

Security Deposit Fee:	\$ 1000.00/\$2000
Check Number(s):	<i>Please make check payable to 'One Loudoun Neighborhood Association'</i>
Cashier's Check Info:	
Credit Card Payment (a 3.0% fee will be added to all, swiped credit card transactions and a 3.7% fee will be added to all manually entered credit card transactions)	
Property Owner Signature:	
Management Signature:	

The Club at One Loudoun is not an event facility. It is an Association amenity for the private use of its members. Therefore, the space may not be conducive to every private rental or event. This consideration should be made when planning your event.

1LNA and the Member Agree to the Following:

1. RENTAL TERM AND PAYMENT	Member Initial _____
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The Great Room & Meeting Room at The Club at One Loudoun is only available for reservation by One Loudoun Neighborhood Association (hereinafter referred to as "1LNA") residential property owners for private, non-profit events. **Rental of the Great Room & Meeting Room will include access and use of the kitchen facility. Rental space does NOT include the use of or access to the first or third levels of the clubhouse including the lobby/main entrance area, and front/rear patios.** Political, religious, corporate, for-profit, or any event with compensation is not permitted. The 1LNA Board of Directors has priority use of the Great Room & Meeting Room for Association and community events.

Rental cost is \$150.00 per hour, 2 hour minimum, Sunday thru Thursday 9am to 10pm, Friday and Saturday, between 9:00 a.m. – 12:00 a.m.

The Club facility and grounds must be vacated by 12:00 a.m. for any rental period that ends at 12:00 a.m. Persons who access the Facilities other than during posted hours of operation or contracted rental hours will be deemed to be trespassing and are subject to prosecution or other sanctions pursuant to the enforcement procedures in Policy Resolution No. 5.

The front/rear patio and lobby/main entrance is not included with the rental. Please be aware that One Loudoun residents who are not associated with your event, are permitted to use this area as well.

The full rental fee is due 30 days prior to the date of the event. In the event the full rental payment is not received 30 days prior, the rental will be automatically cancelled. Accepted forms of payment include Personal Check, Money Order, & Cashier's Check payable to the *One Loudoun Neighborhood Association* and Credit Cards (Visa, MasterCard & American Express). There shall be no fees for the cancellation of an event due to inclement weather (based on local weather reports). **Cancellations must be received in writing. If a change in time to your rental is needed, you will need to notify us, in writing, 72 hours before your rental date. The clubhouse**

attendant has no authority to grant an extension before or after the hours already requested in your rental. Please see PAGE 8 for Cancellation and Change Policy.

2. SECURITY DEPOSIT FEE

Member Initial _____

A Security deposit fee of \$1000 (1LNA) or \$2000 (Condo) is required per event. Payment of the full Security Deposit fee is due at time of reservation and contract signing. Accepted forms of payment include Personal Check, Money Order, & Cashier’s Check payable to the **One Loudoun Neighborhood Association** and Credit Cards (Visa, MasterCard & American Express).

The Security Deposit will be deposited into the Association’s bank account until such time as it is determined the Great Room & Meeting Room has been returned to 1LNA clean and with no damages. The Member is responsible for cleaning after the use of the Great Room & Meeting Room according to the attached “Rules for Use.” The Great Room & Meeting Room will be inspected by 1L Management after the rental term and the Security Deposit will be mailed to the Member named on the Rental Contract within 10 business days of satisfactory inspection.

Forfeiture of Security Deposit:

Refund of Security Deposit will be made only after satisfactory inspection of the Great Room & Meeting Room has been completed.

A Member will forfeit their Security Deposit for any breach of this contract, including but not limited to:

- Violation of any stipulation listed in the rental guidelines/Rules of Use.
- Exceeding the rental hours specified in the contract. This includes arriving before the start time or staying beyond the rental end time. The security deposit will be forfeited if you exceed rental specifications.
- Building must be vacated by 10pm (Sunday-Thursday) and 12am (Friday & Saturday). If a Member and/or Member’s guest does not vacate the building by these times, the entire security deposit will be forfeited and the Member risks not being permitted to rent One Loudoun’s facilities for a period of six months, after the scheduled event.
- Failure to clean the premises in accordance with the attached “Rules of Use”. A portion of your security deposit will be charged.
- Key duplication.
- Damage to the Great Room & Meeting Room by a Member and/or Member’s guests. Should the cost to repair damages by a member or their guests exceeds the security deposit amount, the balance is due and payable within 15 days of certified mail notice from 1L Management. If the balance is not paid within 15 days of notice, the debt will become a lien against the Member’s lot.
- The Great Room & Meeting Room must be vacated in at the end of the rental period. 1LNA reserves the right to contact the Loudoun County Sheriff’s Department and/or 1L Town Center security for assistance.

