

Cross Creek Condominiums (As of March 2026)
Clubhouse Usage Agreement for Private Events
UPSTAIRS

- ❖ Anyone (owner, guest, or staff) requesting to reserve the upstairs clubhouse for a private event must contact the Property Manager and complete the form below.
 - ❖ Cross Creek owners may host private, single-day events without prior board approval.
 - ❖ Board approval required for:
 - Guests seeking to host a private event
 - Multi-day and/or repetitive events (owner or guest)
 - ❖ Requests must be submitted to the board at least 14 days in advance.
 - ❖ Board considerations for approval or denial shall include:
 - Value to Cross Creek overall vs. loss of use by individuals
 - Commercial/business vs. personal use
 - How many times have you reserved/used it in the past 12 months?
 - How many Cross Creek units will you occupy? Or which?
 - Multi-day, repetitive, or consecutive days?
 - Number of people?
 - Using a sound system?
 - Leaving assets in the space?
 - Will decorations be affixed to walls, windows, doors, or surfaces?
 - Aware that the space is not 100% locked?

Owners are encouraged to use the upstairs portion of the clubhouse unless it is reserved for a private event (or is being prepared for one).

Application Date: _____

Date of Event: _____

Type of Event (commercial/personal): _____

Name: (must be 25 years of age) _____

Type of renter (owner, guest, company, etc.) _____

Unit Number: (where you are staying) _____

Rental Agency (if applicable) _____

Contact Information:

Mailing Address _____

Phone Number _____

Additional Phone Number _____

Date(s) of requested usage _____

A \$500 refundable deposit (by check) is required for non-owners and must be paid to the Property Manager.

Property Manager To Dos:

- ☐ Set a unique code for the 2 main clubhouse doors. Code to be deleted after the event. (SRG will change out building codes within 48 hours.)
- ☐ Keep an electronic calendar of scheduled events available to all Cross Creek owners.
- ☐ Email the Cross Creek board and owners about upcoming events.
- ☐ Post "Private Event" signage (with times) at the base of the stairs on the morning of the event.
- ☐ Inform the after-hours property management contact of the event, including timing and host contact information.
- ☐ Verify the upstairs clubhouse has met the Cleaning Checklist and return the security deposit to the host. (Checklist to be completed within 48 hours.)
- ☐ Keep a historical record of board decisions on allowed vs. disallowed use.

Event Rules:

- ☐ **Quiet hours are 10 PM - 8 AM**
- ☐ Music/noise should comply with the Town of Frisco's noise ordinance
- ☐ No more than 86 attendees (per fire code regulations)
- ☐ Parking in the Cross Creek lot is limited to 5 parking spaces if your event occurs between 6 pm and 10 pm. Contact the Town of Frisco for parking options/exceptions for street parking. Exceptions during off-peak days/times can be requested.
- ☐ Adhere to the Cleaning Checklist (below)

Cleaning Checklist:

- ☐ Remove all decorations and equipment
- ☐ Close windows and doors
- ☐ Return the furniture to its original position
- ☐ Clean/check bathrooms if used
- ☐ Wipe down tables and kitchen surfaces
- ☐ Vacuum where needed
- ☐ Return the kitchen to its clean, original state
 - ☐ Clean all dishes
 - ☐ Run dishwasher
 - ☐ Put dishes away
 - ☐ Remove unused food
- ☐ Trash
 - ☐ Dispose of all trash in the parking lot dumpster
 - ☐ Replace trash bags. Use recycle bins properly

I, _____, agree that I am the responsible party for
the event.

I acknowledge that I am using the Upstairs Cross Creek Conference Room on the date
requested above. I agree to:

1. Clean the conference room promptly after use.
2. Be responsible for any damage or repairs resulting from my use.
3. Accept that any excess charges for cleaning or damage will be billed to the
organizer, without objection.
4. Assume responsibility for all expenses associated with cleanup or maintenance
arising from my usage.
5. Ensure the safety of all conference room users.

I release the Cross Creek Association from any personal injury claims related to my use
of the conference room or the actions of my guests.

(Host Signature)

The Property Manager has:

- ☐ Approved & calendared this event
- ☐ Collected a \$500.00 deposit (non-owners only) to be returned within 7 business days after the event.
- ☐ Not approved this event

(Property Manager Signature)