



# Reservation Agreement

## Agreement to Reserve Blackhawk Amenities

I want to reserve the following area(s) of the Blackhawk Amenity Center (check all that apply):

- Clubhouse Only     
  Pavilion Only     
  Clubhouse & Pavilion  
 Ball Field   
  Volleyball Court   
  Other \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time Slot:   
  8am – 3pm                     
  4pm – 11pm  
 Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Swimming:   
  Yes   
  No   
 From \_\_\_\_\_ AM/PM   
 To: \_\_\_\_\_ AM/PM  
*(There is a maximum of 5 hours swim time permitted with amenity reservations.)*

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*Fees and Deposits*

*(Check or money orders only. No cash or cards accepted.)*

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For all clubhouse bookings, a mandatory refundable damage deposit of \$250.00 is required. A refundable damage deposit of \$100.00 is required for all other recreational area reservations. **Cancellations made within 30 days of a scheduled event will result in the forfeiture of 50% of the reservation fee. Cancellations made within 14 days will result in the forfeiture of 100% of the reservation fee. No event will be scheduled fewer than 10 days prior to the requested date.** Your reservation will be confirmed only upon receipt of the refundable deposit and the necessary paperwork.

### CLUBHOUSE

To confirm your clubhouse reservation the homeowner must complete this reservation agreement and submit a deposit of \$250.00 at the time of signing. We offer two distinct time slots each day for reservations: 8 a.m.–3 p.m. and 4 p.m.–11 p.m. Note that these times include both set-up and clean-up. It's imperative to have your selected time slot validated by the staff at the amenity center. All clubhouse reservations require a non-refundable user fee of \$100 per time slot. The listed fees are non-negotiable and must be paid for a successful reservation. All reservations are limited to four time slots per household per year.

### BALL FIELD/VOLLEYBALL COURT

Members in good standing of the Amenity Center, with a valid membership/access card, can reserve the ball field and/or volleyball court for local area team or league use free of charge. However, a refundable damage deposit of \$100.00 is required. Each resident is permitted to reserve for a maximum of one day per week.

### PAVILION

The pavilion can only be used with prior reservations, regardless of the day or time. A refundable deposit of \$100.00 is required for all bookings. We offer two distinct time slots each day for reservations: 8 a.m.–3 p.m. and 4 p.m.–11 p.m. Note that these times include both set-up and clean-up. It's imperative to have your selected time slot validated by the staff at the amenity center.

### SWIM

For all swimming party reservations, please contact the Amenity Center office. Details concerning potential extra charges, regulations, and limitations will be provided when booking. Note that a pavilion reservation is required with any swimming reservations. Each pool party is restricted to a maximum of 25 attendees. Swim time is a maximum of five (5) hours, regardless of other reservation times.

### NON-COMPLIANCE WITH RULES

Please take note of the following list of fees associated with non-compliance to our reservation rules:

- A. An amount of \$50.00 will be levied for failing to lock or secure all specified doors correctly.
- B. If law enforcement or management needs to be involved for any reason, you will be charged \$75.00.
- C. Any damage to the walls, furniture, or any property of the facility as a result of decorations or attendees at the reserving homeowner's event will incur a \$100.00 fee or the actual cost of the damage, whichever is greater.
- D. Arriving before your reserved time or overstaying past your allotted time will result in the forfeiture of your deposit. Time slots are strictly enforced.
- E. Presence of alcohol at your event will result in the forfeiture of your deposit and a suspension from using all amenities.
- F. Smoking is prohibited in the Amenity Center and surrounding areas. If the smell of cigarette smoke is detected during the inspection after an event, the deposit will be forfeited, and additional cleaning charges to remove the smoke smell will be applied.
- G. If you fail to pick up the key for your event and conduct the required walkthrough with authorized staff during regular business hours (Monday-Friday), a fee of \$25.00 will be charged if staff must carry out this process with the reserving resident during the weekend.
- H. Keys must be returned by the third business day following your scheduled event. Late key returns will result in a \$25.00 fee. Lost keys will result in a \$100 fee.

Please note that all these fees are subject to change following a review by the Board of Directors.

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**Agreement**

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I confirm that I have received the Blackhawk Amenity Center Reservation Agreement and agree to comply with the rules and regulations related to the facilities of the Blackhawk Amenity Center. This includes, but is not limited to, the pool, pavilion, clubhouse, recreational areas, parking lot, fitness center, and any other areas that I have booked for the specified day and time above.

