

Ashland Conservancy Inc.
 5550 Fincastle Drive, Manassas, VA 20112
 Tel. 703-878-6733
 Fax. 703-670-6446



# Of Children 18 & under:	_____
# Of Adult Chaperones:	_____
Alcohol present: Yes	No
Outside vendor: Yes	No

COMMUNITY CENTER RENTAL CONTRACT

Name _____ Today's Date _____
 Address _____ Home Phone _____
 City _____ Work Phone _____
 State _____ ZIP _____

Ashland Conservancy, Inc. ("Conservancy") does hereby grant _____ ("Applicant") use of the Ashland Community Center common area interior spaces as authorized under this agreement ("Facility") for the purpose of _____ and no other purpose. Guests may use the community center parking lot during the Authorized Usage Period Only.

Use shall be on _____ from _____ to _____ ("Authorized Usage Period").

Set-up time from _____ to _____ Clean-up time from _____ to _____

Approximate number of occupants is _____ and will not exceed 140 people.

The applicant by his signature affixed below agrees:

1. Applicant may use Facility during the Authorized Usage Period strictly in accordance with this agreement, the Conservancy's rules and regulations (the "Rules and Regulations"), the laws of the Commonwealth of Virginia and County of Prince William, at Applicant's sole risk and responsibility. This agreement does not grant Applicant rights to use any Conservancy facilities or areas other than the Facility.
2. Applicant acknowledges that Applicant has read and understood this agreement and the Conservancy's rules and regulations (the "Rules and Regulations") which are attached to and incorporated into this agreement as Attachment A.
3. Applicant shall pay a security deposit and a cleaning deposit upon execution of this agreement as set forth in the Rules and Regulations. The security deposit and cleaning deposits are fully refundable should the Applicant cancel this reservation in writing delivered to the Conservancy office at 5550 Fincastle Drive Manassas, VA no less than 5 days before the Authorized Usage Period.
4. Facility is to be used by Applicant *exclusively* for purpose stated herein and may not be used for any other purpose. Applicant shall not assign this agreement or sublet the Facility under any circumstances.
5. Applicant shall remove all Applicant's personal property, rental and other equipment, decorations, food, beverages and trash from Facility prior to end of Authorized Usage Period. Applicant shall return all furnishings to their proper place prior to the end of the Authorized Usage Period. Applicant will vacate Facility, clean and locked, promptly at the end of the Authorized Usage Period.
6. Applicant will be responsible for any damage to the Facility caused by the Applicant, Applicant's guests, and Applicant's outside vendors (including, but not limited to entertainers, caterers, party rental equipment suppliers, and servers).
7. Following the Authorized Usage Period, Conservancy will inspect the Facility for damage. Conservancy reserves the right, in its sole discretion, to deduct costs from the security deposit to rectify any damages resulting from or related to Applicant's use of the Facility ("Damage Deduction"). Conservancy will return the security deposit to Applicant after Conservancy completes the inspection and determines the amount of the Damage Deduction, if any. If the Damage Deduction exceeds the amount of the security deposit, Conservancy will invoice Applicant who shall pay the balance due within 15 days of the due date shown on the invoice. Applicant agrees that Applicant's failure to timely pay the amount due will result in a lien against Applicant's lot as provided in Va. Code § 55.1-1825 and Section 4.10 of the Conservancy's Declaration.
8. Upon the Conservancy's request, Applicant shall cause each of Applicant's adult guests to sign the Ashland Conservancy, Inc. Attestation and Assumption of Risk (COVID 19) attached hereto Attachment B.
9. **Applicant hereby releases the Conservancy and its respective officers, directors, employees, agents and contractual manager ("Conservancy Parties") from all claims, liabilities and damages arising from or related to damage to Applicant's property caused by the negligence of the Conservancy Parties related to Applicant's use of the Facilities. Applicant indemnifies and holds harmless the Conservancy Parties from any third-party claims, liabilities and damages arising from or related to the use of the Facilities pursuant to this agreement.**

Ashland Conservancy Inc. Agent _____ Applicant _____

	Date Received	Amount	Check No.	Key Fob	Date
Security Deposit \$300 - \$500 over 50				Activated	
Rental Fee (\$60/hr.)				Deactivated	
No. of Hours					

Ashland Conservancy

Community Center Rules and Regulations

(Attachment A)

1. The Community Center is for the use of Ashland homeowners in good standing as determined by the Board of Directors.
2. Ashland homeowners who wish to use the Community Center for an event must apply for a reservation, subject to availability, at the Conservancy offices no later than two weeks prior to the proposed event. All fees, vendor documentation, and any other requirements must be submitted, completed and approved by the Conservancy's agent no later than two weeks prior to the event.
3. Ashland homeowners who intend to hire outside vendors (including entertainers, caterers, party rental equipment suppliers, servers, or any other outside vendor) must notify the Conservancy's agent at the time that the application for a reservation is submitted. Failure to do so may result in cancellation of reservation without notice and denial of right to use the Facility.

