

Recreation Community Room Rental Policy

Operating Guidelines and Policy Statement

Recreation Committee, Inc. (REC), in keeping with the best interests and consideration of all residents, has established the following guidelines to be adhered to for renting the REC Community Room.

The Recreation Areas, Community Room and Pool are for FAIR WEATHER use ONLY. REC facilities will be closed when Fairfax County public schools are closed due to inclement weather or extraordinary circumstances, or as authorized by the Pool Lifeguards or REC Board of Directors for swim meets, health and safety reasons.

During inclement weather, (e.g. severe rain and snow storms) the REC facilities are closed.

During and after SNOW storms, PLOWING of the parking lot is not performed, therefore scheduled room rental will be cancelled until access to the parking lot and building is made safe and available. The renter can reschedule rental or obtain a refund of any deposit in the event the room can not be used due to inclement weather.

The Recreation Building, Community Room, Bathrooms and Pool Deck are **TOBACCO, DRUG and ALCOHOL FREE ZONES.**

Smoking is permitted outside the front door where an ashtray has been made available.

Eligibility and Use Limitations

Only REC/RHA/LHA members who have paid all assessments imposed by the REC and Reflection Homes Association (RHA) or Lake Homes Association (LHA) (as applicable) are considered eligible to reserve the Community Room.

Owners of lots within RHA or LHA who are current in the payment of all financial obligations to REC, LHA or RHA may delegate their membership in REC to anyone who holds an executed rental lease for their lot; however, any such Owner will consequently be ineligible to also use the recreational facilities.

Guests are permitted, but REC members cannot rent the Community Room for use by non-members without the member being present and responsible for all guests and actions.

Use of the pool is not included with the rental of the Community Room.

Occupancy Limitations

Community Room	38	People Maximum.
Pool	115	People Maximum
Kiddie Pool	10	People Maximum

Category of Approved uses for the Community Room

1st Priority uses will be given preferential scheduling. These include:

- 1) Meetings of the REC, RHA and LHA Boards of Directors and any committees appointed by the Boards of the REC RHA or LHA.
- 2) Activities of the Riptide Swim Team.
- 3) Any other events coordinated for the benefit of REC members and the members of the LHA or RHA members, such as pool parties, social game nights or other community sponsored functions.

[No fees or deposits are required to reserve use of the Community Room for these events.]

2nd Priority uses include:

Meetings of community targeted organizations such as Boy Scouts & Girl Scouts, Youth & Adult Education Programs, Health & Fitness programs administered by Fairfax County, or local non-profit entities. **[Reduced or Waived fees or Community Service Hours required can be granted at the discretion of the REC Board. No deposits are required to reserve use of the Community Room for these events.]**

3rd Priority uses include:

Social gatherings sponsored by a resident or group of residents, such as a birthday or graduation party, with guest invitations for friends and families of the resident.

[FEES AND DEPOSITS ARE REQUIRED TO RESERVE THE USE OF THE COMMUNITY ROOM.]

Examples of Disapproved uses

The Community Room is not a place of worship and will not be rented for the purpose of ongoing or regularly scheduled worship meetings or services of any religion or denomination.

Sales meetings or events; meetings of any resident association unaffiliated with RHA, LHA, REC or Riptide Swim Team; and any for-profit business activity or other functions in the Community Room require advanced approval in writing from the REC Board of Directors.

Hours of Availability

Sunday through Thursday
9:00 A.M. to 11:00 P.M.

Friday and Saturday
9:00 A.M. to 12:00 A.M.

Reservations

To determine whether the Community Room is available for a function in accordance with the criteria set forth above, contact the REC's Property Manager at Sequoia Management by calling (703) 803 -9641. The use of the Community Room will not be deemed reserved until an

executed Rental Application has been submitted to the REC's Property Manager along with payment of all deposits at least thirty (30) days prior to the date of the proposed rental. Rental Applications are available online at www.reflectionhomes.org, from the pool desk during the summer season, and by contacting REC's Property Manager Sequoia Management.

Exceptions may be made for last minute rentals on a case by case basis by REC's Property Manager Sequoia Management.

As outlined above, Board of Director Meetings, Committee Meetings, Swim Team meetings and Social Committee related functions have first priority for scheduling purposes.

Reservations for the REC Community Room shall be on a "first come-first served" basis for member social functions and may be made no more than one year in advance.

No more than two consecutive 3rd Priority rentals by a resident, as detailed above, may occur in a six-month period without the prior written approval of the REC Board of Directors.

Upon receipt of a completed rental application and payment of all required deposits, REC shall have a period of up to ten business days to review the application and to approve or disapprove the application based upon whether the resident is in good standing, the request is in compliance with the usage criteria set forth above, and availability of the Community Room for rental. Please note that rental applications during the month of December, when multiple requests are submitted, will be selected by lottery and are not subject to the ten day review period.

