yes _____ No _____

If **YES** for alcohol, which protection will you be pursuing? *(circle one)*: TABC Bartender -or- Insurance Policy

2. EVENT POLICIES

Eligibility

- Only adult homeowner members of the Tavolo Park HOA, or tenants authorized by the homeowner, are eligible to reserve the Tavolo Park Amenity Center (herein referred to as "Renter"). A homeowner's HOA account must be in good standing to reserve an amenity. You may not rent HOA amenities if:
 - Your annual assessments are not paid in full (including late fees or unpaid violation fines).
 - Records indicate that you've broken these contract policies during a prior reservation.
 - You've been served an HOA violation that was conduct-related within a year prior to reservation date. (Having received a property-related violation is not a disqualifier.)
 - SBB Community Management (herein referred to as "Management") and/or Board of Directors (herein referred to as "BOD") reserve the right to consider older conduct-related violations as basis for rejection.
- Reservations are available on a first-come, first-served basis upon receipt of rental fee and the executed contract, and should be requested a minimum of 14 days prior to the rental date. We will do our best to accommodate last-minute requests, but we cannot guarantee that a reservation request can be processed if received within 13 or less days.
- No reservations will be accepted on days of scheduled HOA community events, which are prioritized over private rentals on the calendar.
- All rentals are subject to the approval of the BOD and Management.

Tavolo Park Homeowners Association, 12801 North Central Expressway, Suite 1401, Dallas, Texas 75243

Phone: 972-960-2800, Ext. 4870

Email: manager@tavoloparkhoa.com and manager2@tavoloparkhoa.com (copy both on emails)

Fees / Cancellations:

- Rental fees have been established for all applicable HOA amenities by the BOD, who reserve the right to amend this fee amount in the future via official board procedures. An all-day Amenity Center rental as of January 1, 2026 costs **\$350 USD**. A deposit is no longer required.
- Only a check or money order can be used to pay your rental fee. The check/MO should contain your name, home address, and "Tavolo Park Amenity Center Rental" in the memo line.
- Cancellations received at least 48 hours prior to the rental date will receive a full refund of the rental fees paid. Cancellations received with less notice than 48 hours prior to the rental date will forfeit rental fees paid.
- Notice of cancellation should be submitted via email with both manager2@tavoloparkhoa.com and info@tavoloparkhoa.com in the address line.
- In the event of inclement weather, every attempt will be made to reschedule your event.

Facility Availability and Usage Guidelines:

- The amenity center is open and available from 8:30AM to 10:00PM daily. A rental of the Amenity Center covers the entire day listed on this contract, during which you have access to the entire facility as an exclusive/private rental (no other reservations on the same day).
- **All rental activities must conclude by 10:00 PM – no exceptions.** Renters failing to honor the 10:00 PM event cutoff time will be charged an additional \$200 fee per hour exceeded.
- While your rental is exclusive, restroom access for Tavolo Park homeowners is required at all times.
- We have an agreement in place with Fort Worth Police Department to host a break room for officers at the Amenity Center conference room. It is possible that FWPd officers would enter the Amenity Center during your event using their fob access, not knowing that a private event was scheduled. If they choose to stay onsite for their break, **you are not permitted to ask police officers to leave.**
- Maximum occupancy of the Amenity Center is **100 people**.
- The swimming pool cannot be reserved and is not included in the Amenity Center rental.
- **Exterior doors to the facility must remain closed at all times** – propping open doors is a safety hazard, it exposes the doors to wind damage, and it strains our HVAC system. Contact homeowner BOD in the event of uncomfortable room temperature.
- **PARKING: The Parking Lot must remain available for Tavolo Park homeowners at all times. Event guests must park on the street.** Only hired vendors are allowed to take a parking spot in the lot. Vendors may park closer to the building while off-loading supplies or equipment only, after which they need to move to a marked spot. Food trucks cannot block the circle drive in a way that prevents other vehicles from accessing the roundabout.
- Management or BOD may be present during your event and will have access to all areas of the facilities.
- Any special accommodations that your event might require **need to be approved in advance by a homeowner-elected board member** by emailing info@tavoloparkhoa.com.

