



Community Center Rental Instructions

- The **ASHBROOK COMMUNITY CENTER** is available to rent for the following fees:

- Entire day (hours 8:00 a.m. to 11:00 p.m.) - \$400.00
- Morning (hours of 9:00 a.m. to 3:00 p.m.) - \$175.00
- Evening (hours 5:00 p.m. to 11:00 p.m.) - \$250.00

Requests for entire day or extended-hour rentals will be considered individually. Rentals are made on a first-come, first-serve basis to Ashbrook owners and residents only who are in “good-standing” * with the Ashbrook Homeowners’ Association (the “Association” or “HOA”). Rental requests must be made at least 10 calendar days before the reservation date to ensure the request is accepted and processed. Multiple reservations for the same day or evening are only accepted if the reservations do not conflict and if there is enough time for the Association’s inspection of the Community Center between events.

**Good Standing means that no funds are due the Association and there are no open violations.*

- Contact Integrity Community Management at clientcare@integritycommunitymanagement.com and CC: Ashbrookclubhouse@gmail.com in order to submit an initial Community Center reservation request. You may also login to the resident portal at icm.cincwebaxis.com and review the community amenity calendar to verify the date you are requesting is available and also submit the initial request for the clubhouse. Your reservation will be placed on the Community Center rental calendar if the date/time you requested is available.
- Complete the rental agreement & application forms plus any applicable addendums. All signature blocks of the forms must be signed (by both the homeowner and tenant if applicable). Read the Community Center usage instructions very carefully. You are liable for your guests' conduct, the condition of the Community Center when your event is complete, and any damage to it.
- Note that the use of the pool during an event is only allowed during pool hours when lifeguards are present. The number of event guests using the pool is limited to 15 persons (ages 5 and above), \$10 additional fee per person with a maximum of 25 people. Pool use is limited to 2 hours only. There is an additional charge of \$100.00 when using the pool. All guests are subject to the Ashbrook Pool Rules and Regulations and to the authority of the lifeguards on duty. Any violation of the rules will result in immediate dismissal from the premises and the revoking of Community Center and pool



privileges. The use of the pool and alcohol at an event are mutually exclusive (i.e. if you plan to use it, no alcohol is allowed at your event).

- To have alcohol present during your event, all guests must be over 21 years of age and the homeowner associated with the request must provide proof of homeowners insurance along with the rental forms – the homeowner’s insurance must protect you and the Association in the case of an alcohol-related issue. Use of alcohol without proper consent or paperwork (like delay or failure to provide proof of homeowners’ insurance or an Alcoholic Beverages Addendum) will result in a charge of \$100.00.
- Submit two separate payments via check (regular, cashier’s check, bank check or money order), **payable to Ashbrook HOA:**

CHECK #1: This check is a non-refundable rental fee. Use the table below to find out the amount of check #1. The check should be made in the amount of one of the following.

Without Pool	Fee	With Pool	Fee
Entire Day (9:00 a.m. to 11:00 p.m.)	\$400.00	Entire Day	N/A
Morning (9:00 a.m. to 3:00 p.m.)	\$175.00	Morning (12:00 p.m. to 3:00 p.m.)	\$275.00
Evening (5:00 p.m. to 11:00 p.m.)	\$250.00	Evening (5:00 p.m. to 8:00 p.m.)	\$350.00

CHECK # 2: This check (do not use a money order/cashiers/bank check for this one) should be written in the amount of **\$500.00** This is a security deposit which covers the cost of additional cleaning and/or repairs for damage that might result from the event. The check will not be deposited (and will be returned to you) by the Association if there are no additional charges incurred for cleaning or repairs. In the case there are additional charges, the check will be deposited, and the necessary portion of the cost deducted from the check amount. The remaining amount after charges will be refunded by check within ten (10) business days.

- The completed reservation forms and the two separate payments **MUST BE RECEIVED AT LEAST ten (10) calendar days prior to the event.** Mail to **Integrity Community Management, ATTN: Christa MacDonald PO Box 1919 Leesburg, VA 20177.** You may wish to send the forms and checks via CERTIFIED MAIL to ensure it is received and to obtain confirmation as proof of your rental request. You may also deliver your reservation forms in person if it is pre-arranged with the HOA representative. You will receive email confirmation that your reservation has been accepted for the date/time requested.



COMMUNITY CENTER USAGE

Prior to the day of your rental:

- You will receive a call or email from the Community Center manager to provide you with a key fob. This will be activated two hours prior to your event and will de-activate one hour after your event.

