



**Harris County Water Control and Improvement District 110**  
**Forest Oaks Swim and Racquet Club**  
**Forest Oaks Park**  
**Facilities Rental and Use Agreement**  
**Updated 5/23/2023**

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## Forest Oaks Policies and Procedures

The Board of Directors of Harris County Water Control And Improvement District No. 110 (“water district”) adopts the following rules for the use of the water district facilities. The District Manager has the authority, in their sole discretion, to waive a rule, policy, or process on a case-by-case basis.

The clubhouse, pool, pavilion(s), classroom, amphitheater, lakes and park (the “facilities”) owned by the Water District may be used, rented, and/or reserved by residents and non-residents of the water district on a first come, first serve basis. The facilities may not be used, rented or reserved for religious “services” or political rallies/activities. Persons desiring to use the facilities must complete the required application/s and agree to abide by these rules and regulations. The term “use” of the facilities includes rentals and reservations. Members and their guest(s) utilizing Forest Oaks facilities, programs, or services should comply with all listed policies and procedures as well as reasonable directions of Forest Oaks staff or representatives while they are performing their duties.

As a member of our community, you have a responsibility to abide by the policies set forth in this document. It is a privilege to utilize the Forest Oaks facilities and participate in Forest Oaks programs and services; it is not a right. Failure to comply with these policies and procedures may result in accountability actions outlined in this document.

The Board retains the right to amend these Policies and Procedures at any time. The District Manager will review and provide proposed changes or updates on an annual basis. Members of the community can contact the District Manager at any time with suggestions, comments, or concerns about the policies and procedures of Forest Oaks.

Any issue or situation that is not covered in a policy will be decided by Forest Oaks Administration. Any policies can be altered by Forest Oaks Administration for the purposes of safety of the concept of “best practices.”

Use of the facilities is conditioned upon and subject to the payment of certain lease/rental fees and deposits. It is a condition precedent to leasing/renting the facilities, that the party consent to the termination of water service in accordance with this rental agreement if payment is made by a check which is returned for non-sufficient funds, or a payment to the district is not honored by the merchant bank provided by the party.

## Forest Oaks Administration Information

Forest Oaks Swim and Racquet Club and Forest Oaks Park is owned and operated by [Harris County Water Control and Improvement District 110 \(WCID110\)](#). WCID110 is a political subdivision of the State of Texas governed by a Board of Directors. The District provides water and sewer services to its residents. WCID110 Board of Directors are elected officials from our community and have oversight of all professional and part-time employees of Forest Oaks.

WCID110 includes the subdivisions of Enchanted Oaks, Cypress Forest Lakes, Cypress Forest Estates, Cypress Estates, Lakes of Cypress Forest, Spring Park Village, Cypresswood Lake, and Kings Village. It also includes the commercial development along I-45 and Holzwarth and some commercial development along the eastside of I-45.

Forest Oaks is managed on a day-to-day basis by the District Manager and District Foreman. The District Manager oversees the Office Manager, Aquatics Manager, facility custodian, and seasonal employees. The District Manager shall operate and maintain the Club Facilities and is charged with the enforcement of these policies and procedures. The District Foreman oversees the maintenance staff and oversees the upkeep of Forest Oaks Park and maintenance of both the park and all facilities.

The District Manager and all WCID 110/Forest Oaks employees are authorized and directed for and on behalf of the Board to notify any person who fails or refuses to comply with any applicable provision of law(s) or these policies and procedures and has the authority to remove any individual or group from the facilities and property. Any such person or group who, upon receiving a request to leave the facility(ies), and refuses shall be subject to criminal trespassing or other applicable laws or ordinances.

## Forest Oaks Administration

District Manager	Brian Mills	<a href="mailto:brianmills@hcwcid110.com">brianmills@hcwcid110.com</a>	281-353-0998
Maintenance Manager	Shane Breyette	<a href="mailto:shanebreyette@hcwcid110.com">shanebreyette@hcwcid110.com</a>	281-353-0998
Office Manager	Denise Simples	<a href="mailto:denisesimples@hcwcid110.com">denisesimples@hcwcid110.com</a>	281-353-0998
Aquatics Manager	Carlee Nava-Schmidt	<a href="mailto:carleenavaschmidt@hcwcid110.com">carleenavaschmidt@hcwcid110.com</a>	281-353-0998

## Facility Contact Information

Address: 19023 Joanleigh Dr., Spring, TX 77388

Office Phone: 281-353-0998

Website: [www.wcid110.com](http://www.wcid110.com)

Office Email: [office@hcwcid110.com](mailto:office@hcwcid110.com)

Social Media: Facebook @WCID110Recreation

## Forest Oaks Facility Hours of Operation

### Forest Oaks Administrative Office:

- Normal Hours from mid-July through mid-May:
  - Monday – Friday: 9 a.m. – 6 p.m.
  - Saturdays and Sundays: Closed
- Starting mid-May through mid-July:
  - Monday – Friday: 9 a.m. – 6 p.m.
  - Saturdays: 9 a.m. – 1 p.m. (*subject to change*)
  - Sundays: Closed

### Forest Oaks Fitness Center

- Normal Hours:
  - Daily: 4:30 a.m. – 10:30 p.m.

### Forest Oaks Tennis Courts

- Normal Hours
  - Daily: 6 a.m. – 10 p.m.
  - NOTE: Maintenance staff cleans courts between 7 - 8 a.m.

### Forest Oaks Pool

- Normal pool season:
  - All member access from Memorial Day weekend to Labor Day weekend.
  - Mondays: Closed for maintenance, cleaning, and staff development.
  - Tuesday – Saturday: 11 a.m. – 9 p.m.
  - Sundays: noon – 6 p.m.
- Adult Swim only:
  - Starts in April; ends in October and is dependent on weather and outdoor temperature.
  - Times change based on month and pool usage for swim team and rentals.

### Forest Oaks Park

- Normal Hours:
  - Daily: sun-rise to sun-down

## General Rental Policies for All Rentals

These rules and permission to rental of any facility or space owned by WCID110 / Forest Oaks does not convey ownership or any permanent rights to any party other than the Water District. Any and all property within the clubhouse will remain the property of the Water District.

### Rental Requests and Fees/Deposits

- All facility rentals are subject to availability. Interested individuals can view availability on our website under the [Rentals page](#). Click on the [Online Rental Calendar button](#).
- All renters and their guests must obey the rules for the use of the Park Facilities. Renters and their guests can be ordered to leave the Facilities and surrounding grounds if they fail to follow the policies and rules. Renter will be subject to denial of future use of the Facilities for failure to abide by these policies and rules and forfeit their deposit and fees.
- The individual requesting a rental must be 21 years of age or older and that individual must be present for the entirety of the rental.
- All rental applications, rental fees, and rental deposits must be submitted in-person at the Office to finalize a rental request.
- All rental fees and deposits are processed by the Forest Oaks Admin Office.
- Non-Pool Facility Rental Request Deadline
  - a. All applications and fees must be submitted at least three (3) business days prior to the requested date(s).
  - b. Any request made less than three (3) business days from the requested date will be denied.
- Pool Rental Request Deadline
  - a. Any application and fees for a pool rental must be submitted at least fifteen (15) business days prior to the requested date(s).
  - b. Any pool rental request made inside of 15 business days from the requested rental date will be denied.
  - c. Because Lifeguards must be scheduled through Forest Oaks, additional days are needed to secure and schedule the needed staff.

### Holding Rentals

- Rentals are made official only at the time that a rental application, rental fee, and rental deposit are made to the water district administration office (“the office”).
- Forest Oaks Admin may “pencil-in/hold” a reservation for a time period not to exceed three (3) business days.
  - A pencil-in/hold reservation is not an official reservation and will automatically terminate at the end of three (3) business days if the applicant does not complete the application and pay the applicable fees.
- If another applicant request is submitted for the same facility and time as a pencil-in/hold and is ready with application and applicable fees, then the pencil-in/hold is terminated in lieu of an official paid reservation.
- We will attempt to contact the pencil-in/hold applicant, however if the applicant is not reached, the reservation will not be held.

### Access Cards for Rentals

- Renter will be provided an access key card to the clubhouse.
- Renter must pick up the access card from the Office 3 to 5 days prior to the rental.
- Failure to pick up the access card at least 24 hours prior to the event is a default/no-show and will be considered an automatic cancelation.
- All access cards are to be returned to the Office within two business days following a rental. If the access card(s) is not returned within two business days, a \$50 fee will be deducted from the rental deposit.

