



Booking Confirmation

Dear Guest,

Thank you for your donation to Land Heritage Institute (LHI). We are a 501 (c) 3 non profit corporation and your donation goes to the upkeep and management of the facilities. As such a portion of the donation may be tax deductible. Please read the following carefully, Your donation obligates you to the following Rental Rules (Exhibit A) along with all property rules and regulations (Exhibit B). Our insurance requires that you and your guests agree to a release of liability (Exhibit C).

Please indicate the facilities you are planning to use:

___ Bunkhouse @ \$250 per night (16 person maximum)

___ S.T.R.E.A.M. Center @ \$150 per night (16 person maximum)

___ Headquarters Building @ \$100 per night (4 person maximum)

___ RV site with 10' x 10' Pen @ \$25 per night (1 truck with 1 trailer plus 2 horses with riders. This rate is for 2nd Saturday of the month. RV sites may be available at other times but facility minimum is 4 RV sites or \$100. Payment is required in advance for reservation. Cancellation is allowed up to 48 hours in advance without penalty.

___ Primitive Campsite @ \$10 per night (6 person maximum)

Special rates available for longer than 5 night stay or full facility rental. Please call or email for details.

Please indicate dates you would like to reserve the facility:

Check-in date: _____, 20____
Month DD, YYYY after 4 pm CST (No early check-in please)

Check-out date: _____, 20____
Month DD, YYYY by 1 pm CST .

Number of adults: ____
Number of children: ____
Pets: ____

Deposits are required for Bunkhouse, STREAM Center and Headquarters. Deposit includes \$150 cleaning fee. Your deposit of \$300 is due immediately and will be refunded within 3 days and upon inspection of facility condition by management.



RV Sites require full payment in advance to reserve site. Refunds available up to 48 hours in advance without penalty.

The following will be filled in by LHI and returned by email as your receipt once payment is received.

Rental rate and fees are as follows:

- _____ (check here) \$250 Bunkhouse
- _____ (check here) \$150 STREAM Center
- _____ (check here) \$100 Headquarters
- _____ (check here) \$25 RV Site (available on 2nd Saturday of month)
- _____ (check here) \$10 Primitive Campsite

Total Donation	\$ _____	per night	x _____	nights =	\$ _____
Cleaning fee*					\$150.00
Deposit*					\$150.00
TOTAL Due					\$ _____

*Deposit required for Bunkhouse, STREAM Center and Headquarters only.

Payment of deposit holds the reservation. The total payment is due on or before day of check in. Cancellation of reservation is allowed up to 48 hours in advance of check in without forfeiture of deposit (\$150). RV sites require payment in advance to reserve.

Please sign and return the attached rental agreement. As soon as deposit and signed rental agreement is received, your reservation will be booked. Upon receipt of full rental donation, facility access codes and keys will be provided.

Thanks, and have a great time at Land Heritage Institute.



SHORT TERM RENTAL AGREEMENT

This Short Term Rental Agreement (the “*Agreement*”) is made by and between Land Heritage Institute and _____ (“*Guest*”) as of the date last set forth on the signature page of this Agreement. For good and valuable consideration (agreed donation), the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Property to be used:

_____ Bunkhouse

_____ STREAM Center

_____ Headquarters.

_____ Other (describe here _____)

(RV sites do not require rental agreement)

2. Rental Party: The rental party shall consist of Primary Guest and the persons listed on the attached Release of Liability:

Guest Name: _____

Address: _____

City: _____ St: _____ Zip _____

Mobile Phone: _____

Email: _____

Release of Liability is a requirement of our insurance, please sign and return attached release form with guest names and signatures. Release required prior to

Primary Guest is the responsible financial party.

3. Maximum Occupancy: The maximum number of guests is limited to 16 persons in the Bunkhouse and STREAM Center, 4 persons in the Headquarters. .

4. Term of the Lease. The lease begins at _____ p.m. on _____ (the “*Check-in Date*”) and ends at _____ a.m. on _____ (the “*Checkout Date*”).