Outside vendors hired for any reason within the Facility must provide the Conservancy with appropriate insurance and indemnification documents prior to providing services or materials. This protects all homeowners from unforeseen events and is required by the Conservancy's insurance carrier.

4. Subject to any Executive Order of the Governor then in effect, events will be limited to 140 people and will not be exceeded. If outside equipment, such as a portable dance floor, will be used, then the size of the event may be further restricted.
5. The Ashland Homeowner reserving the Community Center must be present during the entire event and will be responsible for any damage that occurs.
6. **Removal of any of the three area rugs located in the foyer and the great room at the Community Center is prohibited. The Security Deposit will be automatically forfeited if any rug is removed.**
8. After each activity or event, the Ashland Homeowner shall leave the Community Center in a good and clean condition so that it is in the same condition as it was prior to the activity or event. All food and items brought into the Community Center must be removed from interior and exterior areas to departure. All trash and trash bags must be placed in proper receptacles provided outside the Community Center.
9. All furniture within the Community Center is available for use by authorized individuals/organizations during the Authorized Usage Period. There are 39 chairs, two 8-foot rectangular tables and 4 round tables available for use. However, all furniture must be returned to its proper place before leaving (please consult the photo album for the proper placement of furniture).
10. Prior approval is required to have additional furniture delivered and/or stored overnight.
11. There will be no loud music, disturbing noises, or any act interfering with the quiet enjoyment by other members present at the Ashland Recreation Center or in Community Center proximity.
12. Applicants are responsible to ensure that their use of the facility shall at no time be allowed to become rowdy or uncontrollable.
13. Adult supervision is mandatory at all times for all functions at which minors under 18 are present.
14. The kitchen facility is not designed for cooking or food preparation and is not to be used for either. Health Department standards classify the facility for catering- purposes only (i.e., warming, serving and temporary storage of food). Grilling of any kind is prohibited unless written permission is granted for outdoor grilling when the application is approved.
15. No holes are to be made in the walls. All balloons and/or confetti will be removed at completion of event. Tape and decorating supplies must be removed from walls without damaging drywall. Drywall damage will be charged to the homeowner.
16. **Set-up and clean-up times are included in the Authorized Usage Period.**

Rentals that are 2 hours or less will be allowed 15 minutes before and 15 minutes after the event for set-up and clean-up. Rentals that are over 2 hours will be allowed 30 minutes before and 30 minutes after the event for set-up and clean-up.

17. Rental and attendance at Community Center activities does **NOT** automatically grant guests permission to use the pool, fitness center, tennis courts, common areas or other recreational facilities with the exception of parking lot during the Authorized Usage Period. Community Center guests are not authorized access to the Manager’s office, Board Room or files/records of the Association. With the exception of authorized vendors, parking facilities are provided solely for parking of non-commercial vehicles and may not be used for any other purpose.
18. Thermostat will be kept at 68 degrees in the winter or heating months and between 74 and 78 degrees in the summer or cooling months.
19. If alcohol is to be served, applicant is required to provide a copy of the ABC license to the office prior to the event. No one under the age of 21 will be served or allowed to consume alcoholic beverages on the premises, including inside or outside the building and the parking lot.
20. **Smoking is NOT permitted** in the Community Center.

Charges

1. A security deposit is required for all rentals. This security deposit is refundable should the reservation be cancelled within 5 days of the event. Damage is defined as any form of exterior or interior injury to the Community Center area. Spills or burns on carpets are damage. The Community Center will be inspected before return of the security deposit. If keys are issued, the security deposit will not be returned until the keys issued are returned.
2. A security deposit is required for all rentals. Please refer to the table below for the appropriate deposit. t.
3. A cleaning deposit is required for all rentals. Please refer to the table below for the appropriate deposit.
4. A rental charge of \$60.00 per hour will be charged when renting the Community Center. The charge for “running over” the agreed to rental time will be determined at the final inspection.
5. Modifications to this fee structure may be granted to certain individuals or organizations/groups. These will be on a case-by-case basis and will require approval of the Board of Directors.
6. The Homeowner is responsible for any third-party charges incurred by Conservancy attributable to Applicant’s use of the Facility (i.e., fee charged by Prince William Police for a false alarm of the security system).

Deposits

	Amount based on # of Guests	
Deposit Type	50 & Under	Over 50
Security Deposit	\$150	\$250
Cleaning Deposit	\$150	\$250
Total Deposit	\$300	\$500