

# Sheffield Manor

## Clubhouse Rules & Restrictions

The Board of Directors, of Sheffield Manor Homeowners Association, Inc. (“Association”) in keeping with the best interest and consideration of all Sheffield Manor residents and homeowners, has established the following rules and regulations to be adhered to for renting the SHEFFIELD MANOR CLUBHOUSE, 12354 Penzance Lane, Bristow, VA 20136:

1. **HOURS OF OPERATION:**

- Sunday thru Thursday Evenings No later than 10:00 p.m.\*
- Friday and Saturday Evenings No later than 12:00 a.m.\*

Please Note: The Clubhouse is available on a first come first serve basis.

2. **FEES:**

- The rental fee for the clubhouse is \$25.00 per event (four hour maximum)
- In addition, A SECURITY DEPOSIT of \$400.00 is required

NOTE: Anyone renting the Clubhouse will be responsible for seeing that the entire clubhouse is vacated, cleaned and locked at the appropriate finishing time and that there is no excess noise made during the event and the clean up time. Renter is also responsible for insuring that no guests exit the clubhouse onto the pool or entertain anywhere outside the clubhouse facility. The Pool deck is completely off limits to anyone renting the clubhouse and violators will be considered trespassing and prosecuted to the fullest extent of the law.

PLEASE HAVE CONSIDERATION FOR THE RESIDENTS LIVING NEAR THE CLUBHOUSE. Keep music and noise at an acceptable level. Should any of the conditions contained herein and/or in the rental agreement not be adhered to or should the association receive any complaint(s) from residents residing near the facility regarding noise or unacceptable behavior from event guests, the \$400.00 security deposit will be retained by the Association as damages and the resident and his/her family renting the facility may not be permitted any further use of the Clubhouse. Should damage to the Clubhouse exceed \$400.00, the resident renter shall pay for all costs in connection with repair or replacement of the facility or furniture due to damage caused at resident’s event.

3. **WHO CAN RENT:**

- Renters must be residents of Sheffield Manor 21 years or older. The person signing the lease agreement must be present at the event and responsible for his or her guests. Maximum



# Sheffield Manor

capacity is 80 inside the facility (but no more than 40 may be more comfortable for you and your guests). All Residents must be current in the payment of all assessments and other sums due the Association to be eligible to rent the Clubhouse.

4. **RESTRICTIONS:**

- No smoking
- No tape, thumb tacks or nails on/in walls or ceiling for any reason
- If the Resident plans to serve Alcohol at the event he or she is responsible for obtaining a banquet license for the event from the Virginia Alcoholic Beverage Control Board prior to the date of the event and must provide a copy of the license to management.

5. **INSPECTIONS:**

- Renters are required to have a walk-thru inspection of the facility prior to the event with a member of the Clubhouse Committee or Management Company. This is to assure you that the condition of the clubhouse is clean and orderly. A post-event inspection will also be conducted by the Clubhouse Committee or Management Company after your event. Any damage will be brought to your attention and action taken accordingly.

6. **APPLICATION PROCESS:**

- Completed applications and payment must be received by Sequoia Management at least five (5) days prior to event to facilitate booking and preparing the rental package. Rental Agreement and deposit can be mailed or hand delivered to Sequoia Management at 13998 Parkeast Circle, Chantilly, VA 20151

**SEQUOIA MANAGEMENT (703) 803-9641**

# Sheffield Manor

## Clubhouse Rental Agreement— Pg. 1

The ASSOCIATION grants the RESIDENT permission to make use of the facilities of the Sheffield Manor Clubhouse subject to the terms and conditions as follows:

