

GUIDELINES FOR COMMUNITY CENTER RENTAL • RESIDENTS

Page 1 of 2

GENERAL INFORMATION

The Broadlands Community Center is located at 43004 Waxpool Road, across the street from Hillside Park and next to the Community Pool. The Broadlands HOA staff is located at the Nature Center at 21907 Claiborne Pkwy, Broadlands, VA and is available from 9:00 a.m. – 5:00 p.m., Monday through Friday, and can be contacted at 703-729-9704 or info@broadlandshoa.com.

In Case of an Emergency, please call 911; or contact Kastle Systems, our security company at (703)528-8800.

CAPACITY & ITEMS FOR USE - Per the Fire Marshall, the capacity of the building is **108 persons**; however, the space has comfortable seating for approximately **60 adults**. The following items are available for use by the Contract Holder:

- ✓ 6 ft. tables: **2**
- ✓ 8 ft. tables: **3**
- ✓ Folding Chairs: **40**
- ✓ TV
- ✓ Full Kitchen (refrigerator, dishwasher, sinks, oven)
- ✓ Parking Spaces: **53**
- ✓ Handicapped Spaces: **3**
- ✓ The Community Center Pool is NOT available for use during the rental period, however, the patio can be used

RESERVATIONS AND ELIGIBILITY

The Community Center can be reserved on a first come, first serve basis by any Broadlands Association resident or tenant aged 21 years of age or older, so long as the individual is in good standing with the Broadlands Association and has no outstanding violations to the rules and regulations of the Association and can show proof of residency at the address where they reside. Contracts must be complete at least 2 weeks prior to event date. **Residents** may reserve the Community Center for private parties beginning on Friday evenings through Sunday evenings, up to 365 days a year; however, reservations will not be allowed for private party rental for any time during the weekdays.

Reservation times are restricted to the following hours:

Friday 5:00 p.m. – 1:30 a.m.
Saturday 9:00 a.m. – 1:30 a.m.
Sunday 9:00 a.m. – 12:30 a.m.

**Security Deposit will be forfeited if you come before or stay after your contracted time.
Clean up and break down must be done within your contracted rental time.*

The Broadlands HOA staff is located at the Nature Center at 21907 Claiborne Pkwy, Broadlands, VA and is available to take reservations from 9:00 a.m. – 5:00 p.m., Monday through Friday. A contract is required to be fully executed for the contract to be considered ratified. All rental fees, security deposits and other applicable fees must be paid at the time of reservation. *(The Broadlands Station Clubhouse and the Nature Center facilities are **NOT** available for rent by Residents. These buildings are used **ONLY** at the discretion of the Broadlands Association Board of Directors, HOA staff and Event committees.)*

ALCOHOL POLICY

Alcohol may be served **ONLY** when the appropriate *Host Liquor Liability Insurance* is provided to the Association by the Contract Holder. The Broadlands Association requires all Contract Holders to abide by all Virginia State and Local ABC laws. No alcohol may be served to any guest who is under the age of twenty-one (21) or who appears intoxicated. See Exhibit A in the Resident Contract for more specific details.

SECURITY DEPOSITS

A Security Deposit in the amount of \$500 is required for rental of the Community Center. Refunds for Security Deposits will be made within thirty (30) days following the reserved date of use.

KEY FOB – ACCESSING THE COMMUNITY CENTER BUILDING

Signing-Out Key Fob: The Contract Holder will be assigned a key fob for the duration of the contract period and will only have access to the Community Center during their contracted times. The key fob must be picked up and returned to the HOA office at the Nature Center building located at 21907 Claiborne Parkway anytime from 9:00 am – 4:30 pm. Contract Holders are required to sign out the fob one business day prior to their event and return it the next business day following their event. **No one will be available to provide a fob to renters on Saturday, Sunday, or holidays.** Fobs which are lost or turned in late will incur additional fees. Please refer to the contract for specific details. **Using Key Fob:** To enter the building, hold fob over the black panel until the light turns green. Once inside the building, hold fob over the white panel until the light turns green so that the door remains unlocked during your event. After your event, you must hold the fob over the white panel on the left side of the door until it turns red so that the door is locked permanently when exiting the building. Please note that the door will only re-lock during your contracted time.

