

OFFICE USE ONLY:

DATE: _____ NAME: _____

SECURITY DEPOSIT: \$500 RENTAL FEE: \$ _____

LOCATION: ROOM A - CC RES. DATE: _____

OFFICE USE ONLY:

Date Owner PU Check: _____

Date Security PU Check: _____

Sugarland Run Homeowners Association, Inc.
200 Greenfield Court Sterling, VA 20164
(703) 430 – 4500

Community Center / Office Building Rental Agreement

The undersigned renter ("Renter") has requested and the Sugarland Run Homeowners Association, Inc. ("Association") has agreed, to permit the renter, subject to terms contained in this agreement, to use the Community Center and/or the Office Building only, located at 200 Greenfield Court for the purposes and period specified in this agreement.

The Association and the Renter agree to the following:

1. Terms:

The renter shall have the use of the premises for the "Rental Period" defined as follows:

Building (CIRCLE ONE): ROOM A or COMMUNITY CENTER

Date of Use: _____ Time From: _____ AM/PM To: _____ AM/PM

** NOTE: RENTAL PERIOD MUST INCLUDE SET UP AND CLEAN UP **

** THE RENTER AGREES THAT THEY WILL BE CHARGED THE HOURLY RATE IF THEY GO OVER THEIR RESERVED TIME IN THE COMMUNITY CENTER. **

Initial _____

** IF THE EVENT GOES LONGER THAN MIDNIGHT, THE RENTER WILL FORFEIT THEIR SECURITY DEPOSIT**

Initial _____

2. Hours Available for Rental

- Sunday – Saturday 8 AM – 12 Midnight
- Reservations MUST be made at least two weeks in advance.
- Four (4) hour minimum applies to all rentals.

3. Rental Fees (CHECK ONE):

- ☐ \$25.00 per hour – Office Building Room A
- ☐ \$40.00 per hour (W/O Kitchen) – Community Center
- ☐ \$50.00 per hour (Kitchen) - Community Center

4. Security Deposit Fee:

- ✦ A security deposit of \$500.00 shall be held as a security for the performance of the obligations of the Renter pursuant to this Agreement.

For the premises to be reserved for use by the Renter, the Renter shall pay the Association at the time of reservation a rental fee sum of \$ _____ and a Security Deposit of \$500.00.

ALL FEES AND DEPOSITS MUST BE PAID BY CHECK OR MONEY ORDER.

5. Deposits & Fees:

The Renter shall deposit with the Association the Security Deposit in the form of a check, separate from rental fees. The "Security Deposit will be deposited by the Association upon receipt and returned if the event is canceled in accordance with the policy or maybe kept by the Association if the event is canceled after the two-week window has closed. The Security Deposit shall be held by the Association until such time as it is determined the Premises, furniture, and equipment have been returned to the Association clean with no damage. The Renter is responsible for cleaning after the use of the Premises according to the rules stated in this contract. If the Renter fails to fulfill this obligation, the Association shall perform such tasks as are required to clean and/or repair the Premises and shall deduct a minimum of \$250.00 from the Security Deposit. The balance, if any, shall be returned to Renter. Any expense over and above the Security Deposit shall be paid by the Renter within 15 days of being notified in writing of the amount, or the matter will be referred for litigation, if necessary.

Initial _____

6. Purpose:

The Renter agrees that the Premises will be used for the following purpose only: (please describe the event, i.e., birthday party, wedding, baptism)

The Renter 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/Office Building or occurring in connection with any activity which is in the subject of this Agreement. The Renter 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.

Initial _____

The Renter 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 the Association. The 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.

Initial _____

The Renter is responsible for cleaning the Community Center/Office Building (see "Special Instructions/ Security Procedures" page for specific instructions). All cleaning supplies are found in the janitor's closet. The Rental Period includes set up and clean up time allotted. If at the time of the inspection, it is deemed that cleaning is necessary after the Renter's use, the Renter will have the cost of the cleaning deducted from their deposit. The Renter acknowledges the location of the janitor's closet and their responsibility to leave the building in "as found" condition.

Initial _____

The Renter understands that no illegal, unsafe, or hazardous materials or activities are permitted on the Association property. Charges for entry, per-head, or gate fees are strictly prohibited, as is any buying or selling of alcoholic beverages. Any Association Director or agent acting on behalf of the Association has the authority to close any event for non-compliance with the agreement or for the misrepresentation of the activities of the event at any time. Any infraction of the above paragraphs will automatically result in the Renter being restricted from using the facilities.

Initial _____

The Renter will NOT allow more than Community Center - 125 guests (standing room only) or 100 guests (seated). Office Building Room A - 75 guests (standing room only) or 50 guests (seated).

Initial _____

The RENTER will NOT allow SMOKING in the building.

Initial _____

The RENTER will NOT allow OPEN FLAMES within the building. (Exception: Birthday Candles, Sterno canisters.)

Initial_____

In the event that the Community Center or Office Building doors are not properly locked the Renter will be billed for any appropriate cost incurred. If security is breached due to improper closing procedures the Renter will be held responsible for any damage, theft, or losses that may have occurred, and will be billed accordingly. (Applies only in cases where the SIGNER is given a key to open and close the Community Center or Office Building during the rental period; does not apply if the building is secured by a security agent employed by SRHOA.)

Initial_____

The Renter agrees to return any used HOA tables or chairs to their original location in a proper and orderly manner. A dumpster key will be given to the Renter upon the commencement of the Rental Period and must be returned at the end of the Rental Period. The Renter is responsible for emptying all trash from the premises and disposing of it properly in the dumpsters by the end of the Rental Period.