The undersigned hereby agrees that no alcoholic beverages will be served in any area of the Blackhawk Amenity Center, including but not limited to the pool, pavilion, clubhouse, recreational areas, parking lot, fitness center, and playscape. The undersigned also takes full responsibility and agrees to indemnify against any accidents or claims that may occur as a result of any incident or action during the period of their reservation at the Blackhawk Amenity Center, irrespective of any possible negligence on the part of the Association. This constitutes an explicit acceptance of all liabilities for guests, or anyone present at the Blackhawk Amenity Center during the reservation period. This also involves a comprehensive release of the Park at Blackhawk and Lakeside Homeowners Association, Inc., its managing agent, as well as Lakeside Water Control and Improvement Districts No. 1, 2A, 2B, 2C, & 2D, Tiemann Land and Cattle Development, Inc., and Rowe Lane Development, Ltd. from any claim, demand, cause of action, or liability arising from the use of the Blackhawk Amenity Center.

**The individual signing below has read, understood, and agrees to the above statements, and agrees to adhere to all posted and stated rules.**

Signature: \_\_\_\_\_

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

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**Rules and Regulations**

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**MAKING RESERVATIONS**

The Blackhawk Amenity Center is accessible to all homeowners from the Park at Blackhawk and Lakeside Homeowners Association, Meadows of Blackhawk Homeowners Association, and Estates of Blackhawk Property Owners Association who are in good standing (i.e., all dues have been paid in full and no ongoing legal disputes) with their respective Associations. The amenities can be booked for private parties and other uses subject to the regulations outlined here.

To reserve any facility within the Blackhawk Amenity Center, please reach out to the Amenity Center office at (512) 670-9704. Reservations are required at least ten (10) days before the intended use. Bookings are assigned on a first-come, first-served basis.

At the time of reservation, a deposit is due. Payment must be paid by check or money order. **Payments should be made out to The Park at Blackhawk.** A reservation cannot be confirmed until the complete deposit is received. No cash or cards are accepted.

Amenities are designated for member use and their invited guests. Homeowners can book amenities up to four (4) time slots per year unless approved otherwise by the Board of Directors.

The Clubhouse (Great Room and Kitchen) can be booked by contacting the Amenity Center office at (512) 670-9704 a minimum of ten days (10) before the event. It is available for two distinct time slots each day: 8 a.m.–3 p.m. and 4 p.m.–11 p.m. Monday—Sunday, barring some major holidays. This rule doesn't apply to the Developer or its authorized agents and their events. The Clubhouse has a capacity of 100 people.

The homeowner making the reservation will assume full responsibility for any accidents or claims that may occur in relation to any event or reservation of any part of the clubhouse or amenity areas. This includes agreeing to hold harmless the Park at Blackhawk and Lakeside Homeowners Association, Inc., and its managing agent, as well as Lakeside Water Control and Improvement Districts No. 1, 2A, 2B, 2C, & 2D, Tiemann Land and Cattle Development, Inc., and Rowe Lane Development, Ltd. from any claim or liability arising from the use of the Blackhawk Amenity Center.

The homeowner booking the facilities will also be responsible for cleaning the reserved areas, including all equipment and furniture, before leaving on the event day. This responsibility extends to cleaning and repairing any communal area affected by the event, including kitchen, bathrooms, breezeway, parking area, walkways, and surrounding grounds. Any damage to the clubhouse, furniture, equipment, windows, window coverings, or walls will be the liability of the booking homeowner. A representative from the management will inspect the clubhouse and any other reserved areas. In their absence, a Board member or other appointed representative may conduct the inspection.

After an event at the clubhouse, the key must be returned to clubhouse management within three (3) business days. The clubhouse and other reserved areas will be inspected before any deposits are refunded or homeowners are released from liability for cleaning or repairs. If the deposit is insufficient to cover damages, the homeowner will be responsible for the full amount of the damage, replacement, and labor costs.

In case of a dispute, the Board of Directors will have the final say in determining whether a forfeited deposit or damages charged to a homeowner are fair and reasonable.

#### DURING RESERVATIONS

The homeowner who reserves the facilities must be present throughout the duration of the event. Events must not start before the reserved time nor end after it; this includes the time required for setup and cleanup. Arriving before or leaving after the reserved time slot will result in the forfeiture of the deposit. Homeowners must comply with all relevant state and county codes and laws.

