



# The Exercise/Flex Room Rental Agreement 2025

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

*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 clean-up**  
**\$55.00 OR \$95.00/Hr (2-hour minimum) • \$500.00 Security Deposit**  
**Maximum 50 Person Capacity**

Return to Catherine Miller, Asst. General Manager, [cmiller@cmc-management.com](mailto:cmiller@cmc-management.com),  
703-723-4011

A signed agreement, insurance documentation, and payments must be received no later than two (2) weeks prior to the requested rental date. Rental dates may be booked up to one year in advance.

**Member Information**

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Ashburn, Virginia 20147

Telephone/Cell: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Exercise/Flex Room Reservation Information**

Rental Date:	_____ / _____ / _____						
Day of Week:						Sat	Sun
Time Begin	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM			
Time End	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM			
Event Description							

Half Room Hourly Rental Fee:	<b>\$ 55.00</b>
Full Room Hourly Rental Fee:	<b>\$ 95.00</b>
Total Rental Fee:	<b>\$</b>
Security Deposit Fee:	<b>\$ 500.00</b>

Check Number(s): \_\_\_\_\_

*Please make check payable to 'One Loudoun Neighborhood Association'*

Cashier's Check Info:

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 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.

**3. KEYS**

**Member Initial** \_\_\_\_\_

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.

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

**5. SECURING THE PREMISES AFTER RENTAL PERIOD**

**Member Initial** \_\_\_\_\_

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.

**6. UTILITIES AND CONSUMABLES**

**Member Initial** \_\_\_\_\_

1LNA will provide all necessary water, sewer, gas and electricity for the Exercise/Flex 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 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.

**7. 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 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).

**8. 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.

**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 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.**

**9. 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.**

**10. 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!

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

Member Name (Print): \_\_\_\_\_

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

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

**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			
Ping pong Table			

**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
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REPLACEMENT/REPAIRS	TOTAL REFUND
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# **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.  
We use weather.com as our source for weather reports.

**Member Initial**\_\_\_\_\_