

2025 CLUB OPERATIONAL POLICY

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I. PURPOSE

The purpose of the One Loudoun Neighborhood Association's Club Operational Policy is to provide Policies and Procedures (P&P) for the enjoyment of the members and their guests. The Policy and Procedures manual is a living document, which will continue to evolve through updates and will expand or reduce as determined by the Board of Directors.

II. RESPONSIBILITIES

It is the responsibility for all members and their guests, as well as management and their staff as identified herein, to be familiar with, and abide by, Club Policies and Procedures at all times. Enforcement of P&P's is delegated by the Board to the General Manager, the designated Assistant General Manager and the designated Activities Director. Members and their guests will abide by all requests from the General Manager and staff at all times.

III. DEFINITIONS

1. Board of Directors - Decision-making authority is vested in a Board which is the governing body of the One Loudoun Neighborhood Association.
2. The Club - The physical structure of the clubhouse building which includes the outside porch deck located at 44605 Russell Branch Parkway.
3. Grounds - Grounds include the outdoor swimming pool, amphitheater/barn, Central Park, tennis courts, tot lots and parking lot.

IV. ELIGIBILITY TO USE THE CLUB RECREATIONAL FACILITIES

Persons eligible to use the Club & Grounds include the following:

1. All owners of record of homes in the One Loudoun Neighborhood Association ("The Club Members" or "Association Members") and their immediate family, defined as spouses, their children under the age of 26, who reside with their parents and whose official address is the
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same. Children who are residing in the home of a parent on a part-time basis due to custodial arrangements resulting from the legal separation or divorce of parents are eligible users. Owners of record must be registered with the Association prior to being eligible to use the Club and Grounds.

3. The lessee of record of a home in the One Loudoun Neighborhood Association and his or her immediate family, provided that the lease is a valid lease for a minimum term of six months and the lessor has designated the lessee as a beneficial user of the lessor's Club Membership. During the period when a lessee is the designated user of a Club Membership, the lessor Member must continue to pay applicable assessments to the Association and may be permitted to continue use Club facilities subject to any applicable fees and use restrictions established by the Board of Directors of the Association. If a lot owner wishes to retain their Club Membership status and provide their lessee with membership privileges, a membership registration form must be filled out and signed by both the lessor and lessee. A lessee membership fee of \$550 per year shall be paid to the Association to cover the Club operating expenses. The lessee will still have to pay additional for guests, programs and the like. The Board of Directors will establish a lessee membership fee annually.
4. Parents or Grandparents who officially reside with their children or grandchildren who are owners. Proof of residence, such as a driver's license, is required.
5. Caregivers for the children of an owner and whom the lot owner has registered may use Club facilities when they bring the owners children who they supervise.
6. Condo owners within the One Loudoun Town Center & Business District Association.
7. Guests of Club Members, subject to any fees or conditions of use established by the Board of Directors of the Association from time to time.
8. The immediate family and General Manager, Assistant GM and Activities director (when not on duty) may access and use Club facilities.

RESTRICTIONS ON USE OF THE FACILITIES

Access to and uses of Club facilities are subject to the conditions detailed below:

1. The Club shall be accessible by residents during the following regular operating hours: Sunday 9am to 8pm
Monday thru Saturday 9am to 10pm

2. Club regular business hours are Monday thru Friday 9am to 5pm, excluding Federally recognized Holidays such as New Years Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and Christmas.
3. Members must use their access fob to enter The Club. The Association will issue two access fobs per lot.
4. Members must accompany their guest(s) at all times.
5. Members shall not allow the use of their access fobs by a non-resident or guest.
6. Members under the age of 18 are not permitted to bring guests.
7. Use of Club facilities may be suspended for any Member, their immediate family and guests if the Member is more than sixty (60) days in arrears in the payment of assessments or other fees owed to the Association.
8. Use of Club facilities may be suspended for any Member, their immediate family and guests if a Member is determined by the Covenants Committee or the Board of Directors to have violated the Rules and Regulations of the Association, including any rules governing use of Club Facilities. Such suspension may only be imposed pursuant to the enforcement procedures set forth in Policy Resolution No. 5.
9. Access to and use of Clubhouse by guests of Members shall be subject to the payment (by the member) of any applicable fees and other conditions of use, which may be established by the Board of Directors from time to time. Guest fees are as follows:
 - a. All day pass cost \$5.00 per person per day.
 - b. Each household will be issued 15 free pool guest passes at the beginning of each calendar year.
 - c. Each household shall be permitted to bring no more than ten (10) guests per visit.
10. No person under the age of sixteen (16) is permitted access to the Club, swimming pools or tennis courts, (or club facilities) unless accompanied by a resident eighteen (18) years of age or older. This restriction may be reduced or waived in the case of any activity or program specifically for children under the age of sixteen (16), which is sponsored by or sanctioned by the Association.
11. The Association staff and Managing Agent are authorized to remove persons from any of Club facilities and to suspend use privileges for a period not to exceed thirty (30) days for actions which are in violation of facilities rules or which are detrimental to the peaceful use and
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enjoyment of the facilities by other users or which endanger the safety and welfare of persons using the facilities. All such suspensions must be reported in writing to the Board of Directors and may include a recommendation for further sanctions subject to implementation of the enforcement procedures in Policy Resolution No. 5. All persons using the Club Facilities must have in their possession a valid Club facilities fob, guest pass or other user identification device prescribed by the Board of Directors and must display or surrender such identification device upon request by the Club staff, the Association's Managing Agent or lifeguards employed by the Association.

13. Use of any portion of Club facilities is subject to legal occupancy limits established by Loudoun County.
14. The Board of Directors or Club staff may reserve any of Club Facilities for programs and activities sponsored by the Association, and, in so doing, limit access to the Facilities to those eligible to participate in said programs and activities. Specific rooms in the Club may also be reserved for private uses subject to applicable rules and fees established by the Board of Directors from time to time.
15. All members and guests should be aware that the interior and exteriors of the club are camera monitored 24 hours a day – except for the bathrooms – and that all the recordation is subject to monitoring by the GM, Board of Directors and Loudoun County Sheriff's Office.

