



## CLUBHOUSE EVENT ROOM RULES AND PROCEDURES

Reservation of this facility is for Potomac Greens homeowners and residents only. The applicant listed hereunder must be present during the entirety of his/her event, including setup and cleanup, and is responsible for the conduct of any guests throughout the entire event. The applicant is liable for all damages including any exceeding the amount of the reservation deposit.

### RULES

- The applicant is responsible for all areas of the Clubhouse for the duration of the event, excluding the fitness center but including the event room, the hallway and lobby, and the bathrooms.
- The application and all required forms must be executed and signed by a Potomac Greens homeowner or resident 18 years or older who is in good financial standing.
- None of the event room's furniture shall be removed at any time during the event.
- All areas must be returned to pre-event condition after each event.
- Trash must be secured and taken out to the trash enclosure after each event.
- Plastic trash bags will be provided by the homeowners' association's (HOA's) management company, and must be installed by the applicant in all trashcans prior to the start of each event.
- Applicants and guests must not use paper bags or boxes to discard trash.
- The event room's sink and refrigerator are available for use by each applicant and any guests during each event.
- **Absolutely no smoking is allowed indoors.** Smoking is restricted to outdoor areas.
- Any spill or mess must be properly cleaned such that the affected area is returned to pre-event condition.
- All exits must be accessible and unobstructed at all times.
- All of the Clubhouse's doors must remain closed at all times.
- No decorations may be hung whatsoever during any event.
- No advertising materials may be displayed at any event.
- Music must be kept at a moderate level indoors, and **music is not allowed outside the facility.**
- Excessive noise or abusive or unacceptable behavior resulting in complaints to the HOA Board of Directors or the HOA's management company will not be tolerated and could result in a reduction of the security deposit refund.
- Neither admission fees nor any fund transfer that may be construed as admission fees (for example, cash bars) may be collected during any event.
- Reservation or use of the facility for purposes of business solicitation, political fundraising, or profit-making activities of any kind is not permitted.

- Use of the terrace must end before or by 9:00 p.m.
- The entire facility must be vacated and cleaned, and any chairs, tables, and other items brought to the facility by the applicant or an applicant's guests must be removed **by midnight on the night of an event.**
- Failure to comply with any of the above rules will result in a \$25.00 reduction in the deposit refund for each rule that is disobeyed.

## PROCEDURES

- To reserve the event room an applicant must complete an "Application for Reservation and Use Agreement." See the following page.
- The agreement must be completed and submitted, along with the total security deposit, to the HOA's Community Manager at least two (2) weeks prior to the event.
- The inclusive event times stated on the application include setup and cleanup time.

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

*Anyone not complying with the Procedures, Rules, and Regulations listed herein will have their event cancelled and future use of the facility will be restricted.*

<u>FACILITY</u>	<u>DEPOSIT</u>
Clubhouse	\$200.00

*\*\*Reservation 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 RESERVATION AND USE**  
**POTOMAC GREENS ASSOCIATION FACILITY AGREEMENT**

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

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

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

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

Please make checks and money orders payable to POTOMAC GREENS HOMEOWNERS ASSOCIATION. There will be a \$40.00 service charge for returned checks. 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 (including setup): \_\_\_\_\_ End Time (including cleanup): \_\_\_\_\_

**Nature of Event:**

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

FOB \_\_\_\_\_ - \_\_\_\_\_

**POST-EVENT INSPECTION:** Within a week after each event a member of the HOA's management company will conduct an inspection of the event room. The cost of any damages that are identified during this inspection will be deducted from the security deposit.