



## CLUBHOUSE EVENT ROOM -- RULES AND PROCEDURES

Only Potomac Greens homeowners and residents may reserve the facility. The applicant listed on the reservation form must be on-site during the entirety of the event, including setup and cleanup. The applicant is responsible for the conduct of guests and is liable for all damages and/or fees to clean the facility during the event.

### RULES

- The request form must be signed and submitted by a Potomac Greens homeowner or resident 18 years or older who is in good financial standing.
- 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.
- **Absolutely no smoking is allowed indoors.** Smoking is restricted to outdoor areas.
- None of the event room's furniture shall be removed from the Clubhouse at any time during the event.
- All areas must be cleaned and returned to pre-event condition after each event. A diagram of the correct placement of Clubhouse furniture is posted on the east wall of the community room.
- Plastic trash bags are 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.
- After the event, trash must be cleared and taken out and placed in the trash bin on the terrace. Paper bags and/or boxes are not to be used to discard trash on the terrace.
- Any spill or mess must be properly cleaned to return the affected area to pre-event condition.
- The event room's sink and refrigerator are available for use during an event, and are to be emptied and cleaned after the event.
- 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 from the ceiling or walls 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 may result in early termination of the event.
- Neither admission fees nor any funds 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 event room must be vacated and cleaned**, and all items brought to the facility by the applicant or an applicant's guests must be removed **by midnight on the night of an event.**

## PROCEDURES

- To reserve the event room an applicant must complete the “Application to Reserve and Use Agreement” form (see the following page).
- The application and agreement form should be completed and submitted to the HOA’s Community Manager at least two (2) weeks prior to the requested date to ensure availability and successful scheduling and deconfliction of the event from other events.
- The inclusive event times stated on the application form time required for setup and cleanup.
  
- *The HOA’s management company will conduct an inspection of the facility after each event.*
- *The applicant who reserves the Clubhouse for an event shall be charged to cover the cost of any damages or cleaning requirements identified during this inspection.*
- *Anyone not complying with the rules and procedures listed herein may have their event terminated and future use of the facility restricted.*

Submit the completed application form via e-mail to the Potomac Greens HOA Community Manager, Mr. Alexander Ciccarelli, at: [aciccarelli@sentrymgt.com](mailto:aciccarelli@sentrymgt.com)

or, by mail to:

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

Phone: 703-642-3246, Ext 56537

**APPLICATION TO RESERVE AND USE  
POTOMAC GREENS FACILITY AGREEMENT**

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

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

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

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

Hours: Start Time (including setup): \_\_\_\_\_ End Time (including cleanup): \_\_\_\_\_

**Nature of Event:**

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

My FOB Number: \_\_\_\_\_

Agreement of Understanding: I understand there will be a post-event inspection conducted within a week of the event by a member of the HOA's management company, and that I am liable to be charged the cost of any damages or cleaning requirements that are identified during this inspection. I also agree to abide by the rules established for the use of the facility:

- I am a Potomac Greens homeowner or resident 18 years or older in good financial standing with the HOA.
- I am 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.
- **Absolutely no smoking is allowed indoors.** Smoking is restricted to outdoor areas.
- None of the event room's furniture shall be removed from the Clubhouse at any time during the event.
- All areas must be cleaned and returned to pre-event condition after each event. A diagram of the correct placement of Clubhouse furniture is posted on the east wall of the community room.
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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_