3. ASSIGNMENT OF CONTRACT

Member Initial _____

This contract may not be assigned to any other person or organization nor may a Member rent this facility on behalf of a non-member, group, or organization. The Member must be present on the premises for the entire rental period. Pre and Post inspections must be conducted by the Homeowner with a member of the staff. This cannot be assigned to another person on the Homeowner’s behalf. Homeowners must be included/present for all discussions in regards to the rental (set-up/clean-up, catering, vendors, etc.)

4. SECURING THE PREMISES AFTER RENTAL PERIOD

Member Initial _____

The Member is responsible for securing the Great Room & Meeting Room at the end of their rental according to the "Rules for Use." Any interior damage or vandalism that occurs as a result of a Member's failure to properly secure the building will become result in forfeiture of the Security Deposit. 1LNA reserves the right to collect from the Member for all damages, including but not limited to repairs and legal fees, that result from the Member's failure to secure the facility.

5. UTILITIES AND CONSUMABLES

Member Initial _____

1LNA will provide all necessary water, sewer, gas and electricity for the Great Room & Meeting Room at the Association's expense during the rental period. The Member agrees that at all times the use of such services will comply with all applicable laws, ordinances, rules and regulations, and will not undertake any activities that may exceed the capacity of the mains, feeders, ducts, and or conduits bringing service to the Great Room & Meeting Room. Notwithstanding the foregoing, 1LNA will not be liable for any interruption in the provision of services beyond its control or for any damages to the Members personal property resulting from use.

1LNA will provide restroom consumables including hand soap, paper towels, and toilet tissue.

6. SECURITY

Member Initial _____

The Member acknowledges the presence of video surveillance as a resource to ensure the safety of Members and the 1LNA property

If the alarm is triggered, each occurrence will result in a \$100 charge from your security deposit. (This includes emergency exits, entering the building post rental, as well as leaving doors propped open)

7. INDEMNIFICATION

Member Initial _____

The Member agrees that it shall indemnify and defend 1LNA and hold it harmless from any liability, suit, action, claim, demand, loss, expense (including, without limitation, attorney fees), or cost of any kind or nature of, or connected in any way to, or with, the Member or guests use of the facility, the execution of this Contract, or any injury, loss or damage to any person or property on the premises during the rental time period. **The Member shall provide a copy their homeowner's certificate of insurance listing the 1LNA as an additional insured on the members homeowners insurance policy or a Special Event Coverage Policy at the time of reservation. Liability coverage must be in the amount of one million dollars. Any vendors providing services for an event must provide a Certificate of Insurance no later than 14 business days prior to the event.**

8. MISCELLANEOUS

Member Initial _____

This agreement is not an interest in real estate, but an agreement for rental of the Great Room & Meeting Room. In the event that 1LNA breaches its obligations under this agreement, the parties agree that 1LNA's liability shall be limited to the amount of the Rental Fee paid and the Security Deposit paid. The term "Member" refers to the person or persons named on the deed to a property located in One Loudoun.

9. ENTIRE AGREEMENT

Member Initial _____

This agreement along with the "Rules of Use" incorporated herewith, constitute the entire agreement between the parties. The Member agrees to all rules and regulations as outlined in "Rules for Use" attached to this rental agreement.

Any violation of this contract may result in forfeiture of the Member Rental fee, Security Deposit Fee, and/or a hearing before the Board of Directors for permanent revocation of rental privileges and/or suspension of Association Member Use privileges.

RULES FOR USE
ONE LOUDOUN NEIGHBORHOOD ASSOCIATION, INC.