GENERAL RULES

1. The consumption of alcoholic beverages at the Club, and other Club Facilities is prohibited except for Association events approved by the Board of Directors and private reserved functions subject to conditions of use established by the Board of Directors. The sale of alcoholic beverages or charging of admission to events where alcoholic beverages are served is prohibited.
2. Dogs and other pets are not permitted at any of the Club Facilities except the dog park, with the exception of service animals.
3. Smoking is prohibited in the Club and Grounds.
4. The Club facilities may not be used for commercial purposes, including the sale of products. Fundraising for charitable purposes may be permitted with the approval of the Board of Directors, subject to any conditions established by the Board. Such activities will be approved on a case-by-case basis.
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6. No commercial advertisements may be posted or circulated in the Club or other Club facilities without the prior approval of the Board of Directors.
7. Bathing suits may only be worn in the swimming pool areas. Bathing suits may not be worn in other areas of the Club such as the indoor gymnasium, the flex/exercise room and the Great Room.
8. Access to Club facilities is limited to the posted hours of operation. Persons who access the facilities or remain in the facilities other than during posted hours of operation will be deemed to be trespassing and are subject to prosecution or other sanctions pursuant to the enforcement procedures in Policy Resolution No. 5.

RESERVED USE OF THE FACILITIES FOR PRIVATE FUNCTIONS

The Great Room, Meeting Room, Exercise/Flex Room and Barn may be reserved for the private use of Club Members and their guests, subject to availability and conditions of use established from time to time by the Board of Directors. Political, religious, corporate, for-profit, or any event with compensation is not permitted. First priority for the use of these facilities will be given to the Association for meetings of the Board of Directors, Association committees and activities sponsored by the Association. Otherwise, these facilities may be reserved for private uses on a “first-come, first- served” basis.

1. Eligibility to Reserve for Private Use

The Great Room, Meeting Room, Exercise/Flex Room and Barn may be reserved for private use by any Association Member who is in good standing with the Association. An Association Member in good standing is defined as a Member who (1) has no delinquency or unpaid charges, fees, or assessments on his/her account with the Association and (2) is not in breach or violation of any Association covenant, Bylaws provision, or rule. An Association Member who reserves any portion of the Recreational Facilities must be present at all times during the scheduled event and is responsible for any damage to the Club and the actions and conduct of guests.

2. Occupancy Limits

All private uses of the Club facilities and Barn must conform to posted occupancy limits for the facilities.

3. Use of Kitchen

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The kitchen may be used for the storage and serving of food, for warming of prepared foods, or the preparation of food items. Use of the kitchen is permitted only with the Great Room Rental agreement.

5. Pre-Use and Post-Use Inspections

For all reserved uses of Club facilities and Barn, except by the Association's Board of Directors, duly constituted Association committees, and designated Association sponsored activities, there will be a pre-use inspection of the Club facilities by the reserving applicant and a designated representative of the Association, and all defects within the space to be used will be noted on an inspection form.

Following the reserved use of Club facilities and Barn, a post-use inspection will be conducted by a designated representative of the Association to ascertain if any new damage has been sustained as a result of the reserving applicant's use of the Club facilities. The judgment of the Association's designated representative or the Association's managing agent in all decisions is final, with appeal to the Association's Board of Directors.

Association representatives authorized to conduct pre-use and post-use inspections shall include Club staff, representatives of the Association's managing agent, members of the Board of Directors, or any persons authorized by the Board of Directors to perform such inspections.

6. Limits on Times of Use

All reserved use of Club facilities must end and the Club vacated no later than 10:00 PM Sunday through Thursday evenings, and 12:00 AM of the morning following Friday and Saturday evenings. The official permitted hours of reserved use may be changed by the Board of Directors from time to time. In addition, the Board of Directors may extend the hours of availability for Association sponsored events. The normal hours of availability of the Club for reserved use will be determined by annually by the Board of Directors.

There is a minimum two (2) hour time period requirement between events to allow for proper inspection of the Club and its facilities by the designated Association representative before the next scheduled event or function.

7. General Conditions of Use

Any Association Member wishing to reserve the Club facilities and Barn for private use shall contact the General Manager or management staff to check availability for the requested date. A signed agreement, proof of insurance, and payments must be

received at least two
(2) weeks, but no more than twelve (12) months, prior to the requested date. The General
Manager at the Manager's discretion may make exceptions to the time limits. If the time slot

is available, the General Manager will prepare and send the Club Rental Agreement or Barn (hereinafter "Agreement") application upon request to the applicant to be completed, signed, and returned for approval. The General Manager will reserve the time slot upon the receipt of the signed rental agreement and security deposit. The Agreement is non-transferable. Such Agreement shall be binding on the applicant (hereinafter "Agreement Holder"). Conditions of use are detailed below:

- a. Except where such fees are incidental to Association sponsored activities, no admission nor any funds transfers which might be construed as admission fees whatsoever shall be collected for the use of the Club facilities and Barn by the Agreement Holder.
- b. Any event or activity to be attended primarily by persons less than 21 years of age shall require attendance by a minimum of two chaperons who are a minimum of 21 years of age and whose names and signatures will appear on the Club or Barn Rental Agreement application. Chaperons are required at a rate of one (1) adult chaperon per ten (10) youths attending the event, or any portion thereof. As indicated in the application, the individuals whose names appear on the rental application must be present for the duration of the event. Absolutely no alcohol is permitted at such events.
- c. All chairs, tables, and other furniture and equipment owned by the Association shall be returned to prior locations or proper storage areas following each reserved use, and under no circumstances shall chairs, tables, or other furniture or equipment belonging to the Association be removed from the Club or Barn.
- d. If decorations, auxiliary lights, or sound equipment are contemplated for use during any of reserved time, the General Manager shall be notified at the time of reservation. The manager reserves the right to arrange for an inspection of the decorations or equipment to be used by a representative of the local Fire Department or by a licensed electrician. A fee to cover the cost of such inspection shall be levied against the Agreement Holder.
- e. Absolutely no objects, such as nails, tacks, scotch tape, candles, or substances, which cause permanent damage, shall be placed on the walls, ceilings, or window surfaces. Any and all decorations shall be reasonably fireproof and shall be removed entirely immediately following the reserved use of the Club or Barn. Under no circumstances shall any group make any structural or electrical alterations in the Club or Barn, except by written permission from the Association's Board of Directors.

