

**KLEINWOOD MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS  
OFFICE USE AGREEMENT AND APPLICATION  
13315 VETERANS MEMORIAL PARKWAY  
SUITE 406  
HOUSTON, TEXAS 77014-1645  
281-685-1275**

EFFECTIVE AS OF THIS 30TH DAY OF NOVEMBER, 2017

THE BOARD OF DIRECTORS OF KLEINWOOD MUNICIPAL UTILITY DISTRICT OF HARRIS COUNTY, TEXAS ADOPTS THE FOLLOWING RULES FOR THE USE OF THE DISTRICT OFFICE LOCATED AT 16530 KLEINWOOD DRIVE:

The office owned by Kleinwood Municipal Utility District of Harris County, Texas (the "District") may be used by residents of the District. Residents desiring to use the office must complete the attached application and agree to abide by these rules and regulations.

1. Any resident of the District making application to use the office must be at least 21 years of age and must be present during the entire function,

2. All applicants (except for homeowners associations located in the District) will be required to pay an office use fee of \$100.00 and a \$400.00 deposit at the time application is made with the District's Office Manager ("Office Manager") Roger Schuett. Applications may be mailed to the Office Manager at 13315 Veterans Memorial, Suite 406, Houston, Texas 77014-1645. Applicant must provide seven (7) days notice of cancellation, otherwise Applicant will forfeit the office use fee. Any homeowners association located in the District and desiring to use the District Office for its monthly meetings shall complete the application and pay an annual fee of \$300 for use of the District office.

3. After use of the office, the Office Manager will return to the Applicant within ten (10) business days following the function, the \$400 deposit, provided there is no damage to the office or surrounding grounds from Applicant's use. In the event the office or grounds are damaged, the District will make the necessary repairs and deduct the cost of the repairs from the deposit. If the cost of repairs exceeds the deposit, Applicant will be required to pay the balance.

4. Smoking in the office and surrounding grounds is prohibited. Illegal substances will not be permitted within the office or surrounding grounds, nor will a person who is legally intoxicated be allowed within the office. Loud or abusive language will not be permitted. Any person or persons not adhering to the above must be asked to leave the premises by the Applicant.

5. Certain uses of the office may require that Applicant employ a peace officer during the use of the office. The Office Manager shall designate those uses that require a peace officer. Applicant will notify Harris County Constable Precinct No. 4, 281-376-3472, of the date of the function if there will be 25 participants or more. Applicants required to employ a peace officer shall employ one (1) peace officer for groups over 25 people and two (2) peace officers for groups over 50 people. The peace officer will be required to remain on duty until the use of

the office is concluded. Applicants will be responsible for hiring and paying the peace officer(s). The Office Manager may be contacted to assist Applicant in obtaining peace officers. If the Applicant intends to have alcohol served and consumed at the function, two (2) peace officers are required, no exceptions, regardless of the number of participants.

6. The District has contracted with Harris County Precinct No. 4 for the services of a constable. The constable will be advised when persons have made application to use the office and will be requested to monitor activities in the office and surrounding grounds.

7. Applicants and their party must obey the rules for the use of the office. Applicants and their party will be ordered to leave the office and surrounding grounds if they fail to obey the rules and Applicant is subject to being denied future use of the office.

8. Applicant will be provided an access key to the office building. Applicant must obtain the key at the office of the Office Manager when practical prior to the function. If Applicant loses the key, the key is stolen or misplaced, the cost to replace the locks at the office will be applied against Applicants deposit. In the event the deposit does not cover the cost to replace the locks, Applicant will be required to pay the balance.

9. Applicants will not have access to the office later than 11:00 p.m., unless special arrangements are made. Utmost respect will be shown for the tranquility of the surrounding homes and the safety of children playing in the neighborhood. No sounds shall be amplified outside the office or in the land adjacent to the office building.

10. Permission will not be granted for use of the inner office or conference room. The telephone may be used only for local calls.

11. If any alterations or rearrangements are made to the furniture in the office, all items must be returned to their prior location before Applicant vacates the office.