5. Rental Rules: Guest agrees to abide by the **Rental Rules** attached as **Exhibit A** at all times while at the property and shall cause all members of the rental party and anyone else Guest permits on the property to abide by the following rules at all times while at the property.

6. Access: Guest shall allow Land Heritage Institute designated personnel access to the property for purposes of repair and inspection. shall exercise this right of access in a reasonable manner.

7.. Rental Rate and Fees

- a. Deposit: A deposit of \$ 300 is due at least 3 days prior to the Check-In Date. The deposit is for security and shall be refunded within 3 days of the Checkout Date provided no deductions are made due to:
 - i. damage to the property or furnishings;
 - ii. dirt or other mess requiring excessive cleaning; or
 - iii. any other cost incurred by Land Heritage Institute due to Guest's stay.

If the premises appear dirty or damaged upon Check-in, Guest shall inform Homeowner immediately.

- b. Rental Rate. Deposit is due to complete reservation. Payment in full of the following fees shall be due prior to Check-in:

\$ _____ per night x _____ nights = \$ _____	
Cleaning fee	\$ _____
Less deposit	\$(_____)
TOTAL Due	\$ _____

9. Cancellation Policy: If Guest wishes to cancel his/her reservation, the **deposit** will be refunded as follows:

100% if cancelled 5 days prior to the Check-in Date

10. Payment: Acceptable payment methods are **[personal check or credit card]**. If you wish to use a credit card, please provide the following information.

Name on credit card: _____ Type: _____

Credit card billing address: _____

City _____ State _____ Zip Code _____

Credit Card Number _____

Exp date _____ CVV (Security) Code _____



By my signature below, I hereby give permission to charge my credit card for the amounts above. I agree that all rental monies are non-refundable per cancellation policy above. The parties agree to the terms of this Short Term Rental Agreement, as evidenced by the signatures set forth below.

Land Heritage Institute:

Guest:

[electronic or manual signature]:

Name (print)_____

Name (print): _____

Date: _____

Date: _____

Phone # (during stay):

Phone # (during stay):



Exhibit A
RENTAL RULES

Smoking is NOT allowed. Alcohol is NOT allowed.

People other than those in the Guest party set forth above may not stay overnight in the property. Any other person in the property is the sole responsibility of Guest. Guests are not allowed to exceed the occupancy limit agreed to above.

Guests should not create excessive noise at a level that disturbs neighbors;

Land Heritage Institute is not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. Land Heritage Institute is not responsible for the loss of personal belongings or valuables of the guest. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise.

Keep the property and all furnishings in good order

Only use appliances for their intended uses

PETS are permitted only with prior approval and the ***Pet Addendum*** must be completed.

Housekeeping: There is no daily housekeeping service.

Garbage: Any garbage must be stowed in the proper garbage or recycling receptacle.

Water and Septic: The property is on a septic systems. The septic system is very effective; however, it will clog up if improper material is flushed. DO NOT FLUSH anything other than toilet paper. No feminine products should be flushed at anytime.

Red colored drinks are NOT allowed inside Bunkhouse or Headquarters building due to carpeted floors being stained by spills.

Do NOT overload washer or dryer.

Do NOT place barbque pit on porch.

Do NOT leave doors or windows open without adjusting thermostat.

Leave all furniture where it was found.

Do NOT park cars on yard, park in designated areas only.



EXHIBIT B PROPERTY RULES & REGULATIONS

TRAIL ETIQUETTE – Stay on trails. Paved trails are part of Medina River Greenway Trail system by City of San Antonio and their use is regulated by City of San Antonio ordinances. Unpaved trails are on private property and subject to Land Heritage Institute Rules & Regulations. A suggested donation of \$3 per person is required to use unpaved private trails. Unpaved trails are multipurpose trails; horses, bicycles and hiking is allowed. Horses have right of way. Bicycles and hikers must yield to equestrians. No running horses on trails. No horses allowed on any paved trails.