- f. Paints, acids, and all other supplies and materials, which present a clear damage potential, are prohibited from the Club or Barn during times of reserved use.
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- h. All refuse and personal property of the Agreement Holder(s) (as defined in Section IV, 7(d) of these Rules) and their guests and invitees shall be removed from the Club/Barn immediately following the reserved use of the Club/Barn.
 - i. Each Agreement Holder shall be personally responsible for knowing the location of and proper use of the Club's fire extinguishers.
 - j. A Loudoun County noise ordinance prohibits loud noise at any time, which might disturb the surrounding community, and the Agreement Holder is required to adhere to the requirements of this ordinance.
 - k. An agent or a representative of the Association is required to attend all events/ functions to secure the Club at the conclusion of a reserved function as appropriate.
 - l. Smoking is prohibited in the Club/Barn.
8. Reservation Procedures
- a. Contact the General Manager or management staff to check availability for the requested date and time at least two (2) weeks but no more than six (6) months, prior to the requested date. If the time slot is available, The General Manager or management staff will prepare and send the Club/Barn Rental Agreement application (hereinafter "Agreement").
 - b. The applicant shall sign the Agreement and return the document, along with the security deposit to the Manager. All payments shall be made in the form of a personal check, cashier's check or money order payable to the "One Loudoun Neighborhood Association" within 30 days of the rental date.
 - c. The General Manager or management staff will then send the applicant a copy of the Agreement confirming the reserved date and time.
 - d. The Club facility or Barn shall be officially reserved when the Agreement Holder has delivered to the General Manager or management staff a signed Rental Agreement together with the security deposit payment and has received a copy of the Agreement confirming the reservation through signature of the managing agent's authorized representative. If a check does not clear the applicant's bank due to insufficient funds or other reason, the event shall be canceled unless the applicant provides a money order, cashier's check or check in the amount of the security deposit. If such payments are not
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received in accordance with these stipulations the reservation shall be canceled. Such agreement shall be binding on the reserving resident ("Agreement Holder").

- f. Each Rental Agreement submitted to the Association for use of the Club facility or Barn shall be subject to review and approval by the General Manager and/or the Board of Directors. The Association reserves the right to review all requests for reserved uses of the Club/Barn and may deny any request if such use is deemed to put the Club/Barn, its property, or guests at unusual risk, or if such use of the Club/Barn is deemed to be contrary to the best interests of the Association.
 - g. The Applicant shall provide to the General Manager or management staff a copy of their homeowner's certificate of insurance, listing the One Loudoun Neighborhood Association, Inc. as additional insured.
9. Sale of Alcohol

Sale of alcohol in the Club/Barn is absolutely prohibited, both through the direct sale of beverages or through the charging of an admission fee for a function at which alcoholic beverages shall be served, other than for Association sponsored events. Residents are required to apply for and obtain any liquor license required by the Commonwealth.

10. Rental Fees and Deposits and the Process of Fees and Deposits
- a. Association Sponsored or Sanctioned Events

No rental fees shall be required for events which are sponsored or sanctioned by the Association, including any activities implemented by the Association's Activities Director. Sanctioned events would include functions, such as clubs, which are open to all Members of the Association.

- i. Members may request to use the Exercise/Flex Room for community activities, such as meetings, classes, and non-revenue generating events. Members must contact Management Staff to reserve the space and agree to the Rules of Use for Association sponsored or sanctioned events as determined by the Board of Directors.

- b. Rental Fees

The rental fee is designed to cover the cost of monthly cleaning (draperies, dusting, etc.), normal wear and tear, and the electric and water consumption resulting from the use of the Club facilities and Barn. All rental fee payments to the Association will be immediately

deposited in an Association bank account. The rental fee for use of the Great Room, Meeting Room, Exercise/Flex Room and Barn shall be charged on an hourly basis, or any portion of an hour, with a minimum fee. The Board of Directors may change all rental fees from time-to-time as circumstances warrant. In the event of such a change, the fees applicable for a reserved use shall be the fees in effect at the time that a reserved use is confirmed through the completion of all registration procedures set forth above.

c. Security Deposit

All applicants must provide a security deposit for use of the Great Room, Meeting Room, Exercise/Flex Room and Barn. The General Manager pending the post-use inspection results will hold security deposits. Refund of a security deposit amount shall be made provided the Club/Barn premises, facilities, and equipment are left in satisfactory condition and no other Association rules or County ordinance have been violated. The refund of the deposit will be made payable to the first persons' name appearing on the Agreement.

d. Cancellations and Date Changes

If a reserved use of the Great Room and Meeting Room, Exercise/Flex Room, or Barn is cancelled 30 days prior of the reserved use date, no cancellation fee shall be charged. Cancellations within 30 days of the reserved use date shall result in the forfeiture of the security deposit. Cancellations within 14 days of the event will result in the forfeiture of both the security deposit and rental fee. Any date changes may be requested, in writing, 14 days prior to the reserved rental date. Alternate date changes may be made based on availability within the same calendar year. Date change requests within 14 days of the reserved rental date will not be permitted.

e. Handling Of Deposits In The Event of Damages/Other

The Association shall reserve the right to deduct from the security deposit an amount necessary to cover any costs of cleanup, if warranted, and shall also deduct the costs of repairs or replacement of any property damaged during the use of the Club. If the security deposit does not fully cover these costs, the Agreement Holder shall be billed for the difference and future use of any of the Club facilities shall be denied until these costs are paid. Any Agreement Holder using the Club shall be responsible for any and all damages that occur due to its use of the Club. The billed costs will be considered a special assessment and if

not paid could result in a lien being placed against the Agreement Holder's lot.

If the Agreement Holder fails to comply with any and all stipulations of the Rental Agreement or the Agreement Holder or any of his or her guests or invitees fail to comply with the Association's Project Documents, Rules and Regulations or County or State law, the Board of Directors, and the General Manager reserve the right to deduct any portion (or all) of the paid security deposit made by the Agreement Holder. In addition, further use of the Club facilities may be denied for a period of time established by the Board of Directors.