### Completion of Rental

- All renters are responsible for cleaning all rented spaces (including grounds), returning all equipment to the correct locations, placing trash in the correct trash cans or dumpsters, removing all decorations, removing all

food/drink/condiments brought by the renter, ensuring the facility is returned to the original state before leaving, returning all furniture to its original locations, and ensuring doors or gates are securely closed and locked before leaving the facility.

## Rental Deposit Return

- The District will return to the Applicant within ten (10) business days following the function the full deposit amount, provided
  - Access card(s) returned to the office within two business days of the event,
  - the rented facility/space is cleaned,
  - there is no damages to the facility/space or surrounding grounds from Applicant's use.
- In the event the clubhouse or grounds are not cleaned or are damaged; the Water District will:
  - make the necessary repairs and/or clean the facility/space,
  - will deduct the cost of the cleaning/repairs plus a \$50.00 administrative fee from the deposit, and
  - if the cost of repairs/cleaning plus administrative fee exceeds the deposit, the Applicant will be required to pay the balance.
    - Examples and fees for loss of deposit include, but are not limited to, the list on APPLICATION "A" PART 4.
    - The \$50.00 administrative fee is in addition to the fees listed in APPLICATION "A".

## Rental Cancellations

- Renter must contact the Forest Oaks Admin person by phone, email, or in-person to cancel a rental.
- Renter must provide five (5) days' notice of cancellation; otherwise, Renter will forfeit the rental fee and only the deposit will be refunded.

## Restrictions for Rentals

- Any person or persons not adhering to the above shall be asked to leave the premises by the Applicant or may be removed by Forest Oaks staff or peace officers and the rental deposit may be forfeited for non-compliance.
- Illegal activities of any nature are not permitted on Water District premises.
- Intoxication, disruptive activities, loud and/or abusive language, amplified sound causing disturbance, or actions or behaviors that cause an unsafe environment or could result in harm, injury, or death are not allowed.
- Illegal substances are strictly prohibited on all Water District properties. Any person who is intoxicated will not be allowed within the Clubhouse.
- Repeat "money making/business" events where the Applicant is using the Clubhouse as a working/business office on a regularly scheduled rotation are prohibited.
  - a. Occasional Tupperware, cooking, cosmetic or similar events are allowed as long as they are not a repeated daily, weekly or monthly activity.

## Parking for Rentals

- Parking is available in the following locations:
  - Upper parking clubhouse parking lot – FOSRC members only.
  - Lower tennis court parking lot
  - Forest Oaks Park parking lots
  - Maintenance Building parking lot
  - Along Cypress Oaks Dr.
  - Lemm Elementary when school is not in session.
- Handicap parking is available:
  - 1 spot in the upper clubhouse parking lot.
  - 3 spots in the lower clubhouse parking lot.
  - Spots in the Forest Oaks Park parking lots.
- Parking is not allowed in the following location:

- Any space designated for FOSRC staff vehicles only.
- Spaces or areas marked as “No Parking”
- Any spaces that are unmarked and would create traffic congestion or stoppage
- Upper clubhouse parking lot if not a FOSRC member
- Along Joanleigh Dr.
- Along Chisos Trail Dr.
- At Lemm Elementary when school is in session.
- All vehicles should be legally parked.
- Forest Oaks is not responsible for any parking citations, moving citations, vehicle damages, theft, or towing of participant vehicles.

### Minors (17 years and younger) and Adult Ratio Requirement

- Renters who plan to have minors present (persons age 17 and under) must actively supervise the minors throughout the entire period of the rental.
- It is required that for every five (5) minors, there must be one adult (person over the age of 18).
- There are specific Child Safety Policies for any rental of the Pool and those are applicable for all rentals.
- The renter must also be present at all times.

### Alcohol Policy for Rentals

- Any renter’s request that is planning to include any type of alcoholic beverages does require the renter to employ a UNIFORMED peace officer when any type of alcoholic beverages are served to groups of 26 or more, and any other cases, as required by the Water District Manager, on a case-by-case basis.
  - **NOTE:** Renter is not required to use the Precinct 4 Constables and may use another local agency; however, the Water District has contracted with Harris County Precinct 4 for services of peace officers within the Water District. The constables will be advised when persons have made application to use the Facilities and will be requested to monitor activities in the Clubhouse.
- The renter can contact Harris County Precinct 4 Constables by calling 281-376-3472. Renter will provide the following information for officers:
  - Date and times of the function if alcohol is being served.
  - Anticipated number of guests.
  - Type of alcohol being served and if there will be a bartender or catering services.
- The peace officer(s) will be required to remain on duty until the use of the clubhouse is concluded.
- The number of Peace Officers employed will be determined by the number of anticipated guests as follows:
  - 25 or fewer people = no officer is required unless required by District Manager
  - 26-50 people = 1 peace officer
  - 51-75 people = 2 peace officers
  - 76+ people = determined by District Manager



# Clubhouse Rentals

## Clubhouse Rental Fee and Deposit Requirements

Type User	Rental Fee	Required Deposit
<ul style="list-style-type: none"> <li>Political Subdivisions of the State of Texas (WCID's or MUD's),</li> <li>Organizations created by Deed Restrictions (HOA's),</li> <li>Emergency Response Organizations, other city, county or state organizations.</li> </ul>	\$10.00 In-District \$50.00 Out-District (per event)	\$50.00 (per event or may be maintained for multi scheduled dates)
<ul style="list-style-type: none"> <li>WCID110 established events,</li> <li>pre-approved &amp; pre-scheduled instructor / coach provided instruction, classes, lessons, lectures.               <ul style="list-style-type: none"> <li>All Water District staff, employees, and Board members are included.</li> </ul> </li> </ul>	\$25.00 per event (Fee waived if instructor/coach is a full & current FOSRC member)	No deposit required; however, Applicant is responsible for cleaning and/or any damage to the Water District Facilities caused by Applicant.
<ul style="list-style-type: none"> <li>Current FOSRC Members</li> <li>Church Organizations</li> <li>Men &amp; Women's Organizations,</li> <li>Charitable Organizations.</li> <li>Independent instructor / coach provided instruction, classes, lessons, lectures.</li> </ul>	\$50.00 per event	\$250.00
<ul style="list-style-type: none"> <li>All In-District Residents/Landowners</li> <li>In-District Non-FOSRC members</li> </ul>	\$150.00 per event	\$250.00
<ul style="list-style-type: none"> <li>Any non-District Residents/Landowners</li> <li>Any non-FOSRC members</li> </ul>	\$250.00 per event	\$350.00

## Amenities of Clubhouse

The Clubhouse does have amenities available for use with all rentals. It is the renter's responsibility to ensure all items used are cleaned, undamaged, and put back in the proper location after the rental has ended.

- Tables and Chairs
  - There are tables and chairs available in the rental room closet.
  - 10 8-foot tables and five 6-foot tables.
  - 50 black padded chairs (not folding chairs).
  - One chair cart available to move stacks of chairs.
  - Renter can choose to rent additional tables/chairs from a 3<sup>rd</sup> party vendor if they choose at their own expense.
- Kitchen
  - Refrigerator
    - All products, condiments, refreshments, including soft drinks, food, coffee, and other supplies will be furnished by the Renter.
    - Clubhouse products, condiments and supplies (with the exception of cleaning supplies) are off-limits to Renters. Clubhouse products, condiments and supplies used by Renters will be charged full replacement cost to the Renter's deposit.
  - Stove/Oven
    - Please ensure the stove tops are off before leaving.
    - Please ensure oven has been turned off before leaving.
  - Microwave
    - Please ensure microwave has been cleaned if it was used.