On the day of your rental:

- **YOU ARE 100% RESPONSIBLE FOR THE CONDITION OF THE COMMUNITY CENTER BETWEEN THE START TIME AND END TIME OF YOUR EVENT.** This includes the items in the Community Center and the conduct of your guests. You are also responsible for controlling access of your guests to both the Community Center and pool facilities. Damage to the Community Center will result in loss of your deposit. Any disturbances caused by you and/or your guests may result in the revocation of all Community Center and pool privileges as determined by the HOA Board.
- You are responsible for ensuring that the number of people in the Community Center does not exceed the occupancy limit of fifty persons (50) determined by Loudoun County, as posted in the Community Center.
- When decorating the Community Center for your event, ***push pins, nails, screws, tacks or adhesive tape*** are not permitted to attach things to the walls.
- Unless pool use has been authorized, do not open any exterior doors except the front entrance.
- The Community Center is furnished with folding tables, chairs, and furniture. You must provide all other items needed for your event including pots and pans, dishes, utensils, table clothes, paper products, music CDs, DVDs, etc.
- There is no smoking allowed in the Community Center or on the pool deck.
- Music volume and noise should be kept to a reasonable level as to not disturb non-event residents using the facilities. Any complaints may result in an immediate dismissal from the Community Center.
- In case of problems or an emergency, immediately notify 911 and an HOA representative. The contact list is on the kitchen wall.
- You should be aware, and should inform your guests, that **the Community Center is under video surveillance.**



- Before leaving the Community Center at the end time of your event, **YOU MUST RESTORE THE COMMUNITY CENTER TO THE CONDITION YOU FOUND IT IN.** This includes:
 - Removing all trash from the building and replacing all trash bags.
 - Remove all personal items that were brought into the Community Center for the event.
 - Return all furniture and folding chairs/tables to the exact locations they were prior to the start of your event.
 - Vacuum, mop and sweep the Community Center as needed to restore it to the condition at the start of your event.
 - Wipe down all furniture surfaces to restore them to the condition at the start of your event.
 - Clean all counter tops/appliances in the kitchen to restore them to condition at the start of your event.
- At the end time of your event, please ensure all appliances are turned off, windows are closed and locked, and the broom, mop and vacuum are returned to the closet. The room should be left in the same condition it was prior to your event.
- An HOA representative will conduct a post-event inspection after your event. If there are any issues for which you will be held responsible, they will be well documented with pictures and a copy of the report provided to you. Please refer to the policy on deposit refund.



Community Center Rental Agreement

This agreement between Ashbrook Homeowners' Association (the "Association") and _____, a resident of Ashbrook and the responsible person for this rental ("Responsible Person"), establishes the conditions and requirements for rental of the Community Center.

At the time this agreement is signed and returned to a representative of the Association, the responsible person will provide two (2) payments in cash or certified funds:

- 1) Rental fee \$_____ (Use table 1 to determine the rental fee.)
- 2) Security deposit of **\$500.00**.

If the Responsible Person cancels the reservation at least 30 days in advance of the reservation date, a full refund will be made of their rental fee. If a reservation is cancelled less than 10 days before the reservation date, no refund of the rental fee will be issued.

The Responsible Person assumes full responsibility and liability for any damages to the Community Center or any surrounding Ashbrook property, which is a result of the Responsible Person or his/her guests during the duration of the reservation date and time. The Responsible Person assumes the full cost of any damages even if it is greater than the amount of the security deposit. The Association reserves the right to collect such monetary damages by all legal remedies available to the Association per the Association's documents, including the filing of a lien against the homeowner's property. Such remedies include recovery of all costs and attorneys' fees incurred by the Association in the collection of compensation for damage to the Association's property. There will be a cleaning fee charged of \$100.00 per hour for any additional general cleaning required to the Community Center.

The Responsible Person agrees to clean the premises and restore the Community Center to the same condition it was in before the event's start time. An Association representative will conduct a pre-event and post-event inspection of the Community Center and all issues will be documented and supported by pictures.

The Responsible Person hereby indemnifies and holds the Association, its officers, directors, members, managing agent, insurers, members, and/or agents harmless from all claims, damages, defense costs, including but not limited to attorneys' fees that arise from or are related to the use of the Community Center. The Responsible Person further agrees to provide the Association, its officers, directors, managing agent, insurers, members and/or agents a defense should any claim be brought as a result of the use of the Community Center.



The Responsible Person has read and agrees to all the above conditions as well as all conditions listed on the Community Center Rental Instructions and on the Community Center Usage Instructions. If applicable, the Responsible Person has also read, signed, and agrees to all the conditions in the Alcoholic Beverages Addendum and Pool Use Addendum.