Due to the overwhelming volume of requests to reserve the Community Room during December, applications to rent the Community Room on a Friday, Saturday or Sunday in December will be approved by lottery conducted on December 1st of each year. Applicants who are selected by lottery to reserve the Community Room during the month of December will be contacted by REC's Property Manager in writing upon completion of the lottery drawing each year.

Contracts, Deposits and Fees

A Rental Application is valid once the member signs, dates and returns the Rental Application along with the attached statement of rules and pays the safety deposit and rental fee with separate checks, each of which must be made payable to Recreation Committee, Inc.

The following is a summary of the rental fees and deposits to reserve the Community Room:

Community Room Rental Fee:	\$50/Hour - \$250/6 Hour Block - \$450/All Day
Safety Deposit:	\$200
Kitchen Rental Fee:	\$150
Guest Passes for pool use:	\$5 each (the pool is open to members at no charge).

The key to the Community Room will be issued to the applicant via a drop box combination. At the end of the rental period, the key must be returned to the drop box.

The \$200 safety deposit check will be held (not cashed) upon receipt, and the \$200 will be returned to the applicant within ten (10) business days after the rental, unless cleanup or damage costs are required as estimated by REC.

If the cleanup or damage costs estimated by REC exceed the amount of the deposit, these estimated damages and costs will be assessed to the applicant's account and shall be subject to collection if unpaid.

In the event the key to the Community Room is lost, the applicant is responsible for the cost of re-keying the locks, and duplication of new keys.

Applicants are responsible for ensuring that at the conclusion of the reserved period the Community Room is vacant, cleaned up and all doors are locked. Applicants are responsible for ensuring that there is no excessive noise made during the use, setup or clean-up of the Community Room. Applicants are also responsible for ensuring that any function is concluded promptly at the end of the reserved period.

Applicants are reminded to have consideration for the residents who living in the vicinity of the Community Room. Consequently, applicants are responsible for ensuring that music and noise levels are maintained at an acceptable level.

Should any condition contained herein not be adhered to, the \$200 deposit will be forfeited and the resident renting will not be permitted any further use of the Community Room.

Behavior and Actions of All Guests: Please be advised of the following restrictions:

No tape on walls or ceiling for any reason.

No thumb tacks on walls or ceiling for any reason.

No smoking in the Community Room rooms, kitchen, entranceway, closet or bathrooms.

No Gambling or Sports betting may take place on the premises.

The use, sale, or possession of alcohol is strictly prohibited.

The use, sale, or possession of illegal drugs is strictly prohibited.

Animals, except guide dogs, are not permitted.

Use of the pool, lockers and pool area are not included in rental of the community Room.

Use of the pool will require guest passes for all guests. A large number of guests present using the pool during the function, could require additional Lifeguards. In such cases a separate fee for the additional dedicated Lifeguard(s) will be charged.

Any damage to the Community Room, parking lot, and surrounding grounds will be deducted from the safety deposit and additional costs billed to the member's account as necessary.

Renters will ensure:

- All trash is placed in black plastic garbage bags and discarded in the parking lot Dumpster.
- All electrical appliances are turned off.
- All lights are turned off-before leaving.
- All doors are locked upon leaving and the key returned to the lock box.

For specific instructions review during the rental period the "Community Room Notebook" located on the counter in the Community Room.

Renters are requested to have a walk through inspection of the premises with REC's Property Manager or a REC Board member prior to the reservation date. This is to assure the potential renter that the condition of the Community Room and equipment is clean and orderly.

REC or the Management Company will conduct a post-event inspection after the rental to check the condition of the Community Room; any damage will be brought to the attention of the parties to the rental application and the appropriate action will be taken.

RECREATION COMMITTEE, INC. COMMUNITY ROOM RENTAL APPLICATION AND AGREEMENT

The following definitions shall apply to this Application and Agreement:

(a) REC shall mean and refer to the Recreation Committee Association, Inc.

(b) RHA shall mean and refer to the Reflection Homes Association, Inc.

(c) LHA shall mean and refer to the Lake Homes Association, Inc.

(d) Community Room shall mean and refer to the clubhouse located adjacent to the recreational facilities owned and maintained by the Recreation Committee Association, Inc. in accordance with its governing documents.

(e) RESIDENT shall mean and refer to the record owner or lessee of any lot located within the Reflection Homes Association or the Lake Homes Association, Inc.

The RESIDENT shall use the Community Room on _____ beginning at _____ and ending at _____ for the purpose of _____.

The RESIDENT indemnifies and holds REC, RHA & LHA harmless from any and all claims, damages and costs of any nature arising from the use of the Community Room, which shall include any and all attorneys fees and costs incurred by the REC, RHA and LHA in connection with said claim or damages as well as claims by the RESIDENT’S guests, employees, caterers, agents or invitees.