Where warranted, the Association's General Manager will make final determinations on total fees required of the Agreement Holder in cases of questions over the cancellation of a reserved use or any similar dispute related to fees owed by an Agreement Holder. In such event, further scheduling of the Club may be denied until all fees are paid.

11. Liabilities

The Association Directors, agents, officers, and employees assume no responsibility for the personal property of anyone using the Club during times of reserved use. The Agreement Holder will remove all such property from the premises at the conclusion of the reserved use unless prior arrangements have been made with the General Manager.

The Agreement Holder and all users of the Club during a time of reserved use will be responsible for compliance and adherence to the Association's Rules and Regulations and all specifications of the Rental Agreement.

The Agreement Holder shall indemnify the Association Directors, officers, agents and employees, and save them harmless from and against any and all liability, damage, expense, cause of action, suits, claims or judgments, including reasonable attorneys fees associated with any such action, arising from injury to persons or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the Association's ownership of the premises, from any action or omission of the Agreement Holder its agents, employees, invitees, or licensees, or from any cause whatsoever. The Member shall provide a copy their homeowner's certificate of insurance listing the 1LNA as an additional insured on the member's homeowner's insurance policy.

SWIMMING POOL RULES

1. The pool operating hours are established by the Board of Directors on an annual basis and can be amended as needed.
2. The pool manager and lifeguards have been instructed in the rules of the pool. Any conflicts shall be addressed with the pool manager, who will bring the issue to the General Manager if it cannot be satisfactorily resolved.
3. Certified lifeguards will be on duty at all times that the pools are open. They have the authority to use their discretion to enforce the rules to maintain a safe and healthy environment. The manager is in charge of the pool and is there for the protection of persons using the pool. The pool manager and lifeguards have the authority to ask anyone to leave the pool area immediately for infractions of the rules or when safety is threatened. The General Manager may prohibit entry to anyone for up to five days for each violation without prior authorization from the Board of Directors.
4. Safety is of primary concern to the Association and its Members. All persons using the pool do so at their own risk and agree to abide by the rules for use of the facility. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property. Members and tenants are responsible for the actions of their children and guests.
5. Members must present their access fob and must pay a guest fee or submit a guest pass if bringing in a non-resident visitor.
6. Children under thirteen (13) years of age must be accompanied by a responsible person eighteen (18) years of age or older while in the pool area.
7. No person shall use the pool facilities unless the pool is officially open and lifeguards are on duty. Unauthorized persons found inside the pool enclosure when the pool is closed are subject to disciplinary actions pursuant to Policy Resolution No. 5.
8. All bathers must take a shower bath using soap and warm water and thoroughly rinse off before entering the pool.
9. Persons who have obvious infections (colds, lesions, open sores, etc.) will not be allowed in the pool. Sanitary habits are a responsibility of everyone. Anyone displaying improper behavior will be asked to leave the pool area.
10. Smoking is prohibited on the pool deck.

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12. Food and beverages are permitted around the table areas.
13. Breakable glass or plastic objects are not permitted in the pool area.
14. Intoxicants are prohibited in the pool area unless approved by the Board of Directors for Association sponsored events. Intoxicated persons will not be allowed in the pool area at any time.
15. Swimmers must wear proper bathing attire. No cut-offs, dungarees or similar attire will be permitted.
16. Persons must stay clear of guard stations at all times.
17. No play equipment, play pens, wheeled vehicles (except wheelchairs, strollers, etc.) are permitted in the pool areas.
18. No pets (except service animals) are permitted in the pool area.
19. Subject to the discretion of the pool management personnel, instructional flotation devices may be used under the direct supervision of an adult. Rafts and two persons floats are prohibited in the pool area. Goggles (those that cover the eyes only) will be allowed in the pool. Only life jackets approved by the U.S. Coast Guard may be worn in the pool. At the discretion of pool management personnel, masks made of tempered safety glass may be used.
20. Running, pushing, wrestling, dunking, standing or sitting on another's shoulders is prohibited. No screaming, profanity, or other boisterous behavior will be permitted in the pool areas or changing rooms.
21. Swimmers must remain clear of the ladders except when entering or exiting the pool.
22. All refuse must be placed in containers provided for this purpose.
23. Children of diaper age are permitted to use the pools, provided they are wearing either cloth diapers covered by rubber pants or diapers labeled by the manufacturer as swim diapers. The use of any other kind of disposable diapers is not permitted in any pool.
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<p>23. Children using the outdoor wading pool are the responsibility of the parent or escort, who must be sixteen (16) years of age or older. Only children under the age of six (6) are permitted in the wading pool.</p>
<p>24. The pool may be closed at the discretion of the pool manager on duty in case of thunder, lightning, rain or operational breakdown.</p>
<p>25. The use of radios, smart phones or similar devices used to play music or videos are permitted only when used with headphones.</p>
<p>1. Private, reserved use of the pool facilities is not permitted during normal operating hours established by the Board of Directors. Any private, reserved use shall be permitted outside normal operating hours only if authorized by the Board of Directors and in accordance with any rules and regulations promulgated by the Board.</p> <p>2. Celebratory activities such as birthday parties, graduations, anniversaries are not allowed at the pool. These events are not appropriate for the pool and should be confined to the rental spaces in the Clubhouse.</p>
<p>28. Persons using pool furniture are required to cover the furniture with a towel when using suntan oils or lotions in order to avoid staining of the furniture.</p>
<p>29. Persons who leave the pool area for over thirty minutes must relinquish lounges and chairs by removing all towels and personal belongings. It is prohibited to save pool furniture for persons absent from the pool area.</p>
<p>30. The Association may reserve designated lanes of the outdoor pool for lap swimming. In such case, any person wanting to swim laps shall have the preferential use of such lanes. Designated lap lanes may be used for other recreational uses so long as not in demand for lap swimming.</p>
<p>31. The Association maintains the right to reserve all or portions of the pool for Association sponsored activities, such as swim team practices, swim meets and water aerobics. Such events may be scheduled during normal operating hours and the use of the reserved pool area shall be restricted to event participants. The General Manager will provide notice of reserved uses of the pool(s) to Association Members</p>

