

Green Trails Clubhouse Rental Process

- Clubhouse rental rate is \$40 the first 2 hours, \$10 every hour thereafter.
- First check the availability of the date that interests you.
- If your date is available, an application must be filled out and returned along with a deposit check for \$100, and a check for the usage of the room (\$40/1st 2 hours, \$10/every hour after that). Both checks should be made payable to Green Trails HOA. Payment cannot be taken out of your deposit; you must provide a separate check.
- The rental of the room is considered “first come, first serve”. The room is only guaranteed to you once we have received the application and checks. You must confirm receipt.
- You are required to pick up the rental book from our corporate office in Chantilly, no more than three business days before the event.
- The book must to be dropped off no more than three business day after the event.
- The Association maintains the right to withhold full or partial deposit for improper clean up, damages or for going over the requested time.
- Your deposit check will be returned in the mail as long as the room has been cleaned properly, left without damages and the payment for usage is appropriate for the time the room was actually used.
- The room contains approximately 10 tables and 50 chairs, a refrigerator, stovetop, and coffee maker.
- There is a maximum occupancy rate of 50 people.