- Toaster
  - Please wipe up any crumbs or debris from the toaster after use.
- Ice machine
  - The ice machine is located in the hallway closet closest to the kitchen.
  - The ice scooper is located inside the machine and should be used to get ice. It should be replaced on the hanger inside the machine after use.
  - Any ice that spills to the floor should be picked up and thrown away in the sink as it can create a slip hazard.
- Foyer area
  - This space is limited for use as a check-in area if approved by Forest Oaks Administration.
  - This space may not be used for food or drink tables, activity or social spaces.
  - All doors must remain closed throughout the rental except when moving renter's items in or out.
- Use of Clubhouse Projector/Audio System
  - The clubhouse has a built-in projector and screen along with in-house audio.
  - Projector/Screen
    - In the rental room, there are two remotes to control the projector and the screen.
    - Lower screen with the smaller remote or the wall panel controls at the front of the rental room.
    - Turn on the projector with the larger remote.
    - An HDMI port and a monitor connector port is located in the back of the rental room and an HDMI cable is available at all times.
    - If your device does not have HDMI, we do not have adaptors or alternative options for rentals.
  - Audio
    - A switch on the back wall panel is labeled SOUND in red. Turn it on.
    - Renter is responsible for providing their own audio connector cable.
    - You can connect a device by:
      - Red/White audio cable
      - Single prong audio cable
    - Volume for any connected device is controlled by the device itself. Renters do not have access to the audio system controls.
- Cleaning supplies
  - Cleaning supplies are located in the ice machine closet.
  - Items should be used as needed and then returned to their correct location after use.

## Decorations for Clubhouse

- The Renter is responsible for any and all damages caused by the use or removal of decorations.
- Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to Water District property.
- Restrictions on decorations
  - All decorations must be placed without the use of nails, tacks, duct tape, or other adhesive that will leave marks, damage paint, or puncture walls/doors/frames.
  - Decorations may not be secured to light fixtures or the projector.
  - The following items are not allowed to be used inside the clubhouse or the area surrounding the clubhouse:
    - Pinatas
    - Open flames, other than candles. The Renter is solely responsible for any and all damage caused by the use of candles during use of the rental.
    - Glitter, confetti, or rice.
    - Any item that, in any way, blocks a doorway or creates an obstruction to a door in the case of an emergency.
    - Bubble, fog, or mist machines
- All decorations must be removed along with all items used to secure them.

## Restrictions on Clubhouse Rentals

- Time limit
  - a. Renters should provide an approximate start time for their access.
  - b. All rentals of the clubhouse must be completed, facility cleaned, equipment stored, and all participants having exited the facility no later than midnight of the date of the rental.
- Space capacity
  - a. Maximum number of guests for a clubhouse rental is 50 individuals.
  - b. For comfort, it is recommended that Renters take into consideration space needed for tables/chairs, activities, food/drinks when determining the total of guests.
  - c. With tables and chairs, the available space for guests is significantly impacted and the space can feel cramped for groups of 35 or more.
- Space/furniture Expectations and Restrictions
  - a. If any alterations or rearrangements are made to the furniture in the clubhouse, then such items should be returned to their appropriate location and condition before the Renter leaves the Clubhouse.
  - b. Use of the inner offices, conference/Board Room or the clubhouse foyer (common area outside the Admin office) will not be granted unless specifically authorized by the District Manager.
  - c. The foyer is for entry and exit transit and for bathroom access only.
  - d. No doors shall be blocked at any time or for any reason.
  - e. Doors may not be propped open for any reason during events except when bringing in or taking out Renter's items.
- Activity Restrictions
  - a. Groups or meetings engaging in arts, crafts, painting or coloring, regardless of age or affiliations are prohibited inside the clubhouse.
  - b. Our facility is located in proximity to residential homes. Renters should minimize any guests or groups of guests who are outside having loud or disruptive conversations or activities.
  - c. Loud or abusive language will not be permitted or tolerated.
- [Minors and Adult Supervision](#)
  - a. All policies related to minors are applicable and should be followed at all times.
  - b. Adults should activity supervise minors at all times.
- Music
  - a. Is restricted to inside the clubhouse only.
  - b. Volume must be kept at a reasonable volume throughout the event.
  - c. Any reports of noise disturbances from surrounding homes can result in Harris County Precinct 4 Constables response and possible noise violation citations to the renter.
- [Alcohol](#)
  - a. Any rental requesting the presence of alcohol must follow all alcohol related policies for rentals; including the hiring of uniformed peace officers. That information is listed in the first section of the rental policies.
  - b. Alcoholic beverages are not allowed to be carried or consumed outside of the clubhouse for any reason at anytime.
- Tobacco Products inside Clubhouse
  - a. Smoking in the clubhouse is strictly prohibited.
  - b. Tobacco free water vapor (e-cigarettes, RDA's, drippers, vaping devices) products may be used outside of the clubhouse and surrounding area (please be respectful of others).
- Renters and their guests must obey the rules for the use of the Clubhouse. Applicants and their party will be ordered to leave the Clubhouse and surrounding grounds if they fail to obey the rules. Applicant will be subject to denial of future rentals for failure to abide by these rules, and will lose their any deposit and fees already paid.

## Completion of Rental Requirements

- Empty all trash cans and remove trash from the premises (kitchen, bathrooms & common areas) and placed in the trash receptacles located in the fenced area between the clubhouse and gym.
- Remove all Renter supplied perishable foods and drinks from the refrigerator, the counters and cupboards.
- Store all tables and chairs back to its correct location in the closet.
- Vacuum/sweep and mop all floor surfaces.
- Clean all counter surfaces in the kitchen and bathrooms.
- Ensure stove and oven are turned off (if used).
- Ensure all toilets have been flushed and cleaned when leaving the clubhouse.
- Ensure all doors are securely closed and locked.
- Turn off all interior lights.
- Return the key to the District Office within two business days following the event.

# Classroom Rentals

## Classroom Rental Rates

Type User	Rental Fee	Required Deposit
<ul style="list-style-type: none"> <li>Political Subdivisions of the State of Texas (WCID's or MUD's),</li> <li>Organizations created by Deed Restrictions (HOA's),</li> <li>Emergency Response Organizations, other city, county or state organizations.</li> </ul>	\$10.00 In-District \$25.00 Out-District per event	\$50.00 per event and may be maintained for multi-scheduled dates)
<ul style="list-style-type: none"> <li>WCID110 established events,</li> <li>pre-approved &amp; pre-scheduled instructor / coach provided instruction, classes, lessons, lectures.</li> <li>All Water District staff, employees, and Board members are included in this section.</li> </ul>	\$25.00 per event Fee waived if instructor/coach is a full & current FOSRC member	\$50.00 per event and may be maintained for multi-scheduled dates.
<ul style="list-style-type: none"> <li>Current FOSRC Members,</li> <li>Church Organizations,</li> <li>Men &amp; Women's Organizations, and</li> <li>Charitable Organizations.</li> <li>Independent instructor / coach provided instruction, classes, lessons, lectures.</li> </ul>	\$50.00 per event	\$250.00
<ul style="list-style-type: none"> <li>All In-District (WCID 110) Residents and Landowners,</li> <li>In-District non-FOSRC members</li> </ul>	\$150.00	\$250.00
<ul style="list-style-type: none"> <li>Any non-District Residents/Landowners</li> <li>Any non-FOSRC members</li> <li>Any other group or individual not listed above.</li> </ul>	\$250.00	\$350.00

## Amenities of Classroom

The classroom does have amenities available for use with all rentals. It is the renter's responsibility to ensure all items used are cleaned, undamaged, and put back in the proper location after the rental has ended.

- Tables and Chairs
  - There are tables and chairs available for use and are setup in a classroom or presentation format at all times.
  - There are eight 4-foot tables with two chairs at each table. Tables sit a max of two individuals.
- Kitchen
  - Refrigerator
    - All products, condiments, refreshments, including soft drinks, food, coffee, and other supplies will be furnished by the Renter.
    - Clubhouse products, condiments and supplies (with the exception of cleaning supplies) are off-limits to Renters. Classroom products, condiments and supplies used by Renters will be charged full replacement cost to the Renter's deposit.
  - Microwave
    - Please ensure microwave has been cleaned if it was used.

- Use of Classroom TV and Audio System
  - The classroom has a large 65” flat screen TV mounted at the front of the space along with a connected audio system.
  - Connections are available for HDMI video/audio and it is compatible with laptops with HDMI ports or Blu-ray/DVD players.
- Cleaning supplies
  - Cleaning supplies are located in one of the kitchen closets.
  - Items should be used as needed and then returned to their correct location after use.

## Decorations in Classroom

- Decorations are not allowed within the classroom.
- This space is mostly used for certification classes, instruction, group meetings, and other non-party functions.