TENNIS COURTS, SAND VOLLEYBALL COURT AND MULTIPURPOSE COURT RULES

1. The General Manager has the authority to use discretion to enforce the rules to maintain a safe and healthy environment and has the authority to ask anyone to leave the tennis courts for infractions of the rules or when safety is threatened.
2. Safety is of primary concern to the Association and its Members. All persons using the tennis courts do so at their own risk and agree to abide by the rules for use of the facilities. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property. Residents (Members and tenants) are responsible for the actions of their children and guests.
3. The tennis court hours of operation are 7:00 a.m. to dusk on weekdays and 8:00 a.m. to dusk on weekends and holidays. The Board of Directors may revise the hours of operation from time to time. The hours of permitted use will be posted at the tennis courts. No person shall use the tennis courts unless the tennis courts are officially open. Unauthorized persons found inside the tennis court enclosure when the tennis courts are closed are subject to the enforcement procedures of Policy Resolution No. 5 and risk prosecution for trespassing.
4. Use of the courts shall be limited to a sixty (60) minute time limit for singles play and a ninety (90) minute time limit for doubles play if there are persons waiting to use the court.
5. No more than four players per court are permitted.
6. Smoking is not permitted in the tennis courts.
7. No food or breakable objects are permitted in the tennis courts and multipurpose court.
8. Intoxicants are not allowed in the tennis courts. Intoxicated persons are not allowed in the tennis courts at any time.
9. No play equipment, including skates and skateboards, toys, playpens, wheeled vehicles including bicycles (except wheelchairs) are permitted in the courts.
10. No pets (except service animals) are permitted in the tennis courts.
11. The use of radios, smart phones or similar devices used to play music or videos are permitted only when used with headphones.
12. All refuse must be placed in containers provided for this purpose. Residents are

urged to assist in keeping the tennis courts clean and pleasant.
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14. Use of the tennis courts must be conducted in a safe manner with due respect and consideration for others who are in the nearby areas, particularly during early morning play.
U.S.T.A. tennis court rules and courtesies apply at all times. The use of profane or obscene language is not permitted. Rough play or abusive conduct is not permitted.
15. All personal game equipment should be marked with the Owner's name and address. All personal items found in the tennis court area must be turned in to the General Manager's office. The Association is not responsible for the loss of or damage to any personal property used or left in the tennis courts.
16. Only shoes designed specifically for playing tennis are permitted on the tennis courts. Proper attire should be worn. Black soled shoes are prohibited on the tennis courts.
17. The tennis courts may be closed at the discretion of the Board of Directors or the General Manager for maintenance, due to adverse weather conditions or safety considerations. The Association may reserve the use of the courts for Association programs and activities, such as lessons, tournaments, league play, etc. The General Manager will provide advance notice of no less than one week if courts are reserved for Association activities by posting a notice at the courts.

XI. INDOOR BASKETBALL COURT & EXERCISE/FLEX ROOM RULES

1. The General Manager has the authority to use discretion to enforce the rules to maintain a safe and healthy environment and has the authority to ask anyone to leave the basketball court or exercise/flex room for infractions of the rules or when safety is threatened.
2. Safety is of primary concern to the Association and its Members. All persons using the basketball courts and exercise room do so at their own risk and agree to abide by the rules for use of the facilities. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property. Residents (Members and tenants) are responsible for the actions of their children and guests.
3. The basketball courts and exercise room hours of operation will be determined by the Board of Directors and may revise the hours of operation from time to time. No person shall use the basketball courts and exercise room unless they are officially

open. Unauthorized persons found inside the basketball courts and exercise rooms when the basketball courts and exercise

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room are closed are subject to the enforcement procedures of Policy Resolution No. 5 and risk prosecution for trespassing.

5. Smoking is prohibited in the basketball courts and exercise room.
6. No food or breakable objects are permitted in basketball courts and exercise room.
7. Intoxicants are not allowed in the basketball courts and exercise room. Intoxicated persons are not allowed in the basketball courts and exercise room at any time.
8. Play equipment, including skates and skateboards, toys, playpens, wheeled vehicles including bicycles (except wheelchairs) are prohibited in the exercise/flex room.
9. No pets (except service animals) are permitted in the basketball courts and exercise room.
10. The use of radios, portable speakers or similar devices is prohibited in the basketball court.
11. All refuse must be placed in containers provided for this purpose. Residents are urged to assist in keeping the basketball courts and exercise room clean and pleasant.
12. The use of profane or obscene language is not permitted. Rough play or abusive conduct is not permitted.
13. No hanging on nets or baskets
14. All personal game equipment should be marked with the Owner's name and address. All personal items found in the basketball courts and exercise room area must be turned in to the General Manager's office. The Association is not responsible for the loss of or damage to any personal property used or left in the clubhouse.
15. Only shoes designed specifically for playing basketball are permitted on the basketball courts. Black soled shoes are prohibited on basketball courts and exercise room courts. Only shoes designed specifically for athletic activities are permitted on the exercise room. Shoes that leave marks, turf shoes, spiked shoes or street shoes are not permitted. Proper attire should be worn. Swimwear/Bathing suits are prohibited.
16. The basketball courts and exercise room may be closed at the discretion of the Board

of Directors or the General Manager for maintenance, due to adverse weather conditions or safety considerations. The Association may reserve the use of the courts for Association

17.

programs and activities. The General Manager will provide advance notice of no less than one week if courts are reserved for Association activities by posting a notice at the courts.

18. The exercise/flex room can be used to host a community meeting, class, or event by a One Loudoun resident/tenant without having to rent the space.
19. A resident/tenant can have a maximum of 20 guests in the exercise/flex room when hosting a community meeting, class or event without having to rent the space.
20. Residents/tenants must utilize the exercise/flex room calendar to reserve the space.
21. The use of the exercise/flex room for a private function such as a birthday party, baby shower, business meeting or a revenue generating event must utilize the exercise/flex room rental agreement.
- 22.

XII. EXHIBITS

	<p>The Great Room & Meeting Room Rental Agreement 2024</p>
<p>Neighborhood Association, Inc. 2.24</p>	<p>The Club at One Loudoun 44605 Russell Branch Pkwy • Ashburn, VA 20147</p>

This document constitutes a private rental agreement between the One Loudoun Neighborhood Association, Inc. (1LNA) and the Property Owner (Member) and is subject to terms and conditions contained in this agreement.