Initial_____

THE RENTER MUST BE IN ATTENDANCE AT THE EVENT AT ALL TIMES. If the Renter is not present during a security check, the Security Personnel will wait up to 15 minutes. If the Renter has not arrived within 15 minutes, the Renter understands that the party will be shut down and the premises will be returned to the Association immediately. The Renter will then forfeit the Security Deposit.

Initial_____

The Renter will NOT allow any guests or vendors to park in the grass. The Renter agrees that any vehicles parked in front of the building will be moved promptly after loading/unloading. All vehicles must be parked in designated spots.

Initial_____

The Community Center and Room A have Wi-Fi available to all guests. The Renter understands that Wi-Fi is not guaranteed during a rental period. Should the Wi-Fi be unavailable at the time of the rental the security personnel will NOT attempt to repair the Wi-Fi. The Wi-Fi network information is located on the last page.

Initial_____

The Renter must adhere to all state, federal, and local police as well as fire safety regulations as posted in the Community Center.

Initial_____

The Renter 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.

Initial_____

The Renter is responsible for assuring that the emergency fire alarms are not pulled or tampered with during the Rental Period. If the 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 RENTER WILL BE RESPONSIBLE for paying any charges or fees billed to the association because of the false alarm. In addition, it is the Renter's responsibility to notify the management agent or Association representative immediately. The management agent or Association representative, at their discretion, may immediately terminate the event.

Initial_____

The Renter will be responsible for all fees incurred by the Association as a result of any unlawful activities by the Renter or any of his/her guests on the Association property.

Initial_____

The Renter 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 Renter or any of his/her guests on the Association property or at the discretion of the Association.

Initial_____

The Renter will ensure that all personal property or equipment is removed, and the premises are cleaned by the end of the Rental Period. If the Renter has not completed such tasks and returned the premises to the Association by the end of the Rental Period, the Renter will forfeit the Security Deposit, and the Association will charge the Renter for an additional hour.

Initial_____

OFFICE USE ONLY:

DATE: _____ NAME: _____

SECURITY DEPOSIT: \$500 RENTAL FEE: \$ _____

LOCATION: ROOM A - CC RES. DATE: _____

Sugarland Run
Homeowners Association, Inc.
200 Greenfield Court
Sterling, VA 20164
(703) 430 – 4500

CONTACT INFORMATION

Renter Name: _____

Address: _____

Cell Phone (Required): _____ Other: _____

Email Address: _____

Account #: _____

Total # Attending: _____

ROOM: Room A OR Community Center KITCHEN: Y / N

As the Renter listed on this page, I certify that I have read and fully understand the rules and regulations for the booking of the Sugarland Run Community Center. I, the undersigned, accept full responsibility to assure that these rules will be adhered to, and I understand that any infraction of the rules and regulations within the agreement will result in losing my Security Deposit and the use of the building. I also understand that any additional costs for damages are my responsibility.

I have personally viewed or hereby waive my need for a personal inspection of the facility and am satisfied with its accommodation, furniture, and fixtures at the time of the signing of this contract.

SIGNATURE OF RENTER

DATE

FOR OFFICE USE ONLY:

Driver's License Number

Staff Initials

Sugarland Run Homeowners Association, Inc.
200 Greenfield Court Sterling, VA 20164
(703) 430 – 4500

PAYMENT AND TRANSACTION RECORD

FOR OFFICE USE ONLY

RENTAL AMOUNT:

- ☐ \$25.00 per hour – Office Building Room A
- ☐ \$40.00 per hour (W/O Kitchen) – Community Center
- ☐ \$50.00 per hour (Kitchen) - Community Center

SECURITY DEPOSIT:

✦ \$500.00

***DEPOSITS AND FEES MUST BE MADE PAYABLE TO SRHOA AND
MUST BE DATED THE SAME DATE AS THE CONTRACT IS SIGNED***

- ☐ DEPOSIT RECEIVED: \$500
- ☐ RENTAL FEE RECEIVED: \$_____
- NUMBER OF HOURS: _____

Payment Acknowledgment

Renter's Initials: _____

Staff Initials: _____

Sugarland Run Homeowners Association, Inc.
200 Greenfield Court Sterling, VA 20164
(703) 430 – 4500

RULES AND PROCEDURES

1. The Renter MUST be present at all security check-ins.
2. All noise should be kept to a minimum, to not disturb surrounding neighbors. (*Loudoun County noise ordinance goes into effect at 11 PM.*)
3. All set-up and clean-up MUST occur during the rental period.
4. ALL decorations MUST be carefully placed and removed. Decorations MUST NOT be nailed, stapled, tacked, or taped to the walls or windows, and no decorations are allowed on the ceiling. Cork strips are provided to attach decorations.
5. GLITTER IS PROHIBITED.
6. All the Renter's food and liquids must be removed from the Association's refrigerator and freezer.
7. All tables and chairs, after being wiped clean, MUST be returned to the storage closet.
8. All floors, including the bathrooms, MUST be swept and mopped.
9. The kitchen (if applicable) including countertops, sinks, and microwave must be clean.
10. All restrooms MUST be cleaned. This includes toilets and counters wiped clean and emptying the trash and removal of all litter.
11. All debris, food spills, and litter MUST be collected and placed in trash receptacles and removed. All trash MUST be emptied and disposed of properly in the dumpster. A trash dumpster is provided and located at the end of the parking lot.
12. All windows MUST be closed and locked.
13. All interior lights MUST be turned off.
14. Thermostat if used, MUST be returned to 55 Heat / 78 AC.

Initial _____

NOTE:

ROOM A WI-FI:

SRHOA_Guest

PASSWORD:

Srhoa4500

COMMUNITY CENTER WI-FI:

Sugarland_Guest

PASSWORD:

SRHOA200

SECURITY PERSONNEL:

Office – (703) 430 – 4500

KC – (571) 210 – 0319