Responsible Person Signature

Responsible Person Ashbrook Address

Homeowner Signature (if other than Responsible Person)

Date

For HOA Use Only:

Ashbrook Homeowners' Association Representative

Date



COMMUNITY CENTER RENTAL INFORMATION APPLICATION

Owner Information:

Name:
Address:
City, ST, ZIP:
Home phone:
Cell phone:
Email address:

Responsible Person Information (if not homeowner):

Name:
Address:
City, ST, ZIP:
Home phone:
Cell phone:
Email address:

Event Information:

Event Date:	
Event Start Time / End Time:	
Expected Attendance (maximum 60):	
Do you intend to have alcoholic beverages during your event?	Yes/No
Do you intend for your guests to use the pool facilities	Yes/No
Number of guests to use the pool (limit 15):	
Pool hours during event (limit 3 hours):	to



IF THE RESPONSIBLE PERSON LISTED ON THE RENTAL AGREEMENT IS NOT THE OWNER OF A HOME IN ASHBROOK, PLEASE HAVE THE HOMEOWNER READ AND SIGN THE FOLLOWING:

I, _____, am aware that my tenant,
_____, is renting the Ashbrook Community Center for an event. I understand that I, as homeowner, am fully responsible for any damage, liability, cleaning and/or repair, which result from the use of the Ashbrook by my tenant or his/her guests for this event

Name of Owner: _____

Owner Signature: _____ Date: _____



PRE – EVENT INSPECTION FORM

Instructions to HOA representative:

- Turn on lights and ceiling fans of main room and lights of vestibule as needed.
- Unlock janitorial closet with Community Center key.
- Make sure bathrooms have toilet paper, hand towels and hand soap (replacements available in janitorial closet)
- Conduct pre-event inspection below.

Kitchen

- Trash can empty with new bag.
- No perishable items in refrigerator or cabinets.
- Stove, oven, microwave, refrigerator is clean and in working order.
- Counter tops, appliances and floor are clean.
- Inspect all surfaces, appliances, walls -- noting any existing damage below.

Main Room

- Furniture, table surfaces, and carpet clean.
- All furniture, electronics present in main room and in correct locations.
- TV and stereo equipment in good working order.
- No personal items left in room from previous renters etc.
- Inspect all furniture, appliances, electronics, walls, etc. noting any existing damage below.

Vestibule and Hallway

- Table surfaces and floor clean.
- Janitorial closet contains expected cleaning equipment and supplies.
- Inspect all furniture, walls, floors, etc. noting any existing damage below.

NOTED DAMAGES/ISSUES:



POST - EVENT INSPECTION FORM

Instructions to HOA representative:

- Conduct post-event inspection below.
- Make sure all interior doors are locked including pool deck door, door to bathrooms and door to janitorial closet.
- Turn off lights and ceiling fans of main room and lights of vestibule.
- Lock main door.

Kitchen

- Trash can empty with new bag.
- No perishable items in refrigerator or cabinets.
- Stove, oven, microwave, refrigerator in working order.
- Counter tops, appliances and floor clean.
- Inspect all surfaces, appliances, walls, --noting any new damage below.

Main Room

- Furniture, table surfaces, and carpet clean.
- All furniture, electronics present in main room and in correct locations.
- TV and stereo equipment in good working order.
- Fireplace functioning properly.
- No personal items left in room.
- Inspect all furniture, appliances, electronics, walls, etc. noting any new damage below.

Vestibule and Hallway

- Table surfaces and floor clean.
- Janitorial closet contains expected cleaning equipment and supplies.
- Inspect all furniture, walls, floors, etc. noting any new damage below.

Bathrooms and Outdoor

- Inspect bathrooms for any unusual damage or issues.
- Inspect pool deck area for any unusual damage or issues.
- Make sure outdoor trashcans are properly stored and no trash is loose near them.

NOTED DAMAGES/ISSUES:



ASHBROOK HOMEOWNERS ASSOCIATION

COMMUNITY CENTER RENTAL

Alcoholic Beverages Addendum

I, _____, am the responsible person renting the Ashbrook Homeowners' Association Community Center on _____ (date). I understand that alcohol will only be able to be served at my event if the following conditions are present:

- All guests are over 21 years of age.
- There is no request for money for donation, contribution, door charge, etc.
- All laws of the Commonwealth of Virginia are strictly adhered to.
- There will be no use of the pool for this event.
- The homeowner has provided proof of homeowner's insurance to the Association.

(Please attach proof a copy of homeowners' insurance policy)

I hereby agree to indemnify, defend, and hold the Association its officers, directors, members and agents harmless from any liability, including attorneys' fees, which may arise from or be related to my event.

