

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 \_\_\_\_\_

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.: 2025-1 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 violates 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 restrooms. This Agreement does not permit the 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.: 2025-1. The Agreement Holder agrees that he/she will be responsible for any and all damage to the facility, furniture, fixtures, systems, and appurtenances more than the amount of the security deposit. **The community center must be cleaned and vacated by the reserving resident and their guest by the designated end time of the reserved time. Failure to do so may result in loss of the security deposit and there will be a penalty for late check out of \$50.00 per half hour.**
6. The Agreement Holder agrees that Lake Terrapin Homeowners Association, its Board members, officers, 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 expenses 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 licenses.

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 that is intended to promote the commercial or business interests of the residents by 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 for 1 Million Dollars (\$1,000,000.00) 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
<b>Main room</b>		
Floors		
Ceramic tile*		
Walls*		
Tables*		
Chairs*		
Fireplace*		
Windows*		
Doors*		
Other:		
<b>Kitchen</b>		
Floors*		
Counters*		
Refrigerator/Freezer*		
Stove/Oven*		
Cabinets*		
Microwave*		
Other:		
<b>Bathrooms</b>		
Men		
Women		
<b>Outdoor Area</b>		
Sidewalk		
Parking Lot		

The amount of the charge will be the actual cost of cleaning if the 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 for obtaining 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