- A. The RESIDENT indemnifies and holds the ASSOCIATION harmless from any liability claims arising from any reason whatsoever out of the use of the Sheffield Manor Clubhouse, including any claims that may be brought by the RESIDENT'S guests, employees, caterers or agents.
- B. The RESIDENT is responsible for all arrangements in connection with the use of the Clubhouse including, but not limited to, the cleaning of the premises after completion of the RESIDENT'S event and removal of all garbage, trash and debris resulting there from, at RESIDENT'S own cost and expense. In the event that the RESIDENT does not clean up the facility satisfactorily, the ASSOCIATION reserves the right to perform this work on the RESIDENT'S behalf and charge the RESIDENT accordingly by imposing a minimum cleaning charge of \$100.00 to be deducted from the security deposit.
- C. RESIDENT understands that a fee of \$25.00 is required for the rental of this facility, as well as a security deposit of \$400.00 (the security deposit will be refunded if all conditions of the Rental Agreement are met). Both fees are payable by separate check to the SHEFFIELD MANOR HOMEOWNERS ASSOCIATION. No reservation will be confirmed until a properly completed RENTAL AGREEMENT form and both checks are received. Any returned check unable to be deposited will cause the RESIDENT to be charged a \$25 fee.
- D. RESIDENT agrees to be responsible for any damage that may be caused to the premises during the course of the RESIDENT'S function at the Clubhouse and further agrees to pay for all costs in connection with the repair or replacement of any damage to facility or furniture. The ASSOCIATION acknowledges receipt of the refundable security deposit of \$400.00 to serve as a deposit for the full and faithful performance of all the terms and conditions of the Clubhouse Rental Agreement. The ASSOCIATION may deduct from this security deposit any damages resulting from the RESIDENT'S use thereof and will charge the RESIDENT accordingly for any other damages over the \$400.00. In addition, if there is excess noise during or after the event, the deposit shall be forfeited by the RESIDENT and retained by the ASSOCIATION.
- E. The ASSOCIATION does not recommend and assumes no responsibility with respect to any catering or any other services that may be arranged for by the RESIDENT.
- F. Any event where alcohol will be served requires the renting resident to obtain a banquet license from the Virginia Alcoholic Beverage Control Board. A copy of this license must be provided to the management offices at least one day prior to the date of the event. NOTE: The sale of alcohol in or around the Clubhouse is strictly prohibited.

If alcoholic beverages are served at the undersigned's event, the undersigned agrees to and shall indemnify and hold harmless the Association, its officers and directors and agents for any and all property damage, personal injury, loss of life, claims, costs or actions (including attorney's fees) resulting in any way from the service to or consumption by alcohol at the undersigned's event. The undersigned's liability for indemnification hereunder may include (but not be limited to) harm caused by impaired or intoxicated individuals to themselves or to third parties and damages which such persons cause on or off the Clubhouse premises and which were caused in any way by service of alcohol at the undersigned's event.

- G. The RESIDENT represents to the ASSOCIATION that the use of the Clubhouse will be strictly limited to the guests of the RESIDENT and that the function is a private party open to invited guests only and that the facility will not be opened to the general public at any time. RESIDENTS must be at least 21 years of age and be present at all events. If most of the guests will be under 21 years of age you must have 1 chaperone for every 10 children under 21. RESIDENT acknowledges that the legal maximum capacity inside the facility per the fire code is 80 persons. The ASSOCIATION has relied on the foregoing representations as a material inducement to enter into this agreement. Meetings of any type or organization, fraternal societies, charities, clubs or any other purpose deemed by the Management Company or ASSOCIATION to be inappropriate for use, will not be permitted. RESIDENT AND GUESTS ARE NOT ALLOWED TO EXIT THE CLUBHOUSE ONTO THE POOL DECK UNLESS SO SPECIFIED IN THIS AGREEMENT. The RESIDENT will be responsible for the decorum and proper behavior of his or her guests at all times and will keep guests inside the facility (no food or beverages are allowed outside the facility). The ASSOCIATION reserves the right to close the Clubhouse without recourse at any time that it may become necessary to do so because of improper behavior of the RESIDENT or his or her guests and further, the ASSOCIATION shall be the sole judge of such impropriety.

# Sheffield Manor

- H. The RESIDENT'S use of the premises is limited to a maximum four (4) hour period to end no later than 10:00 p.m. on weeknights and no later than 12:00 a.m. on Friday and Saturday nights, except that RESIDENT is permitted to remain on the premises one half hour after the end of the rental term to clean the Clubhouse and remove all trash, food, garbage and debris if so arranged in advance. RESIDENT agrees that the Clubhouse will be vacated by all guests on or before such hours as specified on the application. Should RESIDENT fail to end the event by the aforesaid time, the \$400.00 security deposit shall be forfeited to the ASSOCIATION.
- I. RESIDENT will be responsible for having their guest's park in permitted areas only. Guests shall not park in spaces designated for residents only. The undersigned agrees to pay for any repairs and/or replacement, and if it is not promptly paid, the Sheffield Manor Homeowners Association shall be deemed to have assessed said repair costs against owner and shall have a lien against the lot owned by owner for payment of same, which lien may be collected in the same manner as annual assessments.
- J. RESIDENT agrees to meet with a representative of the Clubhouse Committee or Management Company prior to the event to perform an inspection of the premises. If satisfactory, RESIDENT will sign an inspection report listing all facilities and furnishings to be in good order. After RESIDENT'S event, a member of the Clubhouse Committee or the management company will perform a post-event inspection and note condition of same. Per paragraph D above, RESIDENT will be responsible for any damage or repairs required to return the Clubhouse to its original state prior to the RESIDENT'S event.
- K. Unless so noted in a separate agreement, RESIDENT will not have use of the pool deck during the rental term of the Clubhouse and agrees to keep all guests and caterers off same. NO EXCEPTIONS!!!
- L. The Association, its trustees, agents, officers and employees assume no responsibility for the person or property of anyone using the Clubhouse. The Resident shall remove all property from the premises at the conclusion of the function unless prior arrangements have been made with the managing agent.