Renter's Assumption of Responsibility:

- The Renter is responsible for ensuring all guests adhere to HOA policies and Amenity Center policies.
- The Renter is responsible for any and all damage suffered during the event, including damage caused by guests and vendors. (We encourage Renters to only hire insured vendors, as the Renter will be held wholly liable by the HOA for all damage caused by a vendor, with responsibility falling solely on the Renter to then seek restitution from their guests or vendors. The HOA will not pursue vendors or guests on your behalf.) The BOD and/or Management will provide proof of damage and an invoice detailing the cost of repairs/special cleaning to the Renter. Renter shall reimburse the association for any excess costs within five (5) business days after receiving notice of the amount due. Failure to compensate the HOA for these damages will result in revocation of future amenities access and potential legal escalation.
- The Renter is responsible for cleaning up the facility after their event with their own supplies, according to the standards established on the Exit Checklist (provided separately from this contract).
- The Renter is responsible for ensuring that all exterior doors are locked before leaving the event. Renter will be held liable for damage suffered as a result of unlocked doors allowing entry of malfeasance (theft, vandalism, etc.).

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Food and Beverage Policies:

- There is no food or beverage provided or available for purchase from the HOA. All food and beverage for your event needs to be provided by you or a vendor you directly hire for the event.
- Alcoholic beverages, glass containers, or appliances to cook food are not permitted within the gates of pool amenities at any time.
- You will have access to the community grills located by the pool gate to prepare food, but these are first-come, first-served and cannot be reserved.

Alcohol Policies:

- If you intend to serve alcohol at your event, our insurance policies require additional liability protections to be secured. You must either:
 - Hire a TABC Certified Bartender to serve you and your guests,
 - OR-
 - Secure a separate insurance policy for the event. You can obtain an insurance policy from Michele McGill with Symphony Risk, by emailing her at mmcgill@symphonyrisk.com.
- Once bartender or insurance is obtained, send proof of receipt to manager2@tavoloparkhoa.com.

Decorations / Set-Up / Clean-Up Guidelines:

The following policies must be adhered to when decorating or using outside equipment, table rentals, etc. for your event:

- All decorations must meet Fort Worth Fire Department standards.
- Helium balloons and fire-lit candles are prohibited.
- No nails, hooks, staples, tacks, or heavy tapes may be used on the walls, ceilings, floors or any other areas of the facilities.
- All elaborate decorating plans must be approved by Management and BOD prior to the finalization of event details. When in doubt, ask first to avoid ordering/paying for elements that are not allowed.
- **Renter is responsible for bringing all of your own cleaning supplies to the facility.** Renters will not have access to the porter supplies or equipment. At a minimum, you should remember to bring trash liners for large bins (50+ gallon size), paper towels, multi-purpose cleaning spray or wipes, and a broom/dustpan.
- All food, beverages, disposable serveware, and decor need to be removed from the facility refrigerator and cabinets. The only item you may leave behind is 50+ gallon trash bags, as the HOA can use these in the future.
- All trash must be placed in the city bins outside, or taken home if those bins are full.
- All decorations must be removed, all rented facilities cleaned, trash picked up, and trash bins emptied within the rental period. All set-up and clean up need to fall within the rental hours of 8:30 AM – 10 PM. The electronic doors will prevent re-entry after 10PM
- **Submitting the Exit Checklist is a required step of your rental. Renter must complete exit tasks, sign Exit Checklist, and place it in the drop-box located on the closet door near the water fountain.**

General Conduct Policies

The Renter agrees to adhere to the following General Conduct Policies:

- Use of HOA amenities for personal financial gain or business generation are prohibited, except for Tavolo Park HOA-sponsored business expositions and authorized association activities, workshops or class instruction.
- No reoccurring events will be permitted without prior authorization by Management and BOD.
- Events that promote services which require state licensing (i.e. medical services, body art and piercing, personal grooming, childcare, etc.) are prohibited.
- Sexually-oriented events, or sexually-oriented entertainment at events, are prohibited.
- **Noise and music must be maintained at a level which does not disturb neighboring homeowners or the general public.** Violation penalties may be assessed in the event of complaints from law enforcement or homeowners about noise, and could result in loss of future rental privileges. This policy is heavily enforced.

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- Smoking is not permitted inside the facility. Use of illicit drugs is prohibited by law and our policies.
- Pets are not permitted inside the facility or within pool amenities, except for those aiding the disabled.
- No wet bathing suits or bare feet are permitted inside the facility at any time.
- **Access to the storage closet is not permitted.**
- Bounce houses and similar physical attractions (mechanical bull, inflatable obstacle course, etc.) are prohibited at private events by our liability insurance policies. No exceptions.