## Restrictions for Classroom

- Time limit
  - a. Renters should provide an approximate start time for their access.
  - b. All rentals of the classroom must be completed, facility cleaned, equipment stored, and all participants having exited the facility no later than midnight of the date of the rental.
- Space capacity
  - a. Maximum number of guests for a clubhouse rental is 20 individuals.
  - b. There is seating at tables for up to 14-16 participants.
  - c. For comfort, it is recommended that Renters take into consideration space needed for tables/chairs, activities, food/drinks when determining the total of guests.
- Space/furniture Expectations and Restrictions
  - a. If any alterations or rearrangements are made to the furniture in the classroom, then such items should be returned to their appropriate location and condition before the Renter leaves the classroom.
  - b. The foyer is for entry and exit transit and for bathroom access only.
  - c. No doors shall be blocked at any time or for any reason.
  - d. Doors may not be propped open for any reason during events except when bringing in or taking out Renter’s items.
- Activity Restrictions
  - a. Groups or meetings engaging in arts, crafts, painting or coloring, regardless of age or affiliations are prohibited inside the classroom.
  - b. Our facility is located in proximity to residential homes. Renters should minimize any guests or groups of guests who are outside having loud or disruptive conversations or activities.
  - c. Loud or abusive language will not be permitted or tolerated.
- Minors and Adult Supervision
  - a. All policies related to minors are applicable and should be followed at all times.
  - b. Adults should activity supervise minors at all times.
- Music
  - a. Is restricted to inside the classroom only.
  - b. Volume must be kept at a reasonable volume throughout the event.
  - c. Any reports of noise disturbances from surrounding homes can result in Harris County Precinct 4 Constables response and possible noise violation citations to the renter.
- Tobacco Products inside Classroom
  - a. Smoking in the classroom is strictly prohibited.
  - b. Tobacco free water vapor (e-cigarettes, RDA’s, drippers, vaping devices) products may be used outside of the classroom and surrounding area (please be respectful of others).
- Alcohol
  - a. Alcoholic beverages are not allowed in the classroom.

- Renters and their guests must obey the rules for the use of the classroom. Applicants and their party will be ordered to leave the classroom and surrounding grounds if they fail to obey the rules. Applicant will be subject to denial of future rentals for failure to abide by these rules, and will lose any deposit and fees already paid.

### Completion of Rental of Classroom

- Empty all trash cans and remove trash from the premises (kitchen, bathrooms & common areas) and placed in the trash receptacles located on the side of the Maintenance Building near the brick wall of the wastewater treatment plant.
- Remove all Renter supplied perishable foods and drinks from the refrigerator, the counters and cupboards.
- Reset all tables and chairs in a classroom format with the chair flipped upside down on the tables.
- Vacuum/sweep and mop all floor surfaces.
- Clean all counter surfaces in the kitchen and bathrooms.
- Ensure all toilets have been flushed and cleaned.
- Ensure all doors are securely closed and locked.
- Turn off all interior lights.
- Return the key to the District Office within two business days following the event.

## Main Pavilion Rentals

### Main Pavilion Rental Rates

Type User	Rental Fee	Required Deposit
Scouts, HOA's, Non-Profit	\$25.00	\$50.00
Club Member	\$50.00	\$100.00
Non-Member In-District	\$150.00	\$100.00
Non-Member Out- Of- District	\$250.00	\$100.00
WCID110 Portable Restroom Trailer	\$150.00	\$200.00

### Amenities of Main Pavilion

- There are 18 picnic tables with seating for up to six people per table.
- Multiple trashcans are located under and around the main pavilion.
- Large fan for rentals during warmer months.

### Bathroom Access for Main Pavilion Rentals

- Renters will not be provided an access card for the clubhouse to access bathrooms for any rentals occurring while the office is not open.
- If the Admin office is open and there are no rentals occurring in the clubhouse, bathroom access in the clubhouse is available during normal business hours.
- Renters can pay to rent the portable bathroom trailer from Forest Oaks or can choose to rent portable toilets from a 3<sup>rd</sup> party vendor if they choose.
  - Any 3<sup>rd</sup> party vendor rentals must be dropped off as close to the rental start time as possible and picked up as soon as possible following the rental, but may not remain on the property any longer than one business day after a weekend rental.
  - If the portable bathroom from Forest Oaks is rented, Forest Oaks will be responsible for bringing it over, setting it up, and removing it after the rental. The renters are responsible for cleaning the bathrooms prior to the end of their rental.

### Decorations for Main Pavilion

- The Renter is responsible for any and all damages caused by the use or removal of decorations.
- Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to Water District property.
- Restrictions on decorations
  - All decorations must be placed without the use of nails, tacks, duct tape, or other adhesive that will leave marks, damage paint, or puncture walls/doors/frames/columns/tables.
  - Decorations may not be secured to light fixtures, rafters, or speaker mounts.
  - The following items are not allowed to be used inside the clubhouse or the area surrounding the clubhouse:
    - Pinatas
    - Open flames, other than candles. The Renter is solely responsible for any and all damage caused by the use of candles during use of the rental.
    - Glitter, confetti, or rice.
    - Any item that, in any way, blocks a parking lot or emergency egress.
    - Bubble, fog, or mist machines



- All decorations must be removed along with all items used to secure them.

## Restrictions for Main Pavilion

- Time limit
  - Renters should provide an approximate start time for their access.
  - All rentals of the main pavilion must be completed, facility cleaned, equipment stored, and all participants having exited the facility **no later than 10 p.m.** of the date of the rental.
- Space capacity
  - Maximum number of guests for a main pavilion rental is 75 individuals.
  - There are 18 picnic tables with seating for up to six people per table.
  - Additional seating can be provided by Renter.
- Space/furniture Expectations and Restrictions
  - If any alterations or rearrangements are made to the furniture under the main pavilion, then such items should be returned to their appropriate location and condition before the Renter leaves the main pavilion.
  - No doors on the main pavilion building shall be blocked at any time or for any reason.
- Glass containers are not allowed.
- Activity Restrictions
  - Events engaging in arts, crafts, painting or coloring, regardless of age or affiliations should provide their own items for protecting the flooring and table under the main pavilion. Plastic table covers, tarps, drop clothes, plastic painting sheets, or newspaper are all protective items recommended.
  - Our facility is located in proximity to residential homes. Renters should be aware of and **regulate any guests or groups of guests who are having loud or disruptive conversations or activities.**
  - Loud or abusive language will not be permitted or tolerated.
- **Minors and Adult Supervision**
  - All policies related to minors are applicable and should be followed at all times.
  - Adults should activity supervise minors at all times.
- Music
  - Volume must be kept at a reasonable volume throughout the event.
  - Any music being played after the sun goes down should be at a lower volume appropriate to a residential community setting.
  - Any reports of noise disturbances from surrounding homes can result in Harris County Precinct 4 Constables response and possible noise violation citations to the renter.
- Tobacco Products inside Clubhouse
  - Smoking under the main pavilion is allowed but cigarette butts should be disposed of in a cigarette smoker's receptacle.
  - Tobacco free water vapor (e-cigarettes, RDA's, drippers, vaping devices) products may be used outside (please be respectful of others).
- **Alcohol**
  - Any rental requesting the presence of alcohol must follow all alcohol related policies for rentals; including the hiring of uniformed peace officers. That information is listed in the first section of the rental policies.
- Renters and their guests must obey the rules for the use of the main pavilion. Applicants and their party will be ordered to leave the main pavilion and surrounding grounds if they fail to obey the rules. Applicant will be subject to denial of future rentals for failure to abide by these rules, and will lose their any deposit and fees already paid.

## Completion of Main Pavilion Rentals

- Empty all trashcans and remove all trash from the premises and place in the large black trash cans with red lids under the main pavilion.
- Remove all decorations.

- Remove all food and drink items.
- Walk pavilion area to ensure no loose trash or food are left on the premises.
- Turn off main pavilion lights.

## Pool Party Rentals

### Pool Party Rental Rates

- Only active FOSRC members or community organizations/groups are allowed to rent the pool.

Type User	Rental Fee	Lifeguard Fee	Required Deposit
During regular pool hours Club members only 1 – 40 guests Three-hour maximum time limit	\$50.00	N/A	\$100.00
After regular pool hours Club members / Organizations 41+ guests Three-hour maximum time limit	\$150.00	\$150.00	\$250.00
Fee for failure to end rental by agreed upon rental time.	\$25.00/hour	N/A	N/A
8' or 6' tables Exceeding six total tables	\$5/table	\$5/table	Included in rental deposit.

