

COMMUNITY CENTER RENTAL GUIDELINES – RESIDENTS

EMERGENCY CONTACTS

- **Kastle Systems:** (703) 528-8800
 - **Emergency Services:** 911
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GENERAL INFORMATION

Location: 43004 Waxpool Road (across from Hillside Park, adjacent to Community Pool)

Important Notes:

- No on-site staff at the Community Center
 - No Wi-Fi available
 - Pool access cannot be rented
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PARKING

- Standard spaces: **53**
 - Handicapped spaces: **3**
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CAPACITY & ITEMS PROVIDED

- Maximum Capacity: **108 persons (per Fire Marshal)**
- Comfortable Seating: **~60 adults**
- Outdoor patio included

Available for Use:

- 6 ft tables: **9**
 - 8 ft tables: **5**
 - Chairs: **50 folding, 6 bar stools, 6 dining room chairs**
 - TV
 - Full kitchen (refrigerator, dishwasher, sinks, oven)
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RESERVATIONS & ELIGIBILITY

Eligible renters must:

- Be a Broadlands resident/tenant aged 21+
- Be in good standing (no violations)
- Provide proof of residency
- Complete contract and submit payment **at least 2 weeks prior** to the event
- Reserve **Friday–Sunday only** (no weekday rentals)

Rental Hours:

- Friday: **5:00 PM – 1:30 AM**
- Saturday: **9:00 AM – 1:30 AM**
- Sunday: **9:00 AM – 12:30 AM**

Important: Arrival before or departure after your contracted time **forfeits the security deposit**. All setup and cleanup **must occur within your rental window**.

ALCOHOL POLICY

- Alcohol may be served **only with Host Liquor Liability Insurance** provided by the renter.
 - All ABC laws must be followed.
 - No alcohol may be served to anyone under 21 or appearing intoxicated.
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SECURITY DEPOSIT

- **\$500 deposit required**
 - Must pick up deposit check within one week after the event (or it will be shredded)
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KEY FOB ACCESS

Signing Out:

- Pick up at the HOA office (9:00 AM–4:30 PM) at least one business day before the event
- No weekend or holiday pickup available

Using the Fob:

- Hold fob to black panel (entry) — green light = access
- Hold the fob to the white panel (interior) to keep the door unlocked
- After the event, hold the fob to the interior white panel until the **red light** locks permanently
- Pull on the handle to ensure the door is locked after your event
- Fob works only during contracted time
- Late or lost fobs incur additional fees.

CLEANING REQUIREMENTS

- Renters must follow clean-up guidelines in Exhibit D of the contract
- Inspections will take place after the event and may lead to deductions from the security deposit for violating Exhibit D or any policies outlined in the contract

DO'S AND DON'TS

Do:

- Bring trash bags and paper towels
- Remove all trash (food waste must go to the outdoor trash area behind the pool house)
- Return all chairs/tables to their original location
- Use the available handheld vacuum and mop
- Wipe down the kitchen and empty the refrigerator
- Turn off lights and ensure bathrooms are empty
- Lock all windows and doors before leaving
- Return key fob on time
- If hiring a DJ or using sound equipment, please follow County Noise Ordinance guidelines

Don't:

- Use helium balloons (damage/risk fees apply)
- Use tape, adhesives, or tacks on walls
- Leave trash or belongings behind
- Enter before or stay after contracted hours
- Serve alcohol without required insurance
- Charge admission fees (prohibited)
- Leave premises unsecured

APPLICABLE FEES

- Rental Fee: **\$75/hour (2-hour minimum)**
- Cleaning Fee: **\$65**
- Security Deposit: **\$500**
- Late Fob Return: **\$25/day**
- Lost Fob: **\$250**
- Returned Checks: **\$35 + repayment within 48 hours**
- Cancellations:
 - ≥5 business days before event: refund minus \$75 admin + processing fees
 - <5 business days: 50% rental fee refunded + full deposit
- Interest on unpaid amounts: 18% annually

HOA Office: 21907 Claiborne Parkway, Broadlands, VA
Office Hours: Monday–Friday, 9:00 AM–5:00 PM
Contact: 703-729-9704 (dial 0) | info@broadlandshoa.com