

**ARBOR LANDING HOMEOWNERS ASSOCIATION (ALHOA)
USE-OF-FACILITY APPLICATION AND AGREEMENT**

*Reservations are accepted on a first-come, first-served basis,
and must include the completed/signed Agreement.*

Check-In Appointment: _____

HOA Member: If you would like to use the Arbor Landing Clubhouse facility for a service organization (such as a Scout group), or a community-service purpose in which at least 50% of the attendees are residents of Arbor Landing and/or Bel Arbor, please complete the following information:

Name: _____ Home Phone: _____
Street Address: _____ Work Phone: _____
City: _____ State: _____ ZIP: _____ Cell Phone: _____
E-mail Address: _____

Date(s) of Use: _____
Start Time: _____ End Time: _____ No. of Attendees: _____
Reason for Use: _____
4-Digit Alarm Code: _____ +1 to DISARM +2 to ARM

Fees: No rental fee, provided clubhouse is being used by a service organization (such as a Scout group) or a group in which 50% or more of the attendees are residents of Arbor Landing and/or Bel Arbor.
A \$115.00 Janitor Fee may be charged if the Clubhouse is not left in good condition.
Additional fees may be charged for any rule violation, damage or loss arising from the use of the facility.

ACKNOWLEDGEMENT

The undersigned hereby makes application to the Arbor Landing Homeowners Association (ALHOA) for the use of the Clubhouse and certifies that the information on the application is correct. The undersigned certifies that the clubhouse will be used by either a service group (such as a Scout group) or a community group in which 50% or more of the attendees will be Arbor Landing/Bel Arbor residents, and agrees to exercise the utmost care in the use of the Clubhouse and the surrounding grounds. The Member agrees to adhere to all rules and regulations pertaining to the use of this facility and to reimburse the ALHOA for any damages or loss arising from the Member's and/or your guests' use of the Clubhouse and grounds. Any accident involving injury to participants and/or damage to facilities must be reported immediately to the ALHOA office.

Member further agrees to indemnify, defend, and hold harmless the ALHOA, its Board of Directors, employees and volunteers, the managing agent and its employees from and against all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, that arises out of this usage. The ALHOA and its managing agent are not responsible for lost or stolen property or rental equipment. Member understands that all Chesterfield County Ordinances and Virginia Code apply to this application. Member acknowledges receipt and review of the information in this form, the Rules and the Fee Schedule attached hereto, and further acknowledges that the Rules of the ALHOA are incorporated into this agreement by reference.

Name (PLEASE PRINT)

Signature

Date

ARBOR LANDING CLUBHOUSE RULES

CHECK-IN (Please allow at least 20 minutes)

Member's initials _____

1. The facility may only be accessed during the time and for the use indicated on Page 1 of this Agreement.
2. Keys and alarm instructions are issued at Check-in.
3. The Member will be given a list of the ALHOA Board Members and their contact information.
4. For any subsequent uses of the facility, the Member must make arrangements with the HOA Community Administrator to pick up they keys during regular office hours.

CHECK-OUT

Member's initials _____

1. The Member must properly lock all doors and windows and turn on the Clubhouse alarm system upon leaving the premises. Failure to do so will result in suspension of usage privileges for 60 days.
2. The Member must return the keys immediately after use of the Clubhouse ends. If the HOA office is closed, the keys must be placed in the drop box to the left of the office door.
3. The ALHOA Community Administrator will inspect the Clubhouse after each use to determine whether the Clubhouse has been left in good condition. Member is financially responsible for any damage done to the premises and any items missing from the premises as a result of use of the Clubhouse.
4. If law enforcement is called to the Clubhouse during the Member's use, a written report explaining the cause must be submitted within two days to the ALHOA Community Administrator.

GENERAL RULES

Member's initials _____

1. The Clubhouse Use-of-Facility Agreement must be received by the ALHOA office no later than 1 week prior to the requested usage date.
2. Use of the facility is at the discretion of the ALHOA Community Administrator, and may be cancelled if a rental event is requested for that same day.
3. The Clubhouse may only be accessed during the date(s) and time listed on the Application/Agreement. The premises must be vacated by 2 a.m., as the alarm system will arm itself between 2 a.m. and 3 a.m.
4. Noise and music levels must be in compliance with county and/or state ordinances. Should law enforcement or an ALHOA board member be called due to noise levels, your use may be ended immediately.
5. Setting off the security alarm or pulling the fire alarm unnecessarily may result in a charge against the Member. (Alarm information can be verified by ADT Security and/or Chesterfield County Police.)
6. The Clubhouse is subject to being checked at any time by ALHOA board members and/or the managing agent.
7. Members must be at least 21 years of age and a member in good standing of the ALHOA in order to use the facility, and must be present during the entire time the Clubhouse is being used, including all preparation and clean-up. **Failure by Member to be in the Clubhouse when any other individuals connected with the usage are present will result in immediate termination of the usage, and suspension of usage privileges for 60 days. The Member may not give the keys or alarm code out to anyone.**
8. Member may rearrange furniture so that it will accommodate needs, so long as the furniture remains inside the Clubhouse and the furniture glides provided for moving are used. Member must return all furniture and accessories to their original location at the end of the event. This includes breaking down and putting away all temporary chairs and tables.
9. The TV and stereo may not be moved, unplugged or tampered with in any way.

