

## COMMUNITY CENTER RENTAL GUIDELINES – NON-PROFIT/FOR-PROFIT

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### 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:

- Complete contract and submit payment **at least 2 weeks prior** to the event
- Reserve **Monday–Friday afternoons only** (no weekend rentals)

#### Rental Hours:

- Monday thru Thursday: **9:00 AM – 10:00 PM**
- Friday: **9:00 AM – 3:00 PM**

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

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### ALCOHOL POLICY

- No alcohol may be served under any circumstances.
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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.

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## CLEANING REQUIREMENTS

- Renters must follow clean-up guidelines in Attachment 1 of the contract
- Inspections will take place after the event and may lead to deductions from the security deposit for violating Attachment 1 or any policies outlined in the contract

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## 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

### 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
- Bring food or alcohol. Only water is permitted
- Leave premises unsecured

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## APPLICABLE FEES

- Rental Fee: **Check, Cash, Credit Card.** (If the Community Center is booked 2 weeks from the event, checks will not be accepted)
- 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

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**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**