

**RULES & REGULATION FOR RENTAL OF SRHOA COMMUNITY CENTER  
FOR ALL TYPES OF RENTALS (INDIVIDUALS OR ORGANIZATIONS)  
COMMUNITY CENTER**

The following are the rules and regulation for all individuals or organizations that sign a contract for use of the meeting rooms within the Sugarland Run Community Center:

1. The **SIGNER** agrees to indemnify, defend and hold harmless Sugarland Run Homeowners Association, Inc., its officers, directors, and agents (hereinafter collectively "Sugarland Run") from any and all claims, causes of action, suits, judgments and liabilities of any kind whatsoever arising from and related to any use of the Community Center or occurring in connection with any activity which is in the subject of this Agreement. The **SIGNER** shall reimburse Sugarland Run for all liabilities, damages, costs and expenses related to any such claims, defending any such claims and the amount of any judgments or settlements to be paid by Sugarland Run.
2. The **SIGNER** agrees to be solely responsible for the use of any property or equipment owned by Sugarland Run and for any property or equipment which is brought into the Community Center and onto property owned by Sugarland Run Homeowners Association. Sugarland Run Homeowners Association shall not be responsible, nor held liable for any bodily injury or damage to persons or property resulting from the use, misuse or failure of any equipment in the Community Center or on Association property.
3. The **SIGNER** agrees to be responsible for paying any and all costs and attorney's fees incurred by Sugarland Run due to any breach of this Contract.
4. The **SIGNER** must provide a list of all scheduled meeting dates and times if this contract is being used for multiple meeting dates.
5. **The SIGNER must be an adult over 21 years of age.**
6. **THE SIGNER MUST BE IN ATTENDANCE AT THE EVENT AT ALL TIMES.**
7. **The SIGNER will NOT allow SMOKING in the building.**
8. **The SIGNER will NOT allow OPEN FLAMES** within the building. I.E. candles, Sterno canisters, incense, etc.
9. The **SIGNER** is responsible for the damages caused and/or actions of all individuals who enter the Community Center during the contracted rental period. Therefore, steps should be taken by the **SIGNER** to prevent uninvited people from entering the building.
10. The **SIGNER** must adhere to all state, federal, and local police as well as fire safety regulations as posted in the Community Center.
11. The **SIGNER** is responsible for reporting all emergency situations to the Loudoun County Sheriff's Office and/or Fire and Rescue Service. They can be reached by dialing 911.

12. The **SIGNER** is responsible for assuring that the emergency fire alarms are not pulled or tampered with during the rental period. In the event that a fire alarm is pulled and the Loudoun County Sheriff's Office, and/ or Fire and Rescue Service are called to respond to a **FALSE FIRE ALARM**, the **SIGNER WILL BE RESPONSIBLE** for paying any charges or fees billed to the association as a result of the false alarm. In addition, it is the **SIGNER'S** responsibility to notify the management agent or HOA representative immediately. The management agent or HOA representative, at their discretion, may immediately terminate the event.
13. The **SIGNER** is responsible for the cleaning of the community center (*see "Special Instructions/Security Procedures" page for specific instructions*). All cleaning supplies are found in the janitor closet. If, at the time of the inspection, it is deemed that cleaning is necessary after the **SIGNER'S** use, the **SIGNER** will have the cost of the cleaning deducted from their deposit.
14. The **SIGNER** is responsible for any and all damages to the Community Center, SRHOA property and equipment and will be billed for damages based on the cost of the repairs or replacement. Any costs exceeding the security deposit amount must be paid within thirty (30) days of the billing date. If payment is not made, proper legal action will be taken.
15. The **SIGNER** will no longer be allowed to use the building if the Loudoun County Sheriff's Office files an official police report as a result of any unlawful activities by the **SIGNER** or any of his/her guests on SRHOA property.
16. In the event that the Community Center is not properly locked the **SIGNER** will be billed for any appropriate cost incurred. If security is breached due to improper closing procedures the **SIGNER** will be held responsible for any damages, theft, or losses that may have occurred, and will be billed accordingly.\*
17. The **SIGNER** will incur any and all fees involved as a result of any unlawful activities by the **SIGNER** or any of his/her guests on SRHOA property.
18. The **SIGNER** will NOT allow more than 200 guests (standing room only) or 100 guests (seated).
19. The **SIGNER** agrees to forfeit the security deposit if any of the terms listed in this contract are broken. The **SIGNER** will also be prohibited from renting the community center in the future.

\*Item 16. Applies only in case where the **SIGNER** is given a key to open and close the Community Center during rental period; does not apply if building is secured by security agent employed by SRHOA.

## **SPECIAL INSTRUCTIONS/SECURITY PROCEDURES**

1. All noise should be kept to a minimum, as to not disturb surrounding neighbors.
2. All tables and chairs, after being wiped clean, must be returned to the storage closet.
3. All decorations must be carefully removed. Decorations **MUST NOT** be taped, nailed, stapled or tacked to the walls or windows, and no decorations are allowed on the ceiling. **Only masking tape is permitted.**
4. All debris must be collected and placed in trash receptacles. A trash dumpster is provided at the end of the parking lot.
5. All liquid, food spills and litter must be removed.
6. All **SIGNER'S** food must be removed from the SRHOA refrigerator and freezer.
7. Kitchen must be cleaned (if applicable) including countertops, sinks and microwave. Floors must be swept and mopped. All trash must be emptied and disposed of properly in the dumpster.
8. All restrooms must be cleaned. This includes the emptying of trash, and removal of all litter. The floors, toilets and counters must be wiped clean.
9. All floors, including bathrooms, must be swept and mopped.
10. All windows must be closed and locked.
11. All interior lights must be turned off.
12. Air conditioning, if used, must be turned off. Heat, if used must be turned down to 55 degrees.