



**FACILITY USE FORM**

Date(s) of Event: \_\_\_\_\_  
 Event Begin Time \_\_\_\_\_ Event End Time \_\_\_\_\_  
 Arrival or Set up Time: \_\_\_\_\_  
 Number of Attendees: \_\_\_\_\_  
 Activity/Event Description \_\_\_\_\_

**Please fill in for REGULAR meetings only:**  
 Weekly on (day) \_\_\_\_\_  
 Begin Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Set up Time \_\_\_\_\_  
**OR**  
**Circle a Number and Day:**  
 Every 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> /             /                    
 of the month.  
 Begin Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Arrival or Set up Time \_\_\_\_\_

Will there be food or beverage at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

- Outside catering from any source (other than that furnished by the Wildhorse Grill) is not permitted in any Robson Ranch facility.
- Food and beverages including potluck functions, self-catering and "brown bag" meals may not be brought into any Robson Ranch facility.

**\*\*For food and beverage requests, please contact the Banquet Manager at 940-246-1080 as soon as possible after booking an event and confirm at least one week prior to an event if food and beverage services are needed.**

Contact Person: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address of Sponsoring Organization or Individual (Sponsor):  
 Street Name & Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ROOM REQUEST**

- Medina (seats 30) \_\_\_\_\_
- Bandera (seats 30) \_\_\_\_\_
- Patriot (seats 50) \_\_\_\_\_
- Heritage (seats 50) \_\_\_\_\_
- Legacy (seats 50) \_\_\_\_\_
- Lone Star (seats 100) \_\_\_\_\_
- Ballroom (seats 300-500) \_\_\_\_\_
- Usage of Stage \_\_\_\_\_
- Boardroom (seats 24) \_\_\_\_\_
- Lounge (seats 50) \_\_\_\_\_
- Patio/Gazebo \_\_\_\_\_
- CATC Bldg \_\_\_\_\_
- Clubhouse Parking Lot \_\_\_\_\_
- Sports Club Ramada \_\_\_\_\_

**EQUIPMENT**

- Lectern (podium) \_\_\_\_\_
- Microphone \_\_\_\_\_
- Wireless microphone \_\_\_\_\_
- Microphone stand \_\_\_\_\_
- Projector \_\_\_\_\_
- Laptop \_\_\_\_\_
- TV/DVD \_\_\_\_\_
- Piano \_\_\_\_\_
- Easel \_\_\_\_\_

**TABLE SELECTION**

- 8ft rectangle \_\_\_\_\_
- 6ft rectangular \_\_\_\_\_
- 4ft rectangular \_\_\_\_\_
- 5ft narrow rectangle \_\_\_\_\_
- 6ft round (seats 10) \_\_\_\_\_
- 5ft round (seats 8) \_\_\_\_\_
- 6ft crescent \_\_\_\_\_
- Card table \_\_\_\_\_
- Wooden square (specific room use) \_\_\_\_\_

**CHAIR SELECTION**

- Folding chairs \_\_\_\_\_
- Pink ballroom chairs \_\_\_\_\_
- Gold chairs (specific room use) \_\_\_\_\_

**ADDITIONAL REQUESTS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Robson Ranch Homeowners Association cannot guarantee the provision of all requested items. Seating arrangements and room assignments may vary according to event.*

**Robson Ranch Denton Homeowners Association  
 9428 Ed Robson Circle  
 Denton, TX 76207  
 940-246-1002**

**The undersigned sponsoring organization or individual agrees to the following in connection with the above use of the Robson Ranch facility:**