12. The maximum number of persons allowed within the office building at any one time will be seventy-five (75) people. Consideration should be made to limit the number of vehicles due to the limited parking spaces available.

13. These rules and permission to use the office do not convey ownership or any permanent rights to any party other than the District. Any and all property within the office will remain the property of the District.

14. All refreshments, including soft drinks, food, coffee, etc. will be furnished by the Applicants. The consumption of any beverage from a glass container is prohibited outside the office on the office grounds.

15. These rules in no way obligate the District to provide access to the office for any entity, group, or organization. Every effort will be made to fulfill applications for use of the office, but circumstances may prevent the Board from fulfilling such commitments.

16. Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to District property. Tape, tacks, staples, glue or other similar materials may not be used in erecting decorations. The use of open flames, other than candles, is prohibited.

17. Upon completion of Applicant's activity, Applicant shall:
- (a) Empty all trash cans and remove trash from the premises.
  - (b) Remove all foods from the refrigerator, the counters and cupboards.
  - (c) Clean all counter surfaces in the kitchen and bathrooms.
  - (d) Make sure all toilets have been flushed when leaving the office.
  - (e) Turn off all lights.
  - (f) Lock the door.
  - (g) Return the key to the Office Manager prior to 10:00 a.m. on the business day following the event.

18. Applicants who plan to have minors present (persons under the age of 21) must supervise the minors throughout the entire period the office is used and there shall be at least one parent or guardian present at all times for every minor present.

19. All Applicants must complete the attached Application for use of the office. If a completed Application along with the required fee and deposit are not provided to the Office Manager, a person or entity will not be allowed to use the office.

20. The following activities are prohibited in the office:
- (a) No meetings, fund raisers, parties, etc. for organizations for profit such as investment groups, Tupperware parties, cooking parties, or cosmetic parties.
  - (b) No girl scouts, boy scouts or such similar meetings for persons under 21 years of age (excluding awards ceremonies).
  - (c) No groups or meetings engaging in arts, crafts, painting, or coloring, regardless of age or affiliation.
  - (d) No parties, recitals, functions or activities for persons under the age of 21.
  - (e) Regular meetings of any organizations other than the Board of Directors of the District, the homeowners associations located in the District, the Kleinwood Swim Team, certain meetings of the Kleinwood Women's Club, Bunco (2 table minimum) and Bridge (2 table minimum).

21. The Conference Room is not available for use except for organizations approved by the Board of Directors of the District.

22. All Applications for use of the office are subject to approval by the Board of Directors of the District.

**APPLICATION FOR USE OF  
KLEINWOOD MUNICIPAL UTILITY DISTRICT OFFICE  
16530 KLEINWOOD DRIVE  
281-685-1275**

Applicant: \_\_\_\_\_

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

Daytime Telephone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

FUNCTION TO BE CONDUCTED IN THE OFFICE: \_\_\_\_\_

\_\_\_\_\_

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

Hours of Use: \_\_\_\_\_

Number of Persons: \_\_\_\_\_

Security Required: \_\_\_\_\_

Key Provided: \_\_\_\_\_

Key Returned: \_\_\_\_\_

I, the undersigned Applicant, do hereby certify that I have read the Office Use Agreement and Application attached hereto and that I have been provided a copy of the Agreement. I understand the rules and conditions for the use of the office and I also understand that by using the office I consent to abide by the rules and conditions. I further agree to indemnify Kleinwood Municipal Utility District (the "District") and the Office Manager for my use of the office as set forth below.

In consideration for the use of the office owned by the District, the undersigned Applicant ("Applicant") hereby agrees to indemnify, save and hold harmless, and defend the District, its Board of Directors and the Office Manager and all their agents, representatives, employees, and consultants from any and all suits, actions, or claims of any character, type, brought or made by any person or entity for or on account of any injuries or damages received or sustained or alleged to have been received or sustained by any person or entity arising out of or related to or occasioned by Applicant's use of the office or surrounding grounds, whether caused by the sole negligence of Applicant, the sole negligence of the District or the Office Manager or a combination thereof, or the negligence of any other person or entity.

Signed this \_\_\_\_\_

"APPLICANT"

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_