9:00am – 10:00pm Sunday -
Thursday 9:00am – 12:00am
Friday and Saturday

Rental time must include set-up and cleanup
\$150.00/Hr (2-hour minimum) • Security Deposit \$1000.00
Maximum 80 Person Capacity

Return to Catherine Miller, Asst. General Manager, cmiller@cmc-management.com
703-723-4011

Member Information	
Today's Date:	/ /
Property Owner Name:	
Address:	
	Ashburn, Virginia 20147
Telephone/Cell:	()
Email Address:	

The Great Room/Meeting Room Reservation Information							
Rental Date:	/ /						
Day of Week:					Sat	Sun	
Time Begin			A M			P M	
Time End			A M			P M	
Event Description & Number of Guests							
Will you be bringing in additional equipment or furniture?							
Hourly Rental Fee:		\$ 150.00					
Additional Chairs (35):		\$ 50.00					
Total Rental Fee:		\$					
Security Deposit Fee:		\$ 1000.00					

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_____

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 7 for Cancellation and Change Policy.**

2. SECURITY DEPOSIT FEE

Member Initial_____

A Security deposit fee of \$1000 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 exceed \$1000, 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. 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.

17. 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.
18. Facility **must** be left secured. Turn off all lights and fans. Close all doors.
19. **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.**
20. **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.**
21. **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.**
22. Draperies are not permitted to be moved.
23. Wooden stairwell landing cannot be used as a storage area.
24. **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.**
25. All emergency exit doors and wall mounted cameras must be unobstructed. No furniture or décor set up in front of the doors.
26. 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 Great Room & Meeting Room Rental Agreement 2024 *No-Fee Resident
Neighborhood Association, Inc.	The Club at One Loudoun <u>44605 Russell Branch Pkwy •</u> <u>Ashburn, VA 20147</u>

This document constitutes a private rental agreement between the One Loudoun Neighborhood Association, Inc. (1LNA) and the Property Owner (Member) and is subject to terms and conditions contained in this agreement.

9:00am – 10:00pm Monday - Friday

Rental time must include set-up and cleanup

3-hour maximum rental time • Security Deposit \$500.00

Maximum Capacity: 30 1LNA Residents

Return to Catherine Miller, Asst. General Manager, cmiller@cmc-management.com

703-723-4011

Member Information	
Today's Date:	/ /
Property Owner Name:	
Address:	
	Ashburn, Virginia 20147
Telephone/Cell:	()
Email Address:	

The Great Room/Meeting Room Reservation Information							
Rental Date:	/ /						
Day of Week:					Sat	Sun	
Time Begin			A M				P M
Time End			A M				P M
Event Description & Number of Guests							

Will you be bringing in additional equipment or furniture?			
Hourly Rental Fee:	\$ 0.00		
Additional Chairs (35):	\$ 0.00		
Total Rental Fee:	\$ 0.00		
Security Deposit Fee:	\$ 500.00		
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:	

No smoking is permitted in the Club building or grounds. No sale of alcohol beverages is permitted. Any violation of this contract may result in forfeiture of the Member's Security Deposit Fee and/or may result in a hearing before the Board of Directors for revocation of rental privileges and/or suspension of Association Member Use privileges.

1LNA and the Member Agree to the Following:

10. RENTAL TERM AND PAYMENT

Member Initial_____

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. 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.

No-fee rentals are limited to a maximum capacity of 30 1LNA residents. No-fee rentals must be requested a minimum of two weeks prior to rental date and approved by Management. Management reserves the right to cancel any non-fee rental due for a paid rental on the same date.

Rental of the Great Room is a 3 hour maximum, Monday thru Friday, 9am to 10pm. **The Club facility and grounds must be vacated by 10:00 p.m.**

The rear patio 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.

11. SECURITY DEPOSIT FEE

Member Initial_____

A Security deposit fee of \$500.00 is required per event. Payment of the full Security Deposit fee is due at time of reservation request 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.
- 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 (Monday-Friday). 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 exceed \$500.00, 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.

12. 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.)

13. 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.

14. 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.

15. 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 \$50 charge from your security deposit. (This includes emergency exits, entering the building post rental, as well as leaving doors propped open)

16. 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. Any vendors providing services for an event must provide a Certificate of Insurance no later than 14 business days prior to the event.**

17. 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.

Any violation of this contract may result in forfeiture of the Member’s 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.

18. 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.

RULES FOR USE
ONE LOUDOUN NEIGHBORHOOD ASSOCIATION, INC. GREAT
ROOM & MEETING ROOM
YOUR RENTAL TIME MUST INCLUDE SET-UP AND
CLEAN UP. BUILDING MUST BE VACATED BY
10PM MONDAY-FRIDAY

27. The maximum capacity of the Great Room & Meeting Room is 30 persons.
28. The Member agrees that he/she, their guests and invitees shall abide by the rules, terms and conditions of this contract.
29. 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).
30. No open flames are permitted except birthday cake candles and sterno chafing dish/container food warmers.
31. No alcohol may be sold on the premises.
32. Sales and/or marketing on the premises are prohibited.
33. **No smoking is permitted in The Club building or grounds.**
34. No nails, tacks, tape, adhesives, or adhesive substances may be placed on the walls or window surfaces.
35. Decorations, food, or drinks are not permitted on the piano.
36. 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 may be assessed.
37. Rental includes a Catering Kitchen. Cooking or frying is not permitted.
38. **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.**
39. Food is not permitted on the black round table in the Great Room.
40. **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.**
41. The premises **must** be left broom clean, including but not limited to:
 - f. Wipe up any spills and Vacuum carpet areas.
 - g. Remove ALL party decorations (balloons, streamers, etc.) from the room.
 - h. Ensure bathroom toilets are flushed and trash is in the receptacles.
 - i. Bag all trash; close it tightly and place a new bag in the trash container.
 - j. 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.**
42. 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.
43. If you use the clubhouse linens, the cost of \$25 per linen will be deducted from your security deposit for professional cleaning. Or, you must clean, press, hang the tablecloths and return to the clubhouse within 3 days of your rental.
44. Facility **must** be left secured.
 - a. Turn off all lights and fans.
 - b. Close all doors.
45. Moving or rearranging of the patio deck furniture is not permitted. **No decorations, food, or drink is permitted on the patio. This will result in a forfeiture of the entire deposit.**
46. **There is no rental setup in the lobby hallway, catering hallway, and rear patio stair areas. These areas must be kept clear of any obstructions and event set-up.**
47. **Doors are not permitted to be propped open. This will cause an alarm to sound. Each occurrence will result in \$50 charge from your security deposit.**
48. Draperies are not permitted to be moved.
49. Wooden stairwell landing cannot be used as a storage area.
50. Guests are not permitted anywhere on the first level. Guests found to be utilizing the first level will result in the forfeiture of the entire deposit.
51. All emergency exit doors must be unobstructed. No furniture or décor set up in front of the doors.
- 52.

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)		

Your cooperation in keeping the Great Room & Meeting Room and vicinity in good condition is important and appreciated!**The undersigned agrees to all terms and conditions in the Rules for Use.**

Member Name (Print): _____

Member Signature: _____ Date: _____

EXHIBIT A * Pre and Post inspections must be conducted by the Homeowner with a member of the staff during regular business hours. 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: _____

DATE OF EVENT	DEPOSIT
REPLACEMENT/REPAIRS	TOTAL REFUND

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 _____

ONE LOUDON, VA.

The Exercise/Flex Room Rental Agreement 2023

The Club at One Loudoun
4605 Russell Branch Pkwy
Ashburn, VA 20147

V.12/13

9:00am - 10:00pm Sunday - Thursday

9:00am - 12:00am Friday and Saturday

Rental time must include set-up and clean-up

\$55.00 OR \$95.00/Hr (2-hour minimum) • \$500.00 Security Deposit

Maximum SO Person Capacity

Return to Catherine Miller, Asst. General Manager, cmiller@cmc-management.com.

703-723-4011

Today's Date:

Property Owner Name: Address:

Telephone/Cell: Email Address:

/ /

Ashburn, Virginia 20147

)

Rental Date:

Day of Week: Time Begin Time End

Event Description

Half Room Hourly Rental Fee:

Full Room Hourly Rental Fee: _____ Total Rental Fee: _____ Security Deposit Fee:

Check Number(s):

/

Sat

Sun

AM AM

PM PM

\$

55.00

\$

95.00

\$ **500.00**

\$

Property Owner
Signature:

Management
Signature:

No smoking is permitted in The Club building. No sale of alcohol beverages is permitted. **Any violation of this contract may result in forfeiture of the Member Rental fee and/or Security Deposit Fee, and/or may result in a hearing before the Board of Directors for revocation of rental privileges and/or suspension of Association Member Use privileges.**

1LNA and the Member Agree to the Following:

1. RENTAL TERM AND PAYMENT

Member Initial_____

The Exercise/Flex 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. Political, religious, corporate, for-profit, or any event with compensation is not permitted. The 1LNA Board of Directors has priority use of the Exercise/Flex Room for Association and community events.

Rental cost is \$95.00 per hour for full room, \$55 per hour for half room, 2 hour minimum, Sunday thru Thursday, between 9:00 a.m. – 10:00 p.m., 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 full rental fee is due 30 days prior to the date of the event. In the event the full rental payment and Certificate of Insurance is not received 30 days prior, the rental will be automatically cancelled. Accepted forms of payment include Personal Check, Money Order, and Cashier's Check payable to the ***One Loudoun Neighborhood Association***. **There shall be no fees for the cancellation of an event due to inclement weather (based on local weather reports). Cancellation 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 7 for Cancellation and Change Policy.**

2. SECURITY DEPOSIT FEE

Member Initial_____

A Security deposit fee of \$500.00 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, and Cashier's Check payable to the ***One Loudoun Neighborhood Association***.

The Security Deposit will be held by 1LNA Management until such time as it is determined the Exercise/Flex Room has been returned to 1LNA clean and with no damages. The Member is responsible for cleaning after the use of the Exercise/Flex Room according to the attached "Rules for Use." The Exercise/Flex 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 Flex 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.
- 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 Exercise/Flex Room by a Member and/or Member’s guests. Should the cost to repair damages by a member or their guests exceed \$500.00, 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 Exercise/Flex Room must be vacated in a timely manner 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.

1. KEYS

Initial _____

Member

The Exercise/Flex Room access code will be provided by a member of the 1LNA management team. The Member may not give the access to any other person or organization.

2. ASSIGNMENT OF CONTRACT

Initial _____

Member

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. Homeowner’s must be included/present for all discussions in regards to the rental (set-up/clean-up, catering, vendors, etc.)**

3. SECURING THE PREMISES AFTER RENTAL PERIOD

Initial _____

Member

The Member is responsible for securing the Exercise/Flex 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.

Exercise/Flex 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.

1. SECURITY

Initial _____
Member

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 set off, 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).

2. INDEMNIFICATION

Initial _____
Member

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.

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 Special Event Coverage Policy (30) days prior to the event or at the time of reservation. Any vendors providing services for an event must provide a Certificate of Insurance no later than 14 business days prior to the event.

3. MISCELLANEOUS

Member Initial _____

This agreement is not an interest in real estate, but an agreement for rental of the Exercise/Flex 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.

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.

4. 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.

RULES FOR USE
ONE LOUDOUN NEIGHBORHOOD ASSOCIATION, INC. EXERCISE/FLEX
ROOM

YOUR RENTAL TIME MUST INCLUDE SET-UP AND CLEAN UP.