SMOKING – Land Heritage Institute is a Tobacco Free Zone. Smoking is prohibited on the property.

ALCOHOLIC BEVERAGES – Consumption and possession of alcoholic beverages is not allowed unless in conjunction with an event and served by a Texas Alcoholic Beverage Commission licensed vendor.

CONTROLLED SUBSTANCES – Possession and illegal use of illicit drugs is prohibited.

RULES OF ENTRY – Entry permits are required. You will be trespassing without entry permit.

ARTIFACTS – The Land Heritage Institute property is federally protected. No artifacts, plants or rocks may be removed from property. No excavations or metal detectors are allowed unless approved by Special Use Permit.

CAMPING – Camping is not allowed except as approved by the Executive Committee or Board of Directors. Camping must be in designated area and cannot be for a period of more than 7 consecutive days per month. Campfires are restricted to designated fire pits and may be no larger than 3' high. Each camp site is restricted to 6 persons. Recreational Vehicles (RV's) are allowed in designated areas and with same limitations.

FIREARMS – No firearms are allowed on the property except for those used by licensed peace officers or security personnel.

HUNTING – No hunting is allowed on the property except as approved by Board of Directors for wildlife management purposes.

MOTORIZED VEHICLES – Motorized vehicles, all terrain vehicles (ATV's) and motorcycles are restricted to designated roads. Speed limit on property is 15 mph. Off road motorcycling or ATV use is prohibited.

BICYCLES – Bicycles are allowed on designated trails. Off road or trail bicycling is allowed in designated areas only.

PLANT LIFE – No picking, cutting or removal of plants is allowed.

ANIMALS – Beware of poisonous snakes, fire ants, scorpions, spiders, bees and wasps that have venomous bites and stings.



SWIMMING – No swimming is allowed in the Medina River.

FISHING – With prior permission of LHI, fishing is allowed in designated areas and in accordance with all State of Texas regulations.

HORSEBACK RIDING – Horseback riding is restricted to designated areas and trails. Where trails are shared by horseback rider and hikers or bicyclists, Horseback riders have the right of way. All riders must carry equine VS 10-11 form in their possession.

HOURS – Current property access is by appointment only and with Entry or Special Use Permit. The hours of operation are as noted on Permit. Fees may be assessed.

FIRES, FIREWORKS – Fires are allowed in designated areas only. No fireworks are allowed.

PETS – All pets must be on a leash at least 6 feet in length or secured in a kennel unless they are trained assistance animals for persons with disabilities. Noisy or vicious pets will be removed from property.

GARBAGE – All garbage and refuse must be removed by property users and disposed of properly.

EVENTS – All large group gatherings (over 30 people) shall be approved by Executive Committee or Board of Directors and shall be conducted in designated areas and in accordance with rules and regulations. Special Use Permits are required for all events and large group gatherings.

End of Exhibit “B”



**Exhibit C
SIGN IN FORM**

Release of Liability and Acknowledgement and Acceptance of Dangers, Risks, and Hazards of Rural Lands