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Page 2 of 2

CLEANING THE BROADLANDS COMMUNITY CENTER

Contract Holders are required to sufficiently clean up the Community Center after using the building for their event. Inspections by the Association may determine if the center was properly cleaned by the Contract Holder. If violations to the contract are found, the Contract Holder may be subject to forfeiting a portion or all of their security deposit, as well as any additional monetary remedies as defined within each individual contract. See **Exhibit D** in the contract for specific details regarding cleaning of the Community Center.

DO'S AND DON'TS OF USING THE COMMUNITY CENTER

When using the Community Center, there are rules that must be followed to keep the Community Center in good operating order when using the facility. Please:

DO:

- Bring trash bags and collect all trash from your event. Take all food-related trash to the outside trash area behind the pool house.
- Put away folding chairs and tables in the closet where they were originally found.
- Use the hand-held vacuum (located in the closet) to clean up food, dirt, etc.
- Use the kitchen. Please be sure to wipe down the counters and sink after use.
- Empty the refrigerator and put away cleaned dishes / utensils where they were originally found.
- Clean up all spills. A mop is available in the closet next to the lavatories.
- Check that bathrooms are empty, and the lights are turned off.
- Turn off all interior lights and close all interior doors to the Community Center.
- Use a DJ for your event, if you so choose, but you are bound by county noise ordinances. Do not disturb surrounding residents.
- Secure the premises. Check windows and exterior doors to ensure they are properly locked and secured when leaving the facility.
- Return the fob to the Nature Center office by the time required as written in your contract.

DON'T:

- Use helium balloons or bring them into the facility. They become loose and entangled in the ceiling fans, which may cause damage and require special efforts to remove them. **See contract for specific fees that may apply if the rules for helium balloons are violated.**
- Use tape, adhesives or tacks on the walls or paint. These items are not permitted as they damage painted surfaces and leave marks.
- Leave trash and other items in the Community Center. Failure to properly clean up may subject you to forfeiting your security deposit.
- Enter / Re-enter the premises before or after the contracted time for your event.
- Serve alcohol unless the required insurance is on file with the HOA and guests of your event are over 21 years of age.
- Charge admission fees for your guests to attend your event. Collecting fees violates the terms of the contract.
- Leave the premises without making sure the windows and doors are closed and locked and all lights have been turned off.

APPLICABLE FEES

Most contracts require a rental fee and a security deposit, however; additional fees may be required or applicable dependent upon the circumstances of each individual event. The following is a summary of potential applicable fees. They may include, but are not limited to the following:

➤ **Acceptable Forms of Payment:**

- **Rental Fee** – Check, Cash, Credit Card. (cash required for rentals booked 2 prior to event)
- **Security Deposit** – Check or Cash
- **Minimum Rental Fee Amount** – \$75 per hour with a 2-hour minimum plus a \$65 cleaning fee

➤ **Late Fob Return** – \$25 per day

➤ **Lost Fob** – \$250

➤ **Cancellations** – If a function is cancelled at least five (5) business days prior to the reserved use date, the paid rental fee and full security deposit will be reimbursed, minus a \$50 administration fee and any additional processing fees (e.g. credit cards, PayPal) associated with the reimbursement. If cancelled within five (5) business days of the event, 50% of the paid rental fee and full security deposit will be reimbursed. All refunds will be made within 30 days.

➤ **Returned Checks** – \$35 per check. This amount plus the amount to cover the returned check is payable within 48 hours of notification to the HOA. This amount is payable ONLY via certified or cashier's check or cash

➤ **Failure to Pay** – Any amount due to Broadlands Association will result in interest being charged to the principal amount due from the due date at the annual rate of 18% annum.

➤ **Host Liquor Liability Insurance** – (if applicable) This fee is payable by the Contract Holder to their insurance provider and is determined by the Contract Holder's insurance.