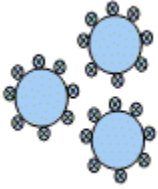
1. Sponsor and its guests and invitees shall comply with all rules and policies of Robson Ranch Homeowners Association and/or Robson Ranch Denton Resort Community (including without limitation the Declaration of Covenants, Conditions and Restrictions of Robson Ranch Denton Resort Community) and all laws, rules, regulations, ordinances of any government, agency, municipality or political subdivision
2. Smoking is not permitted within any Robson Ranch building at any time.
3. In accordance with the Texas Alcoholic Beverage Commission, alcoholic beverages may not be brought into any Robson Ranch facility. The Wildhorse Grill must furnish all alcoholic beverage service. The TABC Code also prohibits any gaming activities involving the exchange of monies in HOA buildings or on HOA property. Failure to follow TABC laws could result in the loss of our state liquor license.
4. Notices, handbills, or the like may not be placed in any Robson Ranch facility without prior management approval.
5. Persons who are not employees are not allowed in kitchens or bar service areas unless authorized by management.
6. Sponsor shall release, indemnify, defend and hold Robson Ranch Homeowners Association and its affiliates, including but not limited to Robson Ranch Denton Development, LP, Robson Communities, Inc., and all of their respective members, managers, owners, partners, officers, directors, employees, and agents (the "Robson Parties") harmless for, from and against any and all liability, claims, damage or expense arising from the Instructor's class or otherwise relating to the use of the any Robson Ranch facility by the Sponsor and its guests and invitees (including without limitation, any damage to the room or the facility or harm or injury to any other property or to any person attending Sponsor's event or as a result of Sponsor's breach or default under this Agreement), the indemnities and protections of this section shall not apply to indemnify and protect any Robson Parties from claims caused by its own sole negligence or its willful misconduct.
7. A Non-Refundable Deposit will be required when booking a room.
8. Sponsor agrees to pay any costs incurred by Robson Ranch Homeowners Association or any Robson Parties to enforce this Agreement, including without limitation any costs to collect any fees due hereunder.
9. Sponsor shall not have the right to assign any of its rights hereunder to any third party. Any attempt by Sponsor to assign any rights under this Agreement shall be void ab initio and of no force and effect. The parties understand and agree that Robson Parties shall each be a third party beneficiary to this Agreement. Other than Robson Parties, no other person or entity shall be a third party beneficiary to this Agreement and no term or provision of this Agreement or the exhibits hereto is intended to be, nor may any term or provision be construed to be, for the benefit of any other person or entity not a party to this Agreement and not other person or entity has any right or cause of action under this Agreement
10. Reschedule of the Event Date:  
Written notice of rescheduling must be provided as soon as possible. If the rescheduling request occurs 9 months or greater of the Event Date the monies paid to date will apply to the new Event Date and associated total cost. If the rescheduling request occurs within 6 to 9 months of the Event date only 50% of the monies paid to date will apply to the new Event Date and associated new total cost. If the rescheduling request occurs within 6 months of the Event Date the monies paid to date will not apply to the new Event Date and associated new total cost. Within 30 days from the written notice to reschedule the Host must select the new Event Date from a date that is available and pay the entire balance of the Event Price and any reschedule fees. There will be no refund of any monies paid to date if the Host does not select from an available date. The Host may not assign, sell, transfer or market The Event or Event Date.

**Third Party Disclaimer**

For anyone renting a space in one of our buildings here at Robson Ranch, the information below must be included on any and all advertising and notices prepared and used by the person holding the seminar, workshop, or event. All advertising, including any email, any sign posted at the event, any mailings and any documents handed out should include the following statements:

- Neither the speaker, his/her employer nor any of their respective affiliates is an employee, agent, or in any way affiliated with Robson Ranch Denton Homeowners Association (the "Association"), Robson Denton Development, LP, Denton Property Management Company, Robson Denton Management Company, Robson Communities, Inc. or any of their respective affiliates (collectively referred to herein as the Robson Ranch Entities);
- Neither the content of the seminar nor qualifications of the speaker, his/her employer nor any of their respective affiliates have been verified or approved by any of the Robson Ranch Entities. The seminar is not sponsored or endorsed by the Robson Ranch Entities in any way; rather the speaker has merely contracted with the Association to use the facilities.

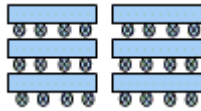
Please select a room layout or draft a picture of your desired room set up for your event.



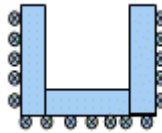
Banquet/Reception



Conference



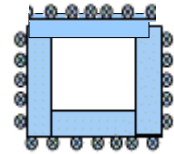
School Room



U-Shape



Lecture/Theatre



Hollow Square

ROOM:	Medina	Bandera	Patriot	Legacy	Heritage	Lone Star	Ballroom	Stage	Dance Floor
DIMENSION:	30'3" x 20'3"	30'3" x 20'3"	43' x 25'9"	43' x 28'8"	43' x 25'9"	80'6" x 45'	88' x 80'6"	26' x 23'	52' x 30'
SQ.FT:	532sq	532sq	1008sq	1218sq	1008sq	3311sq	6545sq	-	-

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_