10. Decorations are permitted so long as damage is not done to the interior or exterior of the Clubhouse and its furnishings. Helium balloons, dry ice, and fog or smoke machines are not permitted in the Clubhouse, as they will set off the alarm system. The use of tape by the Member is prohibited anywhere inside and outside the Clubhouse.
11. No smoking or vaping (the use of electronic cigarettes or similar devices) is allowed inside the Clubhouse.
12. No animals are allowed inside the Clubhouse except for service animals.
13. No overnight usage of the Clubhouse is allowed.
14. No wet clothes or towels are allowed in the Clubhouse.
15. Fire exits must be unlocked and unobstructed.
16. Cars may only be parked in front of the Clubhouse for loading and unloading. **No vehicles of any kind are permitted on the lawn areas.**
17. Grills must be located 15 feet from the building and/or decking, according to local fire codes.
18. Candles may be used so long as they are on a cake or on/in a fireproof base and care is taken to prevent heat and wax damage to the Clubhouse or its furnishings.
19. The Clubhouse may not be used for any purpose that involves a charge for alcoholic beverages.
20. Any underage drinking in the Clubhouse will result in immediate termination of usage, and suspension of usage privileges for 60 days.
21. The Member is responsible for following the attached Clubhouse Checklist. If the Clubhouse is not left in its original condition, a cleaning fee may be assessed against the Member.

CLUBHOUSE CHECKLIST

Member's initials _____

The Member agrees to follow this checklist prior to vacating the premises:

- _____ Remove trash from deck and surrounding grounds.
- _____ Empty all trashcans and replace liners.
- _____ Remove all exterior advertising and/or balloons.
- _____ Place trash in the cans against the front of the Clubhouse or in the parking lot dumpster.
- _____ Return all furniture to its original position.
- _____ Clean and put away any Clubhouse dishes and utensils that were used.
- _____ Unplug coffee pots.
- _____ Remove all personal food items from kitchen and refrigerators.
- _____ Wipe down countertops.
- _____ Sweep the floors (brooms are located in the closet in the bar area/kitchenette).
- _____ Make sure the restrooms are clean.
- _____ Turn off all water faucets.
- _____ Turn off the fireplace (if used).
- _____ Close and lock all windows.
- _____ Turn off all lights.
- _____ Lock all doors and check that they are secure.
- _____ Set the alarm.

IRRIGATION SYSTEM

The ALHOA has an underground irrigation system that extends throughout the lawn between the Clubhouse and the lake and is set to run on an early-morning schedule (prior to 9 a.m.). The Member must ensure that any temporary structures that are erected, such as tents, stages, lighting, etc., do not cause damage to the sprinkler heads or pipes. Damage to the irrigation system is the responsibility of the Member. Only an irrigation company authorized by the ALHOA may perform work on the irrigation system. Further, any and all expenses charged by the irrigation company are the sole responsibility of the Member and shall be paid immediately upon the presentation of any invoice.

FEES THAT MAY BE CHARGED

Member's Initials _____

Failure to return key immediately after Use	\$500.00 + loss of usage privileges for 60 days
Failure to remain at the Clubhouse when anyone else connected with the usage is present and/or giving the Clubhouse keys or alarm code to anyone else.	\$500.00 + loss of usage privileges for 60 days
Using the Clubhouse keys and alarm code to enter the facility outside the agreed-upon hours of use.	\$500.00 + loss of usage privileges for 60 days
Rule violation, unless otherwise specified in this schedule	\$25.00 per occurrence
Vehicles on the lawn	\$75.00 minimum fine + any additional charges needed to check irrigation system and repair any damage
Smoking or Vaping inside the Clubhouse	\$100.00
Setting off the alarm	\$100.00
Tampering with the thermostat	\$500.00
Underage drinking	Termination of usage & loss of usage privileges for 60 days
Failure to properly lock all Clubhouse doors and windows and turn on the alarm	\$100.00 + any resulting damages
Missing items	Full replacement cost + \$25 or 10% surcharge, whichever is greater
Damage to Clubhouse, grounds and/or furnishings	Cost of repair + \$25 or 10% surcharge, whichever is greater

I acknowledge that I have read and understand each and every rule and checklist item, and agree to the terms. I understand that violation of any of these rules, either by myself or by my guests, could lead to an assessment of penalties and/or charges for cleaning, loss or damages and a possible suspension of my Clubhouse usage privileges for up to 60 days.

Name (PLEASE PRINT)

Signature

Date

USE OF FACILITY LOG

Member Name: _____

Date of Facility Use	Tag # of Key Issued	Comments

**ARBOR LANDING HOMEOWNERS ASSOCIATION (ALHOA)
USE-OF-FACILITY EVENT SIGN-IN SHEET**

Responsible Member: _____

Date of Use: _____

Reason for Use: _____

Name	Street Address