- Party Guest Numbers
  - Total party guest number includes both swimmers and non-swimmers, regardless of club membership.
  - Non-member guests do not have to pay a daily guest fee.

### Amenities for Pool Parties

- There are two locations available for pool parties to have dedicated space for their guests.
  - Area 1: Underneath the pool house pavilion
  - Area 2: Open deck near back of pool house
- Tables
  - There are metal picnic tables around the pool house and on the pool deck, but those are first come, first serve and may not be moved.
  - There are 8' and 6' tables available from Forest Oaks. Each party will be provided up to six tables. Additional tables can be available if requested.
- Chairs
  - Chairs are available around the pool house and on the pool deck, but those are first come, first serve.
  - Deck chairs can be moved and placed in party areas as needed but a sufficient number of chairs should be left available to normal pool users. The Head Guard will determine if there are sufficient chairs available for normal pool users.
  - Renters can bring their own chairs or rent from a 3<sup>rd</sup> party vendor.
  - Chairs are not available from Forest Oaks for pool rentals.

### Decorations for Pool Parties

- The Renter is responsible for any and all damages caused by the use or removal of decorations.
- Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to Water District property.
- Restrictions on decorations
  - All decorations must be placed without the use of nails, tacks, duct tape, or other adhesive that will leave marks, damage paint, or puncture walls/doors/frames.
  - Decorations may not be secured to light fixtures, fans, lifeguard stands, or awnings.
  - The following items are not allowed to be used in the pool area or the area surrounding the pool:
    - Pinatas
    - Open flames, other than candles. The Renter is solely responsible for any and all damage caused by the use of candles during use of the rental.
    - Glitter, confetti, or rice.

- Any item that, in any way, blocks a doorway or creates an obstruction to a gate in the case of an emergency.
  - Bubble, fog, or mist machines
- All decorations must be removed along with all items used to secure them.

## Requirements for All Pool Rentals

- Normal Pool Policies and Rules
  - All normal Forest Oaks Pool Policies and Rules must be followed at all times.
  - All pool policies and rules are created for the safety of our guests and staff.
  - Renters or their guests may be asked to leave for violation of pool rules and renter can forfeit entire deposit for policy violations.
- Lifeguards
  - Any pool rental at Forest Oaks is required to use Forest Oaks Lifeguards only. No exceptions will be made for 3<sup>rd</sup> party or privately hired lifeguards.
  - All rentals will have four total guards assigned.
  - The table located nearest the main pool entrance is designated as the guard table and may not be used, moved, or blocked for any reason.
- Access Card for renter
  - The renter will be provided one access card for the pool gates.
  - Access card must be picked up at least 24 hours prior to the rental or on Fridays during normal hours of operation for the office.
  - Access card must be returned within two business days following the rental.
- [Minors and Adult Supervision](#)
  - All policies related to minors are applicable and should be followed at all times.
  - Adults should actively supervise minors at all times.
- Minors and Child Safety Policies
  - All policies related to minors in the pool are applicable.
  - All Child Safety policies apply to pool rentals. Those can be found on our website in our [General User Policies and Procedures](#) from our Parks and Rec page on our District website..
  - Adults are responsible for actively supervising their children at all times, including physically being in the water with them if they are not strong swimmers.
- Waiver of Liability
  - All guests 17 years old and younger must complete a separate Waiver of Liability before being allowed into the pool for rentals.
  - These forms can be found on our District website and will be submitted to the Head Guard on Duty during the rental.
  - A parent or legal guardian for a minor must sign the form.

## Restrictions for Pool Parties

- Pool rentals are not allowed before the end of Klein ISD academic year in May or after the start of Klein ISD academic year in August.
- Normal Pool Hour Rentals
  - Three-hour maximum rental time for all rentals during normal pool hours.
  - Time limit includes set-up, take-down, and clean-up time.
  - Limited to 40 or fewer guests (includes swimmers and non-swimmers)
  - Parties during regular pool hours exceeding 40 people will forfeit entire deposit.
  - There is a \$25/hour for any time that exceeds the three-hour maximum; including take-down/clean-up time.
- Outside of Normal Pool Hours
  - Only allowed on Sundays starting at 6/6:30 p.m. and rental must be completed by 9/9:30 p.m.
  - Three-hour maximum rental time for all rentals outside of normal pool hours.

- There is a \$25/hour for any time that exceeds the three-hour maximum; including take-down/clean-up time.
- Only one pool rental will be approved at a time.
- Activity Restrictions
  - Renters must provide information related to any rental of 3<sup>rd</sup> party items, such as water slides or other water-based activities, at the time of their rental for approval. Forest Oaks has the right to deny any rental item it deems creates an unsafe environment or could lead to injury of guests.
  - Groups or parties engaging in arts, crafts, painting or coloring, regardless of age or affiliations are prohibited.
  - Our facility is located in proximity to residential homes. Renters should minimize any guests or groups of guests having loud or disruptive conversations or activities.
  - Loud or abusive language will not be permitted or tolerated.
- Music
  - Provided music can only be used during private pool rentals. This is not allowed during rentals while the pool is open for general use.
  - A playlist and player (phone, iPod, Zune, etc.) may be provided to the event staff and played over the facility audio system.
  - Volume must be kept at a reasonable volume throughout the event.
  - Any reports of noise disturbances from surrounding homes can result in Harris County Precinct 4 Constables response and possible noise violation citations to the renter.
- Tobacco Products in the Pool Area
  - Smoking inside the pool gates is strictly prohibited.
  - Tobacco free water vapor (e-cigarettes, RDA's, drippers, vaping devices) products may be used outside of the pool gates, but please be respectful of other guests and other programs/events occurring at the club.
- Alcohol
  - Any rental requesting the presence of alcohol must follow all alcohol related policies for rentals; including the hiring of uniformed peace officers. That information is listed in the first section of the rental policies.
  - Alcoholic beverages are not allowed inside the pool gates and no exceptions will be permitted.

### Completion of Pool Party Rentals

- Empty all trashcans and remove all trash from the premises and place in the large black trash cans with red lids under the main pavilion.
- Remove all decorations.
- Remove all food and drink items.
- Walk pool deck and surrounding pool area to ensure no loose trash or food are left on the premises.
- Walk-through and check both men's and women's bathrooms. Pick up and discard any trash on the floor in the appropriate trash cans.
- Ensure all guests have exited the pool area and that all pool gates are securely closed and locked.

## Park Pavilion Rentals – 40 or Fewer Guests

### Park Pavilion Rental Rates for 40 or Fewer Guests

Type user	Rental Fee	Required Deposit
Active Club Member 1-40 people	Max of 5 hours: \$15.00 Hours exceeding 5: \$50/hour	\$25.00
In-District Non-Member 1-40 people	Max of 5 hours: \$25.00 Hours exceeding 5: \$50/hour	\$50.00
Out-of-District Non-Member 1-40 people	Max of 5 hours: \$75.00 Hours exceeding 5: \$50/hour	\$75.00
Large Groups 41 people or more	Max of 5 hours: \$250.00 Hours exceeding 5: \$50/hour	\$250.00 (*note 1)(**note 2)
Scouts / 501c Organizations Meeting(s), Ceremony('s) or Event(s)	\$25.00	\$25.00
WCID110 Portable restroom trailer rental	\$150	\$200

### Amenities for Park Pavilions

- All pavilions are first come, first serve for rentals. Rental availability can be found online by using our [Rental Calendar](#) or you can call the Forest Oaks Admin Office.
- Each pavilion has
  - Between two to four picnic tables available for use. Picnic tables cannot be added from other pavilions.
  - a grill and firepit.
  - Trash cans
- Bathrooms are located near the upper lake.
- Water fountains are located near the front and back park entrances and near the restrooms. Do not use or drink water from the lake, irrigation system, or from spigots...those are not potable water.
- Playground is located near front of park and the upper lake. Park users cannot be restricted from use of the playground during a rental.
- Sand Volleyball Court is located near the front of the park. Renter must provide their own ball(s). Sand on the sand volleyball court may not be taken out of the court.
- Horseshoe pits are located near the flag polls on the far side of the big lake. Renters must provide their own horseshoes.