I understand that the Association assumes no liability for the consumption of alcohol during an event hosted by a homeowner or his/her tenant. I further understand that the conduct and safety of my guests is my responsibility, and that the Association has the unfettered right at its sole discretion to immediately terminate my social event and to cause the removal of one, some, or all my guests from Association property for inappropriate, unsafe, or irresponsible behavior.

Signature

Date



**ASHBROOK HOMEOWNERS ASSOCIATION
COMMUNITY CENTER RENTAL**

POOL USE ADDENDUM

I, _____, am the responsible person renting
Ashbrook Homeowners' Association Community Center on _____
I understand that use of the pool will be allowed at my event if the following conditions are
present:

- The event is conducted during pool hours and lifeguards are present.
- No alcohol is to be served at the event.
- Only guests of the event (limit of 15) can enter and exit the door from the Community
Center to the pool deck and use the pool.
- Guests may not enter the Community Center in wet bathing suits.
- An additional non-refundable **\$100.00** fee is necessary for the use of the pool.
- All guests strictly abide by the rules and regulations of the pool and are subject to the
authority of the lifeguards on duty.

I hereby agree to indemnify, defend, and hold the Association its officers, directors,
members and agents harmless from any liability, including attorneys' fees, which may arise
from or be related to my event.

I further understand that the conduct and safety of my guests is my responsibility, and that
Association has the unfettered right at its sole discretion to immediately terminate my social
event and to cause the removal of one, some, or all my guests from Association property for
inappropriate, unsafe or irresponsible behavior.

Signature

Date



HOA REPRESENTATIVE INSTRUCTIONS

Instructions for each rental request:

Accept a reservation via phone or email and determine if the Community Center schedule has an opening for the date/time the reservation is requested. Provide a tentative, verbal/written confirmation that the reservation is accepted on the Community Center schedule. Indicate forms will be emailed to person making the reservation and must be returned in via certified mail or in-person within 3 business days. Email forms to person making reservation.

- When completed forms are received, check forms for completeness. Check that appropriate addendums are signed if pool-use or alcohol-use requests are made. Check that there is not a request for both pool-use and alcohol use. If alcohol-use is requested, make sure the homeowner has provided proof of homeowner's insurance (including copy of policy) and has signed the addendum. Check that the homeowner has signed the rental agreement/information forms if a tenant is requesting use.
- Make sure that both the rental fee payment and the security deposit payment are attached to the completed forms.
- Check that the homeowner for the requesting Ashbrook address is not on the delinquency report for the most recent month prior to the reservation.
- If forms are complete, payments included and there are no delinquency issues, send an Email confirmation to the person requesting the reservation. Otherwise, send a rejection Email to the person with an indication of why the request was rejected and remove the reservation from the schedule.
- Send the rental fee check to the management company not more than 30 days prior to the event. Keep the deposit payment with the rental forms.
- On the day of/prior to the reservation, please arrange (hand-to-hand) key fob drop-off to the responsible rental person. This should be done at a location other than your home (preferably at the Community Center).
- **ON THE DAY OF OR DAY PRIOR TO THE RESERVATION**, be present (or have another HOA representative be present) at the Community Center at least 10 minutes prior to the start time of the event. Conduct the pre-event inspection. Note: a pre-event inspection **MUST** be conducted just prior to each event.



- **ON THE DAY OF OR DAY FOLLOWING THE RESERVATION**, be present at the Community Center (or have another HOA representative be present) to conduct the post-event inspection and to make sure the Community Center is locked up. Note: a post-event inspection **MUST** be conducted just after each event before another event is held.
- Based on the pre-event and post-event inspections, determine if there are any issues (damage, cleanliness, missing items) to be addressed. If so, continue to hold on to the security deposit payment and rental forms and forward the inspection checklists to the president of the Association. If there are no issues, return the security deposit payment back to the responsible person and send all forms to the management company for filing.

Security Deposit Fee Schedule:

Should any of the following issues be found at post inspection, the charges for each issue are as follows:

- | | |
|---|----------------------------|
| • Failure to return all furniture back to its original location
(Including folding tables and chairs) | \$25.00 |
| • Failure to remove all personal items including decorations
(Including items in refrigerator and stove) | \$25.00 |
| • Failure to wipe down/clean floors | \$25.00 - \$50.00 |
| • Failure to wipe down all surfaces in the kitchen | \$25.00 |
| • Failure to leave all bathrooms clean (and flushed) | \$25.00 |
| • Evidence of Smoking, burning candles or incense
inside Community Center | \$100.00 |
| • Failure to properly secure all doors and windows | \$100.00 |
| • Failure to set thermostat back to proper temperature | \$25.00 |
| • Failure to return the key to the lockbox | \$200.00 |
| • Damage to floors, walls, appliances, furniture | Assessed based upon damage |