3. RELEASE & INDEMNIFICATION

Renter agrees to bear sole and complete responsibility for, and hereby release, forever discharge and agree to indemnify and hold harmless Tavolo Park Homeowners Association and SBB Community Management, and their officers, directors, agents, employees and representatives from and against: a) personal injuries, including death, to myself or my guest or my invitees which arise during the use of HOA amenities under the terms of this agreement; b) for any personal property or articles lost, damaged or stolen during the use of HOA amenities under the terms of this agreement; and c) any and all damages to HOA amenities, including its contents and furnishings. In the event of an emergency during event, Renter commits to contact 911 and the BOD After-Hours Emergency Call Center at (214) 566-1900.

ACCEPTANCE - The undersigned acknowledges and agrees to the items detailed above, and, as evidenced by their signature below, the Contract is hereby approved and considered to be legally binding.

I, *(printed name)* _____ ,

residing at *(home address)* _____ ,

have read and agree to all the contractual terms above.

Homeowner's Signature _____ Date _____

FOR TENANT RENTALS ONLY:

Tenants must sign, provide contact information, and obtain the homeowner's signature of approval above for rental.

Tenant's Signature _____ Date _____

Tenant's Printed Name: _____

Email Address: _____

Phone Number: _____

↓ SBB Community Management Use Only ↓

HOA REPRESENTATIVE SIGNATURE: _____

DATE SIGNED: _____ PRINTED NAME: _____

CONTRACT RECEIVED DATE: _____

PAYMENT IN FULL RECEIVED DATE: _____ CHECK/MO #: _____

REQUIRES INSURANCE? Yes -or- No IF YES, INSURANCE PROOF DATE: _____

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AMENITY CENTER RENTAL – EXIT CHECKLIST

(Bring this sheet with you to your event – it needs to be turned in!)

Reminders for Your Event:

- In the event of emergency, call 911 first. Then contact your BOD Liaison:
 - Ryan – 214-566-1900
 - Savanna – 817-846-9908
- Contact your BOD Liaison for assistance with any facility matters – lock/unlock doors, HVAC temperature adjustments, WiFi password, bathroom supplies, etc.
- Parking lot is reserved for Tavolo Park homeowners and hired vendors only. **Guests must park in the street.** Food trucks must not block flow of traffic in the roundabout.
- **Exterior doors cannot be propped open for any reason.** This is a safety hazard, it causes doors to be damaged by wind, and it will cause the HVAC to turn off.
- **No:** helium balloons, flame-lit candles, décor adhesion that causes damage to walls or surfaces, indoor smoking, drug use, pets, bounce houses, unapproved alcohol, wet persons, or extreme noise.
- The pool is not included in your reservation. You may not access the storage closet.
- You are responsible for bringing your own cleaning supplies.
- The facility *closes* at 10 PM – **all cleaning and exit duties should be completed by 10PM.**

Complete each task and mark as completed:

☑	Task:
	Take down all event décor and make sure no tape residue, string, hooks, etc. are left behind.
	Clean facility --“Airbnb” style. Wipe down kitchen counter, bathroom counter, and tables. Clean up spills or messes on floor. (You are not responsible for cleaning toilets or full-floor sweeping, as we have a weekly porter.)
	Empty the fridge and cabinets – either take or toss all remaining food, beverage, serveware, and décor. (While intended as thoughtful, do not leave things behind for others to use (condiments, plates, utensils, napkins, etc.). They do not get used, as people don’t trust that they are sanitary, and they just accumulate.)
	Empty the indoor trash bins and replace trash bags. You may put your trash in the HOA city bins that are outside the facility, but if these bins are full, you must take the trash home with you. You may not leave it outside on the concrete.
	Return all furniture and décor back to where it belongs.
	Make sure the oven is turned off.
	Make sure the fireplace is turned off.
	Make sure the ambient lights in kitchen are turned off (switch on wall by mens’ bathroom).
	Ensure that all 18 exterior doors are locked (check both doors of double doors!)
	Drop any provided extra keys or fobs into black drop-box (if applicable).

I have completed this exit checklist to the best of my ability, as required by the rental contract in effect.

Signature: _____ Date: _____

Printed Name: _____

Place this form in the black drop-box (affixed to the closet door, to the right of the water fountain in the hallway). Failure to comply may result in fines or loss of future rental privileges.