### Vehicle Access and Parking for Pavilion Rentals

- A maximum of two (2) vehicles may be parked inside the park gates nearest the rented pavilion.
- Most pavilions have one parking spot near the pavilion.
- Parking is not allowed on the road. Parking is allowed on the “outside of the road” between the road and Cypress Creek. Parking is not allowed on the inside of the road, nearer the lakes.
- All other guests must park in either the Forest Oaks Park parking lot, the maintenance building parking lot, along Cypress Oaks Dr., Lemm Elementary if school is not in session, or in the lower tennis court parking lot.
- Parking is not allowed on Joanleigh Dr. or Chisos Trail.
- All vehicles should be legally parked and Forest Oaks is not responsible for any moving violations, parking citations, damages, theft, or towing of participant vehicles.

### Decorations for Park Pavilions

- The Renter is responsible for any and all damages caused by the use or removal of decorations.

- Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to Water District property.
- **Restrictions on decorations**
  - All decorations must be placed without the use of nails, tacks, duct tape, or other adhesive that will leave marks, damage paint, or puncture walls/doors/frames.
  - Decorations may not be secured to light fixtures or the projector.
  - The following items are not allowed to be used inside the park, no exceptions:
    - Any item that, in any way, blocks the road or walking path or creates an obstruction for normal park usage.
    - Pinatas
    - Glitter, confetti, silly string, or rice.
    - Bubble, fog, or mist machines.
    - Fire sky lanterns.
    - Poppers.
- All decorations must be removed along with all items used to secure them.

### Restrictions for Park Pavilions

- **Number of guests maximum**
  - A park pavilion rental allows for a maximum of 40 guests, including renter.
- **Park hours**
  - All rentals must be completed prior to sundown, as the park closes at sundown.
  - This time changes throughout the year.
- **Respect of park users**
  - All park pavilion renters will be responsible for ensuring normal park users are respected and have access to the non-rented space in the park.
  - Park users should not be interrupted if they are using the park within the normal scope of park usage.
  - Access to the playground by normal park users cannot be restricted to just a renter's group.
  - This includes renters use of decorations, activities, amplified sound, and general environment surrounding the rental area.
- **Minors and Adult Supervision**
  - All policies related to minors are applicable and should be followed at all times.
  - Adults should activity supervise minors at all times.
- **Driving inside of park gates**
  - Vehicles may only drive at 5 MPH while inside the park gate.
  - Stay aware of surroundings and be alert for children and park users.
  - Do not honk or yell at park users on the roads.
- **Music**
  - Use of amplified sound is allowed at appropriate volumes. Volume must be kept at a reasonable volume throughout the event.
  - All music must be appropriate for a community/family setting.
  - Any reports of noise disturbances from park guests or surrounding homes can result in Park Security and/or Harris County Precinct 4 Constables response and possible noise violation citations to the renter.
- **Tobacco Products in the Park**
  - Smoking inside of the park is allowed. Please ensure cigarette butts are completely extinguished and discarded in an appropriate trash can.
  - Tobacco free water vapor (e-cigarettes, RDA's, drippers, vaping devices) products may be used
  - Please be respectful of other guests and park users.
- **Alcohol**
  - Any rental requesting the presence of alcohol must follow all alcohol related policies for rentals; including the hiring of uniformed peace officers. That information is listed in the first section of the rental policies.

- Prohibited items inside the park
  - Glass containers
  - Spikes/stakes/ or digging into the ground
  - Off-road vehicles/ATV's/motorbikes/go-karts/golf carts
  - Fireworks (including sparklers)
  - Any item that requires being in water (boats, kayaks, wake board, surfboards, etc).
  - Inflatables of any kind or size – there is not guaranteed power required for inflatables.
- Swimming in lakes is not allowed.
- Open flames
  - Use of grills is allowed, but must be supervised by an adult at all times while in use.
  - Use of gasoline or other volatile substance to start a fire is not allowed.
  - Burning of trash is not allowed.
  - All coals created from use of the grill should be moved to the firepit and spread out so they can cool off. It is recommended renters use water to pour over embers once they are spread out in the fire pit.
  - Do not leave hot ashes/embers/coals in the grill or firepit as they could restart and cause a fire.

### Completion of Park Pavilions Rentals

- Walk surrounding pavilion area or any areas used during the rental to ensure no loose trash or food are left on the premises.
- Empty all trashcans from pavilion and carry to the red dumpster located near the front entrance to the park. It is located on the side of the park road.
- Remove all decorations.
- Remove all food and drink items.
- Ensure all tables have been moved back to original locations.
- All embers/coals created from use of the grill should be moved to the firepit and spread out so they can cool off. It is recommended renters use water to pour over embers once they are spread out in the fire pit. Do not leave hot embers/coals unattended.



## Large Group (41+ People) Park Events and Overnight Camping

Use of entire park and all of its amenities for the sole use of one group or organization will generally **NOT** be granted. All exceptions must be authorized by the District Manager, if use of the entire Park is granted, it is understood by applicant that the Park will not be completely closed the Park residents.

### Large Group, Pavilions, and Dock Rental Rates

Type user	Fee	Required Deposit
Large Groups of 41 people or more	Max of 5 hours: \$250.00 Hours exceeding 5: \$50/hour	\$250.00 Deposit Includes up to four vehicle passes. Additional vehicle up to 8 total vehicles are \$20/additional pass.
Overnight camping Scout Groups or 501c Organizations only	\$100.00	\$50.00
WCID110 Portable restroom trailer	\$150.00	\$200.00

### Amenities for Large Group Rental or Overnight Camping

- Depending on the purpose of the large group or overnight camping rental, amenities will be discussed with Forest Oaks Administration on a case-by-case basis.

### Requirements for Camping Requests

- Overnight camping is restricted to Scouting organizations only.
- Camping tent site locations can be discussed as there are multiple possible locations for tents. Tents, flies, and other structures cannot be placed in areas where there is a risk of damaging underground power, irrigation or water lines.
- All camping requests will be discussed with Forest Oaks Administration and, based on the request, requirements will be established on a case-by-case basis.
- For use of the firepit, a safety plan will need to be provided by the renter showing the measures being taken to ensure safe use of open flames, including how the fire will be monitored, used, and properly extinguished.

### Decorations for Large Group Rental or Overnight Camping

- Use of decorations is limited to biodegradables, self-standing and pre-erected items that can be setup and removed in a manner not destructive to District property. Nails, glues, spikes, in-ground anchors, or other similar materials are **NOT** to be used in erecting decorations.
- Use of synthetic flowers (satin, plastic, paper, etc.) in the Park Facility is prohibited due to the danger to wildlife and lakes!

### Restrictions for Large Group Rental or Overnight Camping

- All large group and camping requests will be discussed with Forest Oaks Administration and, based on the request, requirements will be established on a case-by-case basis.
- Forest Oaks Park is open to the community, regardless of large group rentals. Park users may use all parts of the park except for those included in the rental request. Road and walking paths may not be blocked off or closed for public use.
- Park users must have access to all park amenities during any large group rental, specifically bathrooms and the playground.
- Large group and overnight camping groups who wish to rent inflatables are allowed to do so at their own expense, but locations must be approved as those need to be secured for safety. Spikes/stakes can damage or destroy underground power, irrigation, and water lines, so approval for the use of inflatables in specific areas must be done by Forest Oaks Admin.

- There is very limited electricity available throughout the park. The power needs of a large group rental will be discussed with Forest Oaks Administration. Generators can be rented by the renter at their own expense as needed.
- All policies related to Minors must be followed.
- All policies related to Alcohol must be followed.

### Vehicle Access and Parking for Large Group Rental or Overnight Camping

- Large group event rentals includes four (4) vehicle passes. Additional vehicle passes \$20 each (not to exceed 8 total vehicles in the park per event)
- Up to four (4) vehicles may be parked inside the park gates for the duration of the event but must be parked in parking spots at pavilions or along the “outside” side of the park road (between Cypress Creek and road, not on the inside of the park road closer to the lakes).
- All other guests must park in the Forest Oak Park parking lot, the maintenance building parking lot, the lower tennis court parking lots, or along Cypress Oak Dr.
- Parking is not allowed on Joanleigh Dr. or Chisos Trail.
- All vehicles should be legally parked and Forest Oaks is not responsible for any moving violations, parking citations, damages, theft, or towing of participant vehicles.

