

BROADLANDS Association, Inc.

GUIDELINES FOR COMMUNITY CENTER RENTAL • RESIDENTS

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IN CASE OF AN EMERGENCY DURING YOUR EVENT, CONTACT KASTLE SYSTEMS AT (703)528-8800, OR 911.

GENERAL INFORMATION

The Broadlands Community Center is located at 43004 Waxpool Road, directly across from Hillside Park and adjacent to the Community Pool. Please note that the Community Center building does not have on-site staff. For assistance, please contact the HOA staff at 21907 Claiborne Parkway, Broadlands, VA. They are available Monday through Friday from 9:00 a.m. to 5:00 p.m. and can be reached at 703-729-9704, dial 0, or via email at info@broadlandshoa.com.

CAPACITY & ITEMS FOR USE - Per Fire Marshall requirements, the building has a capacity of 108 persons but comfortably seats about 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
- ✓ Patio
- ✗ Wifi is not available
- ✗ Pool access is not available and cannot be rented

RESERVATIONS AND ELIGIBILITY

The Community Center is available for reservation on a first-come, first-served basis for residents or tenants of the Broadlands Association who are at least 21 years old. To be eligible, individuals must be in good standing with the Broadlands Association, have no outstanding violations of the rules and regulations, and provide proof of residency at their current address. Contracts must be completed at least two weeks prior to the event date. Reservations for private events are not permitted on weekdays. **Residents can reserve the Community Center for private events from Friday evening to Sunday evening with reservation times 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 deposits will be forfeited if you arrive early or stay late beyond your contracted time.
Set-up, clean-up, and breakdown must be completed within your rental period.*

The Broadlands HOA staff are located at 21907 Claiborne Parkway, Broadlands, VA, and are available to take reservations from 9:00 a.m. to 5:00 p.m., Monday through Friday. To officially ratify a reservation, a fully executed contract is required. All rental fees, security deposits, and any other applicable fees must be paid at the time of reservation. *(The Broadlands Station Clubhouse and the HOA Office Building are **NOT** available to rent. These buildings are used **ONLY** at the discretion of the Broadlands Association Board of Directors, HOA staff, and Event committees.)*

ALCOHOL POLICY

Alcohol (liquor, beer, wine, etc.) 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 details.

SECURITY DEPOSITS

A Security Deposit in the amount of \$500 is required for rental of the Community Center. Renters must collect their security deposit checks within one week after the scheduled event. If not picked up, the checks will be securely shredded to protect personal information.

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, granting access to the Community Center only during the specified contracted times. The key fob must be picked up and returned to the HOA office located at 21907 Claiborne Parkway, between 9:00 AM and 4:30 PM. Contract Holders are required to sign out the fob at least one business day before their event and return it the next business day following the event. **Please note that staff are not available to provide fobs to renters on Saturdays, Sundays, or holidays.** If a fob is lost or returned late, additional fees will apply. Please refer to the contract for details.

Using Key Fob: To enter the building, hold the fob over the black panel until the light turns green. Once inside the building, hold the 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 so please ensure you vacate the building prior to your end time so you can properly use the fob to relock the door. Doors left unsecured may result in a fine.

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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 of 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 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, certain rules must be followed to keep the Community Center in good operating order when using the facility. Please:

DO:

- Bring trash bags and paper towels. 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 clean 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.
- Consider hiring a DJ for your event but ensure compliance with county noise ordinances to avoid disturbing residents nearby.
- Secure the premises. Check windows and exterior doors to ensure they are properly locked and secure when leaving the facility.
- Return the fob to the HOA 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 the 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 cause you to forfeit 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 at 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 depending upon the circumstances of each 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 is required for rentals booked 2 weeks before the 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 canceled at least five (5) business days before the reserved use date, the paid rental fee and full security deposit will be reimbursed, minus a \$75 administration fee and any additional processing fees (e.g. credit cards, PayPal) associated with the reimbursement. If canceled 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.