**No alcohol is permitted to be served, sold, or consumed at any event within the Blackhawk Amenity Center. The use of tape, staples, tacks, or adhesives on walls, air ducts, or furniture is strictly prohibited.**

Furniture should not be stacked or placed outside. Please handle furniture with care, ensuring it is returned to its original position after your event. Noise, including music, must be contained within the reserved areas. Homeowners are responsible for managing the noise level of guests arriving or departing. Reports of loud noise may result in the forfeiture of the homeowner's deposit and a potential ban on future reservations.

Upon the conclusion of an event, all items, including but not limited to lights, television equipment, music systems, and kitchen appliances, must be turned off. Candles, which are only for decoration, must not be lit. Pets are not permitted inside the clubhouse.

Regardless of the season, heating or air conditioning should be left on; set the heat at 65 degrees in winter, and the cooling at 75 degrees in summer. Wet bathing suits are not permitted in the clubhouse or any air-conditioned spaces, including the inside bathrooms, kitchen, great room, or amenity center offices. Bathrooms in the pool area are available for use while wet.

Nothing should be affixed to the walls or wallpaper. Items in the Great Room or Kitchen can be moved to suit the needs of the event but must not be removed from their respective areas. For instance, chairs from the Great Room should not be placed in the pool area. All items must be returned to their original location before check-out to ensure the full deposit is returned.

Only duly sworn law enforcement officers are permitted to carry firearms in the clubhouse. Management reserves the right to request the reserving member to pay for a security officer at larger events or any event deemed necessary.

**Smoking is prohibited in the Amenity Center and surrounding areas. If the smell of cigarette smoke is detected during the inspection after an event, the deposit will be forfeited, and additional cleaning charges to remove the smoke smell will be applied.**

The Board of Directors, at its sole discretion, reserves the right to refuse future reservations to any homeowner who violates these rules for the clubhouse, pool, pavilion, or any Blackhawk Amenity Center facility.

# Clubhouse Keys

By signing below, you confirm that you have received a key to the Blackhawk Amenity Center, conducted a walk-through, and fully understand the automated alarm hours and lock-up procedures. It is acknowledged that either the clubhouse management or an individual appointed by the management team, or the Board of Directors will inspect the clubhouse (including furniture, windows, window coverings, equipment, and the surrounding area) after your use. Any items found not in good condition will be repaired or replaced using the deposit left during the reservation agreement's confirmation, signed by the authorized resident. If the cost of damages exceeds the deposit, you agree to pay the additional amount without dispute. You also agree that if this amount is not paid promptly, the Blackhawk Amenity Center can proceed with collection actions, which may include additional fees, attorney costs, or the filing of legal documents.

**The individual signing below has read, understood, and agrees to the above statements, and agrees to adhere to all posted and stated rules.**

Signature: \_\_\_\_\_

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

FOR OFFICE USE	
Key Number:	_____
Date Issued:	_____
Date Returned:	_____

# Lock Up Procedures

**ALL MEMBERS USE BLACKHAWK AMENITY CENTER CLUBHOUSE AT THEIR OWN RISK**

- A. Close the blinds and turn off the lights in the great room. Put any moved furniture or decorations back where they were.
- B. Lock all doors when you leave the great room. When exiting the double doors, ensure the door on the right locked at the top and bottom.
- C. Exit through the other door and lock it with the hallway key.
- D. Check the bathrooms for trash, remove it and put a new trash bag if needed.
- E. Clean the kitchen and take all your food and beverages with you.
- F. Dispose of the trash and replace the bag.
- G. All trash must be removed to the dumpster in the front parking lot.
- H. Lock the door, turn off the lights and leave when everything is done.
- I. Exit through the front hallway.
- J. Lock the breezeway door behind you.
- K. Turn off the hallway lights and close the blinds.
- L. Everyone must leave by 11 pm, otherwise the alarm will trigger, and police will be alerted.

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## *Cleaning and Supplies*

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*You will find all the cleaning supplies stored in the closet of the Great Room, located on the right side of the television. These supplies can also be utilized in the kitchen, and they are conveniently kept in a bucket for easy access. For additional toilet paper, paper towels, and trash bags, refer to the upper right kitchen cabinet closest to the sink.*

## **NO ALCOHOL – NO EXCEPTIONS**

**THE BLACKHAWK AMENITY CENTER IS FOR USE BY ITS MEMBERS AND THEIR INVITED GUESTS ONLY.**

*For more information, visit our website at [ParkLakesideHOA.com](http://ParkLakesideHOA.com).*

**GOODWIN  
& COMPANY**