### Completion of Large Group Rental or Overnight Camping

- Remove all trash from the premises. Trash may be dumped in the dumpster by the front park gate.
- Remove all food and drinks.
- Remove all decorations, portable structures and inflatables.
- Clean all park bench surfaces at the pavilion and sweep off pavilion floor(s).
- For camping groups, the entire area used for the rental must be walked and cleared of trash/debris.
- For any groups using open flames, all grills used must be cleared of ashes/embers/coals and disposed of in the fire pits at the pavilion or in the large firepit. Ashes/embers/coals may not be left until they are fully extinguished and there is no risk of them restarting a fire.

# Tennis Court Rentals

## Tennis Court Rental Rates

Type of User	Number of Courts	Required Fee & Deposit
All renters	4 Courts and Main Pavilion 8 Hours max	\$300 Rental Fee & \$250 Deposit
	6 Courts and Main Pavilion 8 Hours max	\$500 Rental Fee & \$250 Deposit

## Amenities for Tennis Courts

- Tables
  - There are multiple metal picnic tables available around the tennis courts.
  - Tables may not be moved from their original locations.
- Bleachers/Spectator Areas
  - Each court has area for spectators and seating.
  - Courts 5/6 and 7/8 have covered pavilions with bleachers for spectators.
  - Spectators may use chairs from the pool house plaza as needed, but all chairs must be restacked and returned to their original locations at the end of the rental.
- Bathrooms
  - Bathrooms are available at the pool house.
- Water/Ice
  - There is a small ice machine available in the pool house and a large ice machine in the clubhouse. Renters who need access to ice will have access to one or both of those ice machines during the rental.
    - Pool house ice machine is small and only has 20-25 lbs of ice.
    - The clubhouse ice machine is much larger and has 50-60 lbs. of ice.
    - If the machines are emptied of ice, it take several hours to refill.
    - *NOTE: If there is a rental in the clubhouse during the same time frame as a tennis court rental, the ice machine in the clubhouse is not available for use.*
  - Water is available for individual water bottle refills at the bottle fill fountain between the bathroom doors on the pool house.
  - A water hose is available on the pool house for filling water coolers.
  - Water coolers can be provided by Forest Oaks. Any renter wanting water coolers available on the courts is responsible for filling and refilling them with water/ice throughout the rental. Forest Oaks staff will not manage water coolers.
  - A push cart can be requested to move coolers to and from the clubhouse for ice refills.
- Scoreboards
  - All courts have flip scoreboards attached to the netting system.
- Court Cleaning Equipment
  - There are multiple push brooms and court squeegees on all courts.
  - All court cleaning equipment should be returned to the original location when not being used.
- Pool House Plaza
  - There is a large plaza area between the tennis courts and the pool house that may be used for spectators, concessions, food, drinks, or other purposes.
  - Picnic tables have umbrellas for shade but all umbrellas should be closed and tied when a rental is completed.

## Decorations for Tennis Courts

- The Renter is responsible for any and all damages caused by the use or removal of decorations.

- Use of decorations is limited to self-standing and pre-erected items that can be setup and removed in a manner not destructive to District property. Nails, glues, spikes, in-ground anchors, or other similar materials are **NOT** to be used in erecting decorations.
- Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to Water District property.
- Restrictions on decorations
  - All decorations must be placed without the use of nails, tacks, duct tape, or other adhesive that will leave marks, damage paint, or puncture walls/doors/frames.
  - Decorations may not be secured to light poles, lights, or electric outlets.
  - The following items are not allowed to be used, no exceptions:
    - Pinatas
    - Glitter, confetti, silly string, or rice.
    - Any item that, in any way, blocks a gate or walking path, creates a tripping hazard, or creates congestion for the normal flow of traffic.
    - Bubble, fog, or mist machines
    - Fire sky lanterns
    - Poppers
- All decorations must be removed along with all items used to secure them.

### Restrictions for Tennis Courts

- Rentals that conflict with or are in conflict with program, instructional sessions, or events already provided by Rivera Tennis Academy will be denied.
- The lower tennis court and side tennis court gates can be propped open for access during a rental.
- The main facility gate may not be propped open during a rental.
- Participants should enter the tennis courts using the lower tennis court or side tennis court gates and not the main facility gate unless they are a FOSRC member.
- Only racquet sports are allowed on tennis courts.
- All policies related to minors should be followed.
- All policies related to alcohol should be followed.

### Completion of Tennis Courts Rentals

- All chairs used during the event must be returned and stacked properly in their original locations.
- If Forest Oaks water coolers were used, they must be emptied, dried, and returned to the pool house plaza area.
- All court cleaning equipment should be replaced in its original locations on fences.
- All tennis balls should be either taken by the renter or placed in the tennis ball recycling containers.
- Any signage or decorations should be removed.
- Empty all trash cans and take trash bags to the black/red trash cans under the main pavilion or in the fenced area between the Gym and Clubhouse.
- Remove all renter supplied foods and drinks.
- Clean all counter surfaces in the bathrooms.
- Ensure all toilets have been flushed and cleaned when leaving the facility.
- Reset any furniture that was moved around tennis courts or pool house plaza.
- Make sure all umbrellas on tables in the pool house plaza are closed and tied securely.
- Make sure all exterior gates are closed and secured properly.
- Turn off all lights.

## 5K Event Rentals

### 5K Event Rates

Type of User	Facilities	Fee	Required Deposit
All renters	5K Trail and Main Pavilion 6 Hours max	\$200.00	\$100.00
Portable Sound System	Sound board, two speakers, cables or Bluetooth adapters, microphones	\$50.00	\$100.00
WCID110 Portable restroom trailer rental	Restroom trailer	\$150.00	\$200.00

### Requirements for 5K Events

- Requests for 5K events must be submitted sixty (60) days in advance of the requested rental date.
- Pre-event meetings with renter, organization leadership, or event managers and Forest Oaks Administration will be scheduled within one week of the submission of the rental request, two weeks prior to the event, and at least two days prior to the event.
  - An on-site walk of the park, course, and amenities will be conducted on the first and final meetings. The two-week meeting can be virtual if preferred by the renter.
- Any cancellation request must be made fifteen (15) days prior to the rental date or the deposit will be forfeited.
  - Any cancellation due to inclement weather or potential inclement weather within 48 hours will result in forfeiture of deposit.
  - Any cancellation decided upon by the District Manager due to weather, district emergency, or other reasons will not cause the deposit to be forfeited.
- All event participants must complete a Waiver of Liability before participating. This waiver will be provided by Forest Oaks Admin and should be collected and submitted to Forest Oaks by renter or event manager before the event begins. This Waiver of Liability should be added to the registration process by renter, organization or event manager.
- Renter is responsible for provided all event staff and volunteers to manage the event.
  - The number of volunteers should be enough to station them throughout the entire course and be alert for participant safety and providing directional assistance.
  - At least two event volunteers/event staff with mountain bikes for quick emergency response.
  - Forest Oaks staff are not responsible for managing or working the event in a capacity other than the responsibilities determined by Forest Oaks Admin.
- Renter is responsible for securing and paying for a certified first responder or emergency medical personnel. This first responder must provide their own supplies and be available as needed at least 30 minutes prior to the event. They should be stationed in a position on the course where they can respond to emergency situations.
- Renter should provide a safety emergency action plan for their event, including:
  - Inclement weather information
  - First Responder contact information
  - First Responder equipment and supplies (provided by the renter or the responder)
  - List of phone numbers for all pertinent event staff
  - List of approved drivers for Forest Oaks provided ATV/Gators.
  - Locations for event volunteers.
  - Volunteers with mountain bikes who will be able to ride to a participant quickly.
  - Names/contact numbers for volunteers or event staff who will be able to drive ATV/Gators during the event.
  - A communication plan for event staff (cell phones, walky-talky's, radios, etc.)
  - Finish line emergency response kit with basic first aid supplies, hard candy/orange juice for diabetics, emergency blankets, water bottles, and ice packs.

- The renter and organization may, at the discretion of the District Manager, be required to hire Peace Officers. These officers would be at the expense of the renter and not Forest Oaks.
- Renter is responsible for providing disposable cups or water bottles for participants before, during, and after the event.
- 5K events may not start until the sun is up and may not occur after the sun has gone down.