The RESIDENT shall be responsible for: a) the cleaning up of the Community Room after completion of the RESIDENT’S function, which shall include the removal of all garbage, debris and rubbish resulting from the event at the RESIDENTS sole cost and expense, b) ensuring that RESIDENT’S guests, invitees, agents and employees use of the Community Room is consistent with the statement of rules attached hereto; c) terminating his/her use of the Community Room and concluding all cleaning at the time set forth herein; and d) complying with all other conditions of RESIDENT’S use as may be imposed in writing by REC.

In the event that the RESIDENT does not clean up the Community Room in a manner that restores the Community Room to its original condition, REC reserves the right to perform all work necessary to restore the Community Room to its original condition and to deduct the costs of all such work to the RESIDENT from the deposit or if the deposit amount is inadequate to assess these costs to the RESIDENT. The minimum charge that REC may deduct in accordance with this paragraph is \$75.00.

RESIDENT understands that a refundable deposit of \$200.00 is required for the rental of the Community Room, which deposit shall be paid in addition to the rental fee for the use of the Community Room. This deposit and the rental fee shall be paid by separate checks made payable to Recreation Committee, Inc.

No reservation of the Community Room can be confirmed until an executed Rental Application has been submitted to the REC's Property Manager along with payment of all deposits at least thirty (30) days prior to the date of the proposed rental

RESIDENT agrees to be responsible for any damage to the Community Room during the course of the RESIDENT'S function at Community Room. RESIDENT shall be responsible for payment of all costs to repair any damage to the Community Room, which costs shall be deducted from RESIDENT'S deposit or if the deposit is inadequate to cover the costs of said repair, REC shall assess the costs of any such repair to my/our lot, which costs shall be due upon demand.

REC acknowledges receipt of the refundable deposit of \$200.00 to serve as a deposit for the full and faithful performance of all the terms and conditions of this Agreement.

If there is excess noise during preparation for the event or during clean-up after the event, the deposit shall be forfeited by the RESIDENT

If there is evidence of, or eyewitness to, smoking in the Community Room by anyone during or after the event, the deposit shall be forfeited by the RESIDENT.

If alcohol is present in the Community Room during or after the event, the deposit and rental fee shall be forfeited by the RESIDENT and RESIDENT'S future permission to use of the Community Room will be immediately terminated.

If there is evidence of, or eyewitness to, the use or presence of illegal drugs in the Community Room during or after the event, the deposit and rental fee shall be forfeited by the RESIDENT and RESIDENT'S future permission to use of the Community Room will be immediately terminated

REC disclaims any responsibility for any services or contractors arranged for by the RESIDENT.

REC disclaims any responsibility for damages or claims by any other invitees or guests of RESIDENT.

RESIDENT'S use of the Community Room will be strictly limited to the guests and invitees of the RESIDENT only. If the RESIDENT allows the Community Room to be used by the general public the deposit and rental fee shall be forfeited by RESIDENT and RESIDENT'S future permission to use the Community Room will be immediately terminated.

REC 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 REC to be inappropriate for use, will not be permitted.

The RESIDENT will be responsible for the decorum and proper behavior of his/her guests, invitees, contractors or agents at all times.

REC reserves the right to terminate RESIDENT’S present and future use of the Community Room without recourse at any time that it may become necessary because of the improper behavior of the RESIDENT, or RESIDENT’S guests and invitees. REC shall be the sole judge of whether RESIDENT’S behavior or that of his/her guests and invitees is improper in any way.

RESIDENT’S use of the Community Room is limited to the hours set forth in this document. In no event will the Community Room be in use after the hours of 11:00 PM on weekdays and Sundays and 12:00 AM Friday and Saturday evenings.

RESIDENT shall vacate and restore the Community Room to its original condition before the end of his/her usage period set forth in this Agreement.

RESIDENT’S deposit shall be forfeited to REC if the Community Room is not vacated and restored to its original condition prior to the end of the usage period set forth in this Agreement.

RESIDENT will be responsible to have their guests and invitees park in permitted areas only. All Fairfax County parking rules and regulations will be enforced and violators will be towed at the vehicle owner’s or RESIDENT’S expense.

I (the resident renting the Community Room) HAVE READ AND AGREE TO OBSERVE ALL OF THE TERMS AND CONDITIONS GOVERNING THE USE OF THE COMMUNITY ROOM THAT ARE OUTLINED ABOVE AND IN THE ATTACHED RECREATION COMMITTEE COMMUNITY ROOM RULES, WHICH ARE INCORPORATED INTO THIS AGREEMENT.

DATE:

RESIDENT’S SIGNATURE: _____

PRINT NAME:

PRINT ADDRESS:

PRINT TELEPHONE CONTACT NUMBER:

This Application and Agreement is not binding until countersigned and accepted by the Recreation Committee, Inc.

SEEN AND AGREED TO BY:
RECREATION COMMITTEE, INC.

_____, President