1. The Member agrees that he/she, their guests and invitees shall abide by the rules, terms and conditions of this contract.
2. The Member agrees that he/she will provide adequate supervision for guests and invitees during the rental period, including adult and/or parental supervision of any persons under the age of eighteen (18).
3. No open flames are permitted except birthday cake candles and sterno chafing dish/container food warmers.
4. No alcohol may be sold on the premises.
5. Sales and/or marketing on the premises are prohibited.
6. No smoking is permitted in The Club building or grounds.
7. No nails, tacks, tape, adhesives, or adhesive substances may be placed on the walls or window surfaces.
8. **Decorations, food, or drinks are not permitted on the piano. A deduction of \$100 will be assessed.**
9. **Balloons must be secured. If balloons become loose and get caught in light fixtures or anywhere on the ceiling, a portion of your security deposit will be assessed for removal.**
10. Rental includes a Catering Kitchen. Cooking or frying is not permitted.
11. **Moving or rearranging ANY of furniture in The Great Room is not permitted. Moving ANY furniture will result in the forfeiture of the entire deposit.**
12. **Food is not permitted on the black round table in the Great Room. A deduction of \$100 will be assessed.**
13. **Notify Management if auxiliary lights or sound equipment are contemplated. All vendors providing services for the event must be disclosed to Management and Certificate of Insurance provided no later than 14 business days prior to the event.**
14. The premises **must** be left broom clean, including but not limited to:
 - a. Wipe up any spills and Vacuum carpet areas.
 - b. **Remove ALL party decorations (balloons, streamers, etc.), equipment, and rental furniture from the clubhouse. Failure to remove items will result in forfeiture of the entire deposit.**
 - c. Ensure bathroom toilets are flushed and trash is in the receptacles.
 - d. Bag all trash; close it tightly and place a new bag in the trash container.
 - e. Take the trash to the trash dumpster on the right side of the dumpster enclosure. Trash bags and loose trash must not be left on the ground next to the dumpster. **Failure to properly dispose of trash will result in a \$100.00 deduction from the security deposit.**
15. Cleaning supplies are available on site. If there are any spills or accidents, please use the cleaning supplies to ensure the cleanliness of the room.
16. If you use the clubhouse linens, the cost of \$25 per linen will be deducted from your security deposit for professional cleaning. Or, opt to professionally dry clean (and hang) the tablecloths and return to the clubhouse within 5 days of your rental.
17. Facility **must** be left secured. Turn off all lights and fans. Close all doors.
18. **Moving or rearranging of the patio deck furniture is not permitted. No decorations, food, or drink are permitted on the patio. This will result in a forfeiture of the entire deposit.**
19. **There is no rental setup in the lobby hallway, catering hallway, third floor level/railings, or staircase. These areas must be kept clear of any obstructions and event set-up. Failure to comply will result in a \$500 deduction from the security deposit.**
20. **Doors are not permitted to be propped open. This will cause an alarm to sound. Each occurrence will result in a \$100 charge from your security deposit.**
21. Draperies are not permitted to be moved.
22. Wooden stairwell landing cannot be used as a storage area.
23. **Guests are not permitted anywhere on the first or third levels. Guests found to be utilizing the first and/or third level will result in the forfeiture of the entire deposit.**
24. All emergency exit doors and wall mounted cameras must be unobstructed. No furniture or décor set up in front of the doors.
25. The front patio, stairs, and sidewalk must be left free of any trash, debris, and spills/leaks from trash removal. **Cleaning fee of \$250 will be deducted from the deposit.**

The undersigned agrees to all terms and conditions in the Rules for Use.

Member Name (Print): _____

Member Signature: _____ **Date:** _____

ITEM	PRE-USE CONDITION	POST-USE CONDITION
Floors/Carpet		
Dishwasher		
Refrigerator		
Doors		
Windows		
Walls/Art		
Kitchen/Bathrooms		
Furniture/Lamps		
Fireplace		
Piano		
Televisions		
Stairwell Landing		
Third Floor (Carpet & Walls)		
Interior Decorative Objects		
Patio Furniture		
Exterior Decorative Objects		
Dumpster Area (Trash & Recycling)		

Pre and Post inspections must be conducted by the Homeowner with a member of the staff. This cannot be assigned to another person on the Homeowner's behalf.

PRE AND POST INSPECTION FORM: RESIDENCE CLUB RENTAL

INVENTORY:

Item	Number	PRE-USE Condition	POST-USE CONDITION
Chairs			
Tables			
Trash Cans			
Keurig Machine			
Dinnerware			

FACILITY INSPECTION CONDITION:

COMMENTS:

Pre-Use Inspection Conducted By: _____ Date: _____
 Agreed Upon By Agreement Holder: _____ Date: _____
 Post-Use Inspection Conducted By: _____ Date: _____
 Agreed Upon By Agreement Holder: _____ Date: _____

Cancellations and Changes:

Any request for time and date changes or cancellations must be done in writing.

Cancellations 30 days prior to rental date: No financial penalty.

Cancellations WITHIN 30 days of the rental date: Renter forfeits security deposit.

Cancellations WITHIN 14 days of the event: Renter forfeits BOTH rental payment and security deposit.

Date changes 14 days prior to the rental date: No financial penalty. Changes may be made based on availability within the same calendar year.

Date Changes WITHIN 14 days of the event: Not permitted. Renter forfeits BOTH rental payment and security deposit.

Time change requests must be made in writing, and confirmed by management, within 72 hours of the event date.

Cancellations due to inclement weather: No financial penalty.

Member Initial _____

