

LAKE TERRAPIN HOMEOWNERS ASSOCIATION

COMMUNITY CENTER RESERVATION AND RENTAL AGREEMENT

_____, as the Agreement Holder, hereby requests to reserve the Lake Terrapin Community Center ("Community Center") for the following private use, subject to the terms and conditions below:

TYPE OF ACTIVITY _____

DATE OF ACTIVITY _____ PERIOD: FROM _____ TO _____

NUMBER OF ATTENDEES _____ SPONSORING GROUP _____

1. I am a homeowner of the Lake Terrapin Homeowners Association. I may not assign or transfer this Lake Terrapin Homeowners Association Community Center Reservation and Rental Agreement ("Agreement") to another person. I and my guest(s) will have exclusive use of the Community Center during the period described above.
2. I will be present for the duration of the activity. This activity and all attendees will comply with all applicable governmental regulations and ordinances, all terms and conditions of Policy Resolution No.: 2015-2 attached hereto and incorporated herein by reference and this Agreement, and all applicable rules and regulations of the Lake Terrapin Homeowners Association. The Association reserves the right to ensure compliance and may, in its sole discretion, terminate the activity at any time if it is determined that the activity or any attendee is in violation of this Agreement.
3. Unless previously approved by the Board of Directors, the reserved use will not be a business activity. No business of any type will be conducted or solicited, and no fee will be charged for admission or any part of the activity.
4. Reserved use of the Community Center is limited to the following areas: the meeting room, the kitchen, and the rest rooms. This Agreement does not permit use of the swimming pool, swimming pool facility, pool equipment, or pool furniture. Lighted tobacco products, and pets, except service animals, are not permitted inside the building.
5. Use is subject to prior receipt by the Association's designated representative of a security deposit and nonrefundable inspection/cleaning fee. The security deposit will be returned to the Agreement Holder in accordance with Policy Resolution No.: 2015-2. The Agreement Holder agrees that he/she will be responsible for any and all damage to the facility, furniture, fixtures, systems, and appurtenances in excess of the amount of the security deposit.
6. The Agreement Holder agrees that Lake Terrapin Homeowners Association, its Board members, officers, and agents and employees shall not be liable for injury to persons or property from any cause whatsoever. The Agreement Holder agrees to indemnify and hold harmless Lake Terrapin

Homeowners Association, its Board Members, officers and agents from any and all liability, claims, actions, damages, causes of action, suits, judgments and expense including but not limited to attorney fees in connection with injury to person or property arising from the use or occupancy of the Community Center by Agreement Holder, its agents, employees, invites, attendees or licensees.

7. This request is submitted at least two (2) weeks in advance of the anticipated use.
8. No commercial events are permitted. A commercial activity shall be defined as one sponsored by a resident on behalf of a for-profit organization or an activity which is intended to promote the commercial or business interests of the resident making the reservation or any other group or person.
9. Parking at or near the Community Center is not guaranteed and is on a first come first served basis.
10. The Agreement Holder is solely responsible for obtaining Event Insurance Coverage; the Board of Directors and/or Management is not in any way responsible for providing/obtaining Event Insurance Coverage or information thereon. The Agreement Holder is responsible for obtaining Event Insurance Coverage and submitting a Certificate of Event Insurance with the Community Center Reservation and Rental Agreement. The Certificate of Event Insurance provided to the Association must reflect General Liability Insurance in the amount of _____ dollars (\$_____) and that Lake Terrapin Homeowners Association is listed as "Additional Insured." Attach a copy of proof of insurance.

AGREEMENT HOLDER

ASSOCIATION REPRESENTATIVE

Print Name: _____

Name: _____

Address: _____

Position: _____

Signature: _____

Signature: _____

Date: _____ Phone: _____

Date: _____

Name of insurance company

Policy #

Insurance telephone number

Lake Terrapin Homeowners Association

Community Center Rental – Inspection Checklist

Name of Homeowner renting facility: _____

Address: _____

Phone: (Home) _____ (Cell) _____

Date of Rental: _____ Time of Rental: _____

Please note any deficiencies below; any cost for cleaning beyond routine vacuuming, mopping and glass cleaning will be charged to the homeowner and deducted from the security deposit. Any deficiency will be the responsibility of the homeowner.

Inspection Item	Pre-Rental	Post-Rental
Main room		
Carpets*		
Ceramic tile*		
Walls*		
Tables*		
Chairs*		
Fireplace*		
Windows*		
Doors*		
Other:		
Kitchen		
Floors*		
Counters*		
Refrigerator/Freezer*		
Stove/Oven*		
Cabinets*		
Microwave*		
Other:		
Bathrooms		
Men		
Women		

The amount of the charge will be the actual cost of cleaning if cleaning company was used or the cost of supplies and an hourly rate based upon the current hourly rate charged by the cleaning companies. Damage charges will be the actual cost of materials and labor for the repair and/or cost to replace any items.

*Homeowner will be responsible for any soil, spills, marks and cost to dispose of any items/trash left in the community center.

The agreement holder shall be responsible to obtain the necessary permit for serving alcohol through the Virginia ABC Board (forms and information available upon request).

Pre-Rental Inspection		
	Renter's signature	Inspector's signature
Post-Rental Inspection		
	Renter's signature	Inspector's signature