## Amenities for 5K Events

- Tables
  - 8', 6', and 4' tables are available for renters to use.
  - Quantities and sizes can be discussed when reviewing the rental request.
  - Pavilion picnic tables must remain under or near their pavilion and cannot be moved from pavilions to different locations throughout the park.
- Park Bathrooms
  - The park bathrooms are located near the park road and the upper lake.
- Portable Restroom Trailer
  - A renter can choose to rent our portable restroom trailer or contract with a 3<sup>rd</sup> party vendor for additional restroom facilities. If rented, Forest Oaks staff will move the trailer to the desired location and maintain it for the event.
  - Any 3<sup>rd</sup> party rental will need to drop off units as close to the rental date and time as possible and should remove units within two business days following the rental.
  - Forest Oaks is not responsible for maintaining the conditions of any 3<sup>rd</sup> party vendor units.
- Main Pavilion
  - Any 5K rental does include the use of the Main Pavilion near the clubhouse.
  - The renter can move tables under the pavilion as needed but is responsible for moving those back to the original locations following the event.
- Park Pavilions
  - Renter can use up to three pavilions as needed.
  - Pavilions can be used for any purpose needed by the renter.
- Park Road, Walking Paths, and Nature Trails
  - The renter can create their own 5K course using any of the park road, walking paths, or nature trails as they wish.
  - Forest Oaks has no responsibility for providing a certified course for renters.
  - If a certified course is required, the renter is responsible for any fees or payments required to have a course certified.
- Course markers and signage
  - Forest Oaks has a supply of course marking flags available if needed.
  - Forest Oaks can supply 18x24 yard signs for signage needs, but the renter must create the signs and can tape them to the yard signs.
  - Forest Oaks staff can assist in the course markers and signage needs if needed.
- Portable Sound System
  - If the renter chooses to use amplified sound, they can rent the portable sound system from Forest Oaks or they can provide their own or rent from a 3<sup>rd</sup> party vendor.
  - Forest Oaks has no responsibility for set-up, usage, take-down, or any damages or issues related to sound systems provided by the renter or a 3<sup>rd</sup> party vendor.
  - If the portable sound system from Forest Oaks is rented, Forest Oaks staff will set-up, manage, and take-down the system when and where needed.
- ATV/Gators
  - Forest Oaks will approve use of up to two (2) motorized carts (gator, ATV) for use by the event manager or renter.

- Any use of these vehicles is restricted to those listed on the Emergency Action Plan provided by the event manager or renter. Any driver listed must be 21 years old, have a Texas Driver's License, and must provide a copy of their personal auto insurance.
- Vehicles may only be driven on park road or designated areas.
- Any damages caused by renter, event manager, or drivers other than Forest Oaks staff will be deducted from deposit or result in additional repair costs exceeding the deposit.
- Trash Cans
  - Additional trash cans will be provided by Forest Oaks in locations throughout the park.
  - Forest Oaks staff will set those trash cans out prior to the event and pick them up after the event has ended.
- Water Coolers
  - Forest Oaks can provide water coolers to the renter.
- Ice/Water
  - Ice machines are available in the clubhouse to fill coolers.
  - Water is available at the clubhouse, pool house, or maintenance building for filling water coolers.
  - Do not use spigots located in the park unless they are clearly marked as potable water to fill coolers.

### Vehicle Access and Parking for 5K Events

- 5K rentals includes four (4) vehicle passes
  - Additional vehicle passes \$20 each (not to exceed 8 total vehicles in the park per event)
- Up to four (4) vehicles may be parked inside the park gates for the duration of the event but must be parked in parking spots at pavilions or along the "outside" side of the park road (between Cypress Creek and road, not on the inside of the park road closer to the lakes).
- All other guests must park in the Forest Oak Park parking lot, the maintenance building parking lot, the lower tennis court parking lots, at Lemm Elementary if Klein ISD is not in session, or along Cypress Oak Dr.
- Parking is not allowed on Joanleigh Dr. or Chisos Trail.
- All vehicles should be legally parked and Forest Oaks is not responsible for any moving violations, parking citations, damages, theft, or towing of participant vehicles.

### Restrictions for 5K Events

- Alcohol is not allowed.
- Smoking is permitted in designated areas but discouraged anywhere along the course or in areas where participants will be gathered.
- Spectators may not be within five (5) feet of the course in any locations so as to avoid or minimize tripping hazards.
- Renter or the organization may not cut, remove, or alter any trees, bushes, limbs, branches or other vegetation. Any concerns related to safety should be provided to Forest Oaks staff and we will handle them.

### Completion of 5K Rental

- Walk entire course and all areas used to ensure there is no trash or debris left from the event.
- Remove all trash from the premises. Trash may be dumped in the dumpster by the front park gate.
- Remove all food and drinks.
- Remove all course signage, decorations, portable structures and inflatables.
- Provide the information for pick-up from any 3<sup>rd</sup> party vendors and equipment needing to remain on site until the 3<sup>rd</sup> party vendor can schedule a pick-up. Forest Oaks is not responsible for any damages or issues related to 3<sup>rd</sup> party equipment.
- Clean all park pavilions and surrounding areas that were used.
- Clean main pavilion and reset all furniture to its original locations if it was moved.
- All trash at main pavilion should be placed in the black/red trash cans under the main pavilion.
- Walk all areas where event participants were parked and ensure there is no trash or debris left from the event.



## Deposit Return for 5K Events

- Forest Oaks will return the rental deposit within ten (10) business days following a 5K event.

## Old Certified 5K Map Example





## Requests for Lake Water Crafts/Dock/Photographer/Temporary Vehicle Park Passes

Auxiliary Function	Fee	Required Deposit
Lake Watercraft Access No motors are allowed	Free	\$20.00 Returned when access card is returned
Dock Use – Exclusive Access	\$20.00/hour Max of two hours	\$50.00
Dock Use – Not Exclusive Access	Free	N/A
Photography Personal Use	Free	N/A
Photography Professional Use	Free	\$20.00 Returned when access card is returned
Temporary Vehicle Passes	Free	\$20.00 Returned when access card is returned

### Fees and Deposits for Auxiliary Functions of the Park

- Auxiliary functions within Forest Oaks Park are generally free, but we do require a fee for exclusive use of any space, like the fishing dock.
- Other auxiliary functions within the park require just a deposit and, as long as we get the access card back, we will return the deposit.

### Water Crafts and Boating

- No boats, canoes, rafts or other waterborne craft shall be propelled by an internal combustion engine(s) (gasoline), either inboard or outboard.
- Inflatable crafts, sail and surfboards are prohibited on the Park lakes.
- No water craft shall be left unattended in the water at any time.
- No water craft shall be stored in the water.
- All person, regardless of age, must wear a US Coast Guard approved lifejacket while in any water craft.
- All children under the age of 14 shall be accompanied by an adult (18 year or older) at all time times while in any water craft.

### Dock Use

- Exclusive Use
  - Exclusive use of the dock for events such as weddings or a ceremony are allowed with approval from the District Manager, but can also be denied based on normal usage patterns of the dock from park users.
  - The fishing dock is a popular and easily accessible location for all park users. Exclusive use of the dock is limited to no more than two hours and cannot be guaranteed at all times.
- Non-Exclusive Use
  - Non-exclusive use means park users outside of your group are allowed to use the dock at the same time and any renter should be accommodating to those park users.

### Photography

- Personal Use
  - Photography within the park for personal use is always allowed.
- Professional Use
  - Any photography being performed by a professional photographer, or a photographer who is being paid for or charged for their services, should complete the appropriate application and submit to the District Office by the deadlines.

- The reason for this is that we would like to know who is using our park for revenue generating purposes and for addressing any issues that may arise from park users should a professional photographer create any issues.

### Temporary Vehicle Passes

- Temporary Vehicles Passes are available for users or potential users who would like to drive through the park to scout locations for a potential rental or future event, have equipment or items that are too heavy to carry, drag, or push into the park.
- All vehicles within the park are to follow all basic traffic laws.
- Vehicles should drive no faster than 5mph.
- Vehicles should not honk at park users on the road.
- Parking is allowed in pavilion parking spots or along the “outside” of the park road (on the Cypress Creek side).