This agreement is made between the Land Heritage Institute Foundation, a Texas non-profit corporation, and the signer of this form, a private individual (the "User"), regarding the access of the User to property owned by the Land Heritage Institute Foundation (the "LHI Property") in Bexar County, Texas, located at 1349 Neal Road. I understand that the LHI Property is undeveloped rural land, and that risks and hazards exist on all rural lands. I hereby acknowledge and understand that no warranty, either expressed or implied, is made by the Land Heritage Institute Foundation as to the condition of the LHI Property, including but not limited to its roads, buildings, trails, gates, and improvements. I agree that this document is sufficient warning that dangerous conditions, risks and hazards do exist on the LHI Property. I acknowledge and accept that my presence and activities on the LHI Property may expose both me and my property to dangerous conditions, risks and hazards, including but not limited to: poisonous snakes, insects, and spiders; all constructed improvements including houses, barns, blinds and tree stands, whether or not erected by the Land Heritage Institute Foundation, erosion and general condition of the land, both on and off roadways or senderos, creating rough, hazardous and dangerous driving and walking condition; animal, both wild and domestic that may be diseased and/or potentially dangerous; deep water; person(s) with firearms both on or off the LHI Property; and the use of vehicles. I hereby state that I expressly assume all such dangers, risks and hazards. In consideration for the right to enter the LHI Property, I hereby release and agree to protect, indemnify and hold harmless the Land Heritage Institute Foundation, its Board of Directors, its agents, employees, volunteers, representatives and assigns from and against any and all claims, demands, causes of action and damages, including attorney's fees, resulting from any accident, incident or occurrence arising out of, incidental to or in any way resulting from the use of the LHI Property and all improvements thereon, whether or not caused by the Land Heritage Institute Foundation's negligence or gross negligence. This release applies during the time that I am on the LHI Property. I hereby further covenant and agree that I, my heirs, successors and assigns will not make any claim or institute any suit or action at law or in equity against the Land Heritage Institute Foundation, its Board of Directors, its agents, employees, volunteers, representatives and assigns. As used in this release, the terms I, my person, and myself include minors in my care while on the leased premises. I also agree to allow the Land Heritage Institute to use my image in promotional materials regarding LHI.

CHILDREN UNDER 18 MUST BE LISTED AND SIGNATURE OF PARENT OR GUARDIAN AFFIXED TO FORM.

	Printed Name	Signature	email
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PET ADDENDUM

It is hereby agreed by and between Land Heritage Institute and _____ (*Guest*) that homeowner will allow guest to have the following described pet and no others in the vacation home upon and subject to the terms and conditions of the rental agreement and this addendum.

The permission granted herein shall be limited to a certain pet as described below:

Type of Pet: _____	Name: _____
Color: _____	Weight: _____
Age: _____	Sex: _____

Guest hereby agrees to comply the following:

1. All pets must be leashed at all times.
2. Guest is responsible for cleaning up any/all pet refuse.
3. All pets are to be treated with a topical flea and tick repellent three (3) days prior to arrival. Fleas and ticks are very rampant in this area and can cause harmful/fatal illness to humans and pets.
4. Pet must not cause damage to premises or furnishings. If damages are caused, the cost of the damage may be deducted from security deposit.
5. Guest should prevent pets from producing excessive noise at a level that disturbs neighbors.
6. Pet will not be left unattended for an undue length of time, either indoors or out. Pet will not be left unattended on balcony, patio, or porch.
7. Land Heritage Institute is a wild and natural place. and as such Guest agrees the LHI assumes no responsibility for illness or injury that may incur to pets or humans while on the premises.

The Guest shall be solely responsible for the pet while on the property.

Sign _____ Date _____



Rental Agreement Checklist

Booking Information

- Property
- # of Guests Booked
- Guests Name(s)
- Check-In Time, Date & Day of Week
- Checkout Time, Date & Day of Week
- Rate Change Provisions

Payment Instructions

- Security Deposit Amount
- Total Bill
- Cleaning Fee
- Payment Schedule Including Dates
- Balance Due Date
- Payment Methods Accepted
- Address to Mail Checks
- Returned Check Fee
- Instructions for Paying by CC
- Cancellation Policy

Credit Card Authorization

- Name on Card
- Billing Address
- Credit Card Number
- Type of Card
- Expiration Date
- Reiterate Cancellation/Refund Policy
- Signature with Date

Rental Rules

- No Smoking/No Alcohol Policy
- Pet Policy
- Rental Restrictions (Age, Noise, etc.)
- Maximum Occupancy

Post-Stay Information

- Housekeeping Procedure
- Checkout Policy (Keys, Cleaning, etc.)
- Penalty for Late Checkout
- Deposit Refund Policy (incl. deadline)



Other

- Written Exceptions Clause (if renter wishes to alter anything outlined in rental agreement)
- Parking Information
- Inclement Weather Policy
- Use of/Access to Community Amenities
- Homeowner or Property Manager Contact Info