

Summer's Grove HOA Clubhouse Rental Rules and Regulations

Procedures

Owners interested in renting the Summer's Grove Clubhouse for private parties must complete a "Summer's Grove HOA Clubhouse Rental Request Form" in consideration of approval. The application must be submitted at least one (1) week prior to the requested date of reservation.

The clubhouse may only be used for private functions in accordance with the City of Alexandria usage code. Renting the clubhouse for business solicitation, fund raising, or any for-profit activities is prohibited. No advertising materials may be displayed in or around the clubhouse.

The City of Alexandria has set an occupancy limit of twenty-three (23) persons. Do not exceed this limit. Should the City inspect and find that there are more occupants than the limit, the City may impose a fine. The Resident/Landlord Sponsor will be responsible for any fines levied.

IMPORTANT: If temporary parking passes are needed for your visitors, you must obtain them from Trudie Peterson at Armstrong Management, telephone 703-313-9359 Ext. 3010 or Email tpeterson@armstrong.net. You are limited to no more than ten (10) temporary parking passes for each calendar day on a first come, first served basis.

Rules and Regulations

The pool and pool area are NOT included in clubhouse rental. These areas are strictly off-limits. Use of or entrance to these areas is a clear violation of the clubhouse rental procedures and rules and will subject the Renter to expulsion from the clubhouse. The Summer's Grove HOA Board may elect to retain the security deposit and bar the Renter from reserving the clubhouse and from using the pool for a period of time determined by the Board.

In the case where a renter wishes to reserve the clubhouse, the Landlord must sponsor the event. In this case the Landlord sponsoring the event need not be present during the event, however he/she is responsible for the conduct of the guests and is liable for all damages to the clubhouse and its facilities.

The Landlord Sponsor is responsible for the entire clubroom including but not limited to the kitchen area and all of the appliances, the furniture and the floors, the restrooms and the exterior perimeter of the property.

Any items hung from the walls or ceiling must be removed and must not leave any marks after being removed. The use of tacks, nails, and non-removable tape is prohibited. All areas must be returned to pre-rental conditions after the function. Trash may be placed at the street for pickup.

Renter has the option of paying A \$25.00 cleaning fee, or agrees to clean the facility, leaving it in pre-rental condition.

The clubhouse is a non-smoking facility. Smoking is only permitted outside of pedestrian areas in the front of the facility. Smokers are asked to be considerate of passers-by.

Music must be kept to a reasonable volume. There should be no music heard outside of the clubhouse. The clubhouse doors are to be kept closed at all times. Excessive noise, abusive or otherwise unacceptable behavior resulting in complaints may result in the immediate cancellation of the event and forfeiture of the Security Deposit and Rental Fees.

Facility Inspections

A member of the Recreation Committee will inspect the facility with you prior to, and following the event. The security deposit check will be returned during the post inspection unless necessary repairs are noted, or the facility was not cleaned and the cleaning fee was not paid in advance.

If the cleaning fee is not included in the rental agreement, the attached Cleaning Checklist will be completed during both inspections.

Pricing and Fees Schedule

The Rental Fees and Security Deposit must be submitted with the Rental Application Request Form.

Make two checks payable to Summer's Grove HOA. One is for the security deposit, and the other check includes all other fees.

Security deposit (separate check).....	\$150.00
Rental fee (includes up to 4 hours).....	\$50.00
Hourly rate for each hour or part thereof after the first four hours	\$20.00
Cleaning fee (optional).....	\$25.00

The security deposit (\$150.00) is a refundable fee provided there are no repair or cleaning fees that need to be deducted following the rental period.

Rental fees are non-refundable unless one (1) week advance notice is provided a member of the Recreation Committee that there is a rental cancellation .

The cleaning fee is optional as explained in the Rules and Regulations.

Summer's Grove HOA Clubhouse Rental Request Form

Resident/Landlord Sponsor Name _____

Resident/Landlord Sponsor Address _____

Resident/Landlord Sponsor Home Phone _____

Resident/Landlord Sponsor Work Phone _____

Resident/Landlord Sponsor Email Address _____

Fill out this portion if information is different from above:

Renter Name _____

Renter Address _____

Renter Home Phone _____

Renter Work Phone _____

Renter Email Address _____

Check one: Cleaning fee paid _____ Will clean facility according to Regulations _____

Number of Participants/Attendees _____

Preferred Date of Rental: _____ Second Choice: _____

Length of Rental _____ Start Time _____ End Time _____

Rental event (shower, child's birthday party, etc.) _____

I have read and agreed to the Summer's Grove HOA Clubhouse Procedures, Rules and Regulations and I understand that a violation of the Procedures, Rules and Regulations may result in the cancellation of this rental application and forfeiture of the rental fees and security deposit.

Resident/Landlord Sponsor
Printed Name

Signature

Date

Renter Printed Name

Signature

Date

For Recreation Committee Use Only

Rental Date _____

Time In _____ Time Out _____

Security Deposit Received _____ Check number _____

Rental Fee Received _____ Check number _____

Pre-Rental Inspection _____

Post-Rental Inspection _____

Amount of Security Deposit withheld _____

Reason for Security Deposit withholding _____

<u>CLUBHOUSE CLEANING CHECKLIST</u>	Pre- Inspect	Comments	Post- Inspect	Comments
Main Room				
Floor				
Furniture				
Kitchen counters/cabinets				
Refrigerator				
Stove				
Walls				
Hallway				
Floor				
Walls				
Two folding tables present				
Ladies' Room				
Sink				
Toilets				
Floor				
Walls				
Men's Room				
Sink				
Toilets				
Floor				
Walls				

Inspection:

Post-Inspection:

Recreation Committee Repr.

Recreation Committee Repr.

Renter

Renter