The Resident and all guests will be responsible for compliance and adherence to the Association's Governing Documents (Articles of Incorporation, Declaration, Bylaws, etc), including all amendments thereto, the Rules and Regulations of the Association, and all specifications of the rental agreement.

In consideration of the use of the Clubhouse, the reserving Resident (including the lot owner if their tenant is the Resident) agrees to indemnify, defend and hold harmless the Association, its Board of Directors, agents and owners and the employees, contractors, agents, affiliates and related entities thereof from and against any and all liability, damages, costs, cause of action, suits, claims or judgments arising from or related to injury to person or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the Association's ownership and management of the premises or from any action or omission of the Resident, its agents, employees, tenants, guests, or licensees or from any cause whatsoever, said indemnification including but not limited to defense costs, attorneys fees and other costs.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ABIDE BY THIS DOCUMENT AND THE RULES AND REGULATIONS IN THEIR ENTIRETY.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

# Sheffield Manor

E-Form available on [www.SheffieldManorHOA.com](http://www.SheffieldManorHOA.com)

## SHEFFIELD MANOR CLUBHOUSE RENTAL AGREEMENT INFO

Name of Resident Renter (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Date Clubhouse Requested 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_  
Time of Rental 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Event Description \_\_\_\_\_  
Number of Persons Attending \_\_\_\_\_ Catered? \_\_\_\_ (Yes) \_\_\_\_ (No)

### FOR OFFICE USE ONLY:

Request Approved: \_\_\_\_\_  
Date \_\_\_\_\_ By – Name/Title \_\_\_\_\_  
Two (2) Checks Received? (1) # \_\_\_\_\_ Amount \$ \_\_\_\_\_ (2) # \_\_\_\_\_ Amount \$ \_\_\_\_\_

# Sheffield Manor

## Clubhouse Cleaning Checklist

1. Empty trashcans in bathrooms, office and wet bar. Remove all trash, garbage and food from premises (do not leave trash outside— please take it home with you!). If you forgot trash bags, we have a supply of them in the closet near the restrooms.
2. Vacuum floor. Vacuum is in closet near the restrooms.
3. Wipe down card tables with damp (not wet) paper towel if dirty or dusty. Do not use chemicals or wax on vinyl tops or chair covers. Paper towels are in cabinets at wet bar and in bathrooms.
4. Wipe wood tables and wood office furniture with furniture polish and soft cloth.
5. Wipe glass top of clock coffee table with paper towel and glass cleaner.
6. Tidy up bathrooms. Remove trash and debris and clean around sink and toilet area if necessary. Wipe mirrors with glass cleaner. Cleaning supplies are in closet near the restrooms.
7. Clean wet bar and sink with damp cloth.
8. PLEASE RETURN CLEANING SUPPLIES AND VACUUM TO CLOSET!

NOTE: All cleaning tasks must be completed by the Resident promptly following the event.

## *DEPOSIT NOTICE:*

**FAILURE TO CLEAN CLUBHOUSE PROPERTY WILL RESULT IN A MINIMUM CLEANING CHARGE OF \$100. IF NO DAMAGE OR RENTAL AGREEMENT VIOLATIONS HAVE BEEN REPORTED, YOUR SECURITY DEPOSIT WILL BE REFUNDED TO YOU BY MAIL WITHIN 10 BUSINESS DAYS.**

**THANK YOU**



## FINAL INSPECTION REMINDERS:



1. Check all furniture and appliances for damage (vinyl table tops, etc.)
2. Check rooms, structure, built-ins etc. for damage (walls, ceilings, fireplace, windows, doors, closets, furnace, etc).
3. Check facility for cleanliness and trash:
  - a. Main Room
  - b. Wet Bar
  - c. Office
  - d. Bathrooms
4. Make sure all windows are locked.
5. Check paper supplies in bathrooms. Refill if necessary. Notify chair person if supplies are needed.
6. Make sure cleaning supplies and vacuum were returned to closet. Notify chair person if supplies are needed.
7. Check coat closet for leftover coats, etc. Contact host if anything left behind.
8. Make sure lights are property set. The two spot lights over the fireplace and exterior lights are on a timer. Please leave the light on in the foyer. All other lights should be turned off to conserve power.
9. Reset thermostat to 80 AC (summer), 55 Heat (winter).
10. Check sidewalk area in front for trash, debris.
11. Lock doors.
12. Return Inspection Form and Clubhouse key to Management Company within 5 business days.