

**APPLICATION FOR RESERVATION OF GREENHILL CROSSING CLUB HOUSE GREAT ROOM AND CLUB HOUSE GREAT ROOM USE AGREEMENT**

Name of Lot Owner(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone No.: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Date Club House Great Room is requested: \_\_\_\_\_

Alternate Date Requested if first date is not available: \_\_\_\_\_

Hours: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Type of Affair Planned: \_\_\_\_\_  
(e.g., dinner party, bridge club, child's birthday party, etc.)

Insurance Company Name \_\_\_\_\_ Policy # \_\_\_\_\_

Insurance Agent Name \_\_\_\_\_ Phone # \_\_\_\_\_

Will you be: Serving food? \_\_\_\_\_ Serving Alcohol? \_\_\_\_\_ Providing music? \_\_\_\_\_

Type: \_\_\_\_\_ (e.g., cds, band, DJ, etc.)

I hereby apply for a reservation to use the Greenhill Crossing Club House Great Room ("Room"). By my signature below, I hereby acknowledge that I have read the attached Rules of Use for the Great Room ("Rules"), which are attached hereto and incorporated herein by reference, and, if my Application is approved, I agree to comply with, abide by, and be bound by the terms of the Rules as outlined therein. Any approval granted is personal to the Applicant and may not be transferred or assigned.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Co-Applicant Date

Greenhill Crossing Community Association hereby verifies receipt of the Nonrefundable Use Fee in the amount of \$ \_\_\_\_\_ and a Security Deposit in the amount of \$250.00 from for the reservation of the Room on \_\_\_\_\_, 20 \_\_\_\_\_ and hereby, by the signature of it authorized agent set forth below, provides its approval for applicant's use on and between the hours of \_\_\_\_\_ .m. and \_\_\_\_\_ .m. subject to the Rules and applicant's agreement to abide, comply and be subject to the Rules.

\_\_\_\_\_  
Signature of Authorized Agent. Greenhill Crossing Community Association

Date and Time Reservation Received: \_\_\_\_\_

Date Use Fee Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Personal check, \_\_\_\_\_ Money Order, Other \_\_\_\_\_

Date Security Deposit Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Personal check, \_\_\_\_\_ Money Order, Other \_\_\_\_\_

Applicant in Good Standing \_\_\_\_\_

Date Room Inspected Pre-Event \_\_\_\_\_ By: \_\_\_\_\_

Date Room Reinspected Post-Event \_\_\_\_\_ By: \_\_\_\_\_

Amounts withheld from Security Deposit: \$ \_\_\_\_\_

Reason for amounts withheld: \_\_\_\_\_

Date Security Deposit Returned: \_\_\_\_\_

Authorizing Personnel: \_\_\_\_\_

*Revised 04/2021*

## **RULES OF USE FOR THE GREAT ROOM GREENHILL CROSSING COMMUNITY ASSOCIATION**

- I. DEFINITIONS.** A resident in good standing (hereinafter “Applicant”) is an lot owner over 18 years of age whose assessments, or other charges due to the Greenhill Crossing Community Association (“Association”) are not delinquent, who is not currently in violation of any provision of the Declaration of Covenants Condition and Restrictions for the Association, or its rules and regulations. An Applicant may also include those renters or lessees of lot owners in good standing meeting the same conditions who are not delinquent in payment of any assessment or charge due to the Association, and not in violation of any covenant or rule.
- II. GENERAL RULES.**
- A. Association functions have priority over private use by any Applicant. For official meetings and official functions of the Board of Directors, Committees, and the Association there is no charge for use of the Room.
  - B. The Room may be reserved only by an Applicant in good standing. Reservations must be requested at least ten (10) days but no more than ninety (90) days in advance through the Management Agent’s office. Reservation requests shall be accepted from Residents on a first come, first-served basis. Requests shall be noted and filed by the Management Agent and marked on a calendar maintained by the Management Agent. Reservation Requests and Applications are not accepted unless accompanied by payment of all required fees and deposits and receipt of a fully executed application form.
  - C. Residents shall be notified of approval or disapproval of their applications within four (4) business days of receipt. A reservation is not approved until the Resident receives a written approval from the Management Agent. Fees and deposits will be refunded with the notice of disapproval if the application is disapproved. Any outstanding assessments or rules violation charges owed to the Association by the Applicant may be deducted from the fees and deposits. Association reserves the right to disapprove any application for any reason, including availability of the Room.
  - D. Resident to provide written notice of cancellation must be received no later than forty-eight (48) hours prior to the event date and time. Cancellations received less than forty-eight (48) hours prior to the event date and time will result in the forfeiture of the non-refundable rental fee.
  - E. Rooms may only be reserved for private events. No event which might imply or infer partisanship or political support of a candidate, political party or group on the part of the Association is permitted. The Rooms shall not be used for profit-making activities. No advertising will be permitted and no charge or admittance fee will be allowed nor is it to be charged by the Applicant for the event.
  - F. The Applicant agrees to be personally in attendance during the reserved hours. Only the approved Applicant reserving the Room may gain access to the Room no more than one (1) hour before the event. Approved Applicants may gain access to the Room by using their swipe cards. Any change in plans, caterer, deliveries or number of guests must be communicated to Revised 01/11 4 and cleared with the Management Agent prior to the date of the event. Applicant agrees to pay all key, swipe-key system and lock replacement costs resulting from mis-use, loss or damage to the swipe-key system, lock, or doors.
  - G. Applicant agrees to assume full financial responsibility for any loss or damage to the Room, the furniture, furnishings and equipment, and adjacent premises, including the parking lot, as a result of the Room use and for the proper conduct of guests or other persons employed or otherwise engaged by Applicant while they are on the premises of the Association, whether inside or outside of the building or Room. Such damage amounts shall not be limited to the amount of the any security deposit received.

- H. Prior to the use of the Room by the Applicant, the Management Agent or designated Association representative shall inspect the Room with a prepared checklist as well as post-inspection. If the Room is in its original condition and there are no other charges or rules violations, the security deposit shall be refunded. If the Room is not in its original condition or there are other charges, damages or loss sustained, those costs and charges will be deducted from the security deposit. If there are covenant or rules violations, the security deposit will be withheld until after a rules violation hearing has been held and a decision rendered as to whether charges will be assessed. Any difference over the original deposit will be added to the unit owner's assessment account and collected as a regular assessment, including costs, interest and attorneys' fees. Renters or their unit owners will be billed for any difference and by submitting an application agree to pay such amounts. **Initial** \_\_\_\_\_
- I. Furniture and furnishings may not be removed from the Room and all must be returned to the same position in their original condition prior to the event. **Initial** \_\_\_\_\_
- J. All events shall be confined to the Room reserved. However, use of nearby restroom facilities are permitted. Applicants must advise their guