



### Club House/Party Room Rules and Regulations

Rental of this facility is for residents only. The resident must be present during the event. The resident is responsible for the conduct of the guests and must be on the Clubhouse premises throughout the party. He/She is liable for all damages including any exceeding the amount of the previously obtained deposit.

#### RULES

- The resident is responsible for all rented areas including the party room, hallways, kitchen and bathrooms.
- The Clubhouse is rented "furnished and none of the furniture is to be removed from the room without approval of an employee.
- All areas must be returned to pre-rental condition.
- The great room is available for parties, the meeting rooms are strictly for meetings and may not be rented for parties.
- Trash must be secured and taken out to the trash enclosure.
- Clean plastic trash bags will be provided by the Association, and must be installed in all trashcans.
- Do not use paper bags or boxes to discard trash.
- The kitchen is available for use including the refrigerator, and other equipment.
- Use of the kitchen without prior reservation under the rental agreement is not authorized.
- Smoking is restricted to the following areas: outside.
- There is to be **ABSOLUTELY NO SMOKING INDOORS.**
- Any spills must be properly cleaned.
- There must be a thorough and clear access to the exits at all times.
- Decorations may not be hung whatsoever.
- Music must be kept at a moderate level.
- The doors must remain closed at all times.
- **Music is not allowed outside.**
- Excessive noise, abusive or unacceptable behaviors resulting in complaints will not be tolerated.
- Use of the terrace must end at 9:00pm.
- Neither "admission fees" nor any fund transfer that may be construed as admission fees may be collected. (For example: "Cash Bars").
- Rental of the Facility for purposes of business solicitation, political fundraising or profit-making activities of any kind is not permitted.
- No advertising materials may be displayed at any function.
- The Potomac Greens Homeowners Association must approve the use of the facility by a resident for more than two parties per year.
- All activities must end, the area vacated and cleaned no later than Midnight.
- All chairs, tables and other items brought to the areas must be removed. Any activity consisting of 50% youth (under 18 years of age) must be chaperoned, One chaperone, over the age of 21, for each

10 youths, must be present at all times. The application and all required forms must be executed and signed by an adult unit owner or resident of Potomac Greens in good financial standing who will assume responsibility for the areas.

- Non-compliance with any of the above rules will result in a \$25.00 reduction in the deposit refund for each rule that is disobeyed.

### PROCEDURES

- Residents interested in renting the areas for private or organizational use must complete an "Application for Use and Rental Agreement."
- The request must be made with the Community Manager or Assistant Community Manager, at least two (2) weeks in advance and must be accompanied by the security deposit.
- Cancellations made less than two (2) weeks prior will be subject to forfeiture of \$50.00 of the deposit.
- The inclusive rental times stated on the application will include clean—up time.

The Community Manager will recommend to the Board of Directors when exceptions to the above rules are deemed necessary.

*Anyone not complying with these Procedures Rules and Regulations will have their event cancelled and future use of the Recreation Center will be restricted*

<u>RENTAL FACILITY</u>	<u>DEPOSIT</u>
Rental of Clubhouse	\$200.00

*\*\*Rental Fees are subject to change without notice\*\**

Please mail the completed application and the deposit to:

Potomac Greens HOA  
c/o Sentry Management  
7619 Little River Turnpike, Suite 210  
Annandale, VA 22003

**APPLICATION FOR USE AND RENTAL**  
**POTOMAC GREENS ASSOCIATION FACILITY AGREEMENT**

Resident's Name: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Signature: \_\_\_\_\_

**If this is a party sponsored by a resident for a guest, please provide the following:**

Name of Sponsored Guest: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Signature: \_\_\_\_\_

Checks and money orders are to be made payable to POTOMAC GREENS HOMEOWNERS ASSOCIATION, There will be a \$40.00 service charge for checks returned by the bank. Deposit refunds or portions thereof will be mailed to the address below within 14 days after the event.

**MAILING INSTRUCTIONS FOR SECURITY DEPOSIT REFUND:**

Mail to: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

**PRE-INSPECTION/POST-INSPECTION**

A pre-inspection walk through must be conducted with the resident and/or the sponsored guest and a member of management on the prior to event commencement. No guest shall be granted access to the Clubhouse Room prior to the pre-inspection walk through. Any discrepancies should be noted on the attached form marked Exhibit I.

A post-inspection walk through will be conducted, with the resident and/or the sponsored guest and a member of management, concluding event clean up and on the next business day. Any damage discrepancies will be noted on the attached form marked Exhibit I. The cost of damages resulting from the event will be deducted from the security deposit.