1. The maximum capacity of the Exercise/Flex Room is 50 persons.
2. The Member agrees that he/she, their guests and invitees shall abide by the rules, terms and conditions of this contract.
3. 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).
4. No open flames are permitted except birthday cake candles and sterno chafing dish/ container food warmers.
5. No alcohol may be sold on the premises.
6. Sales and/or marketing on the premises is prohibited.
7. No smoking is permitted in The Club building.
8. No nails, tacks, tape, adhesives, or adhesive substances may be placed on the walls or window surfaces.
9. 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.**
10. The premises **must** be left broom clean, including but not limited to:
 - a. Wipe up any spills.
 - b. Remove ALL party decorations (balloons, streamers, etc.) from the room.
 - c. Ensure bathroom toilets are flushed and trash is in the receptacles.
 - d. Bag all trash, close it tightly, and empty all trash containers. 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.**
11. 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.
12. Facility **must** be left secured.
 - a. Turn off all lights and fans.
 - b. Close and lock all windows and doors
13. **Exterior doors are not permitted to be propped open. This will cause an alarm to sound. Each occurrence will result in a \$100 deduction from your security deposit.**
14. **Usage of the basketball gym, second floor of the clubhouse, and pool use is not included in your rental. Guests found to be utilizing these spaces will result in the forfeiture of the entire deposit.**
15. **The ping pong table is not to be used for food, drinks, dining, or storage. A deduction of \$100 will be assessed.**

Your cooperation in keeping the Exercise/Flex Room and vicinity in good condition is important and appreciated!

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

Member Signature: _____

Date: _____

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

ITEM	PRE-USE CONDITION	POST-USE CONDITION
Floors		
Doors		
Mirrors		
Walls		
Wall Art		
Partition		

of rental privileges and/or suspension of Association Member Use privileges.

EXHIBIT A

**RESIDENCE CLUB RENTAL
PRE AND POST INSPECTION FORM**

**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.*

INVENTORY:

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

FACILITY INSPECTION CONDITION:

COMMENTS:

Pre-Use Inspection Conducted By: _____ Date: _____

Agreed Upon By Agreement Holder: _____ Date: _____

Post-Use Inspection Conducted By: _____ Date: _____

DATE OF EVENT	DEPOSIT
REPLACEMENT/REPAIRS	TOTAL REFUND

Guest Passes Entered	
Processing Date	

Neighborhood Association, Inc.

Resident Registration Form

**OWNER of RECORD as shown on
HUD1 RESIDENT #1**

LAST NAME	FIRST NAME	GENDE R	DATE OF BIRTH
			/ /
STREET ADDRESS	EMAIL ADDRESS		
RELATIONSHIP TO PRIMARY RESIDENT #2			
HOME PHONE #	WORK PHONE #	CELL PHONE #	
/ /	/ /	/ /	

**OWNER of RECORD as shown on
HUD1 RESIDENT #2**

LAST NAME	FIRST NAME	GENDE R	DATE OF BIRTH
			/ /
STREET ADDRESS	EMAIL ADDRESS		
RELATIONSHIP TO PRIMARY RESIDENT #1			
HOME PHONE #	WORK PHONE #	CELL PHONE #	
/ /	/ /	/ /	

HOUSEHOLD OCCUPANTS

NAME	RELATIONSHIP	D.O.B
1.		
2.		
3.		
4.		
5.		

- Two access fobs shall be issued per lot owner.
- Residents must accompany their guests at all times.
- Lost fobs can be replaced (\$25 per card, check, money order).
- Fobs must not be given to any unauthorized individual(s).
- Owners must abide by the One Loudoun Clubhouse Operational Policy at all times.
-

- Owners acknowledge that any violation of the Clubhouse Operational Policy may result in a temporary or permanent suspension of the their access.

I _____ have read the One Loudoun Neighborhood Association's Club Operational Policy and agree abide by those policies.

Member Signature: _____ Date: _____

Guest Passes Entered	
LEASE EXPIRATION DATE	
Processing Date	

Neighborhood Association, Inc.

Lessee Membership Registration Form

LESSEE as shown the lease agreement LESSEE #1

LAST NAME	FIRST NAME	GENDE R	DATE OF BIRTH
			/ /
STREET ADDRESS	EMAIL ADDRESS		
RELATIONSHIP TO PRIMARY RESIDENT #2			
HOME PHONE #	WORK PHONE #	CELL PHONE #	
/ /	/ /	/ /	

LESSEE as shown the lease agreement LESSEE #2

LAST NAME	FIRST NAME	GENDE R	DATE OF BIRTH
			/ /
STREET ADDRESS	EMAIL ADDRESS		
RELATIONSHIP TO PRIMARY RESIDENT #1			
HOME PHONE #	WORK PHONE #	CELL PHONE #	

/	/	/	/	/	/	
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HOUSEHOLD OCCUPANTS

NAME	RELATIONSHIP	D.O.B
1.		
2.		
3.		
4.		
5.		

- Two access fobs shall be issued per lease agreement.
- Residents must accompany their guests at all times.
- Lost fobs can be replaced (\$25 per card, check, money order).
- A \$50 refundable deposit is required in order to issue fobs to a lessee.
- Fobs must not be given to any unauthorized individual(s).
- Lessee and owners must abide by the One Loudoun Clubhouse Operational Policy at all times.
- Lessee and owners acknowledge that any violation of the Clubhouse Operational Policy may result in a temporary or permanent suspension of the Lessee's access.
- Lessee's access to is at the discretion of the One Loudoun Neighborhood Association.

I _____ have received and read the One Loudoun Neighborhood Association's Club Operational Policy and agree to abide by those policies.

Lot Owner Signature: _____ Date: _____

Lessee Signature: _____ Date: _____

Registration Date	
Expiration Date	

Neighborhood Association, Inc.

Caregiver Registration Form

Caregiver

LAST NAME	FIRST NAME	GENDE R	DATE OF BIRTH
			/ /
CELL PHONE #	EMAIL ADDRESS		
/ /			
EMERGENCY CONTACT	EMERGENCY CONTACT PHONE #		
	/ /		

RESIDENT

LAST NAME	FIRST NAME		
STREET ADDRESS		EMAIL ADDRESS	
HOME PHONE #	WORK PHONE #	CELL PHONE #	
/ /	/ /	/ /	

- Caregiver must be 18 years or older.
- Resident must be present with caregiver to activate or extend pass.
- Caregiver cannot use the facility on their own.
- The resident's children must accompany caregiver at all times.
- Caregiver must present The Club access fob to enter.
- Lost fobs can be replaced (\$25 per card, \$20 per wristband – check, money order).
- Registration must be renewed annually.

I _____ have read the One Loudoun Neighborhood Association's Club Operational Policy and agree abide by those guidelines.

Member Name (Print): _____

Member Signature: _____ Date: _____

Caregiver Name (Print): _____

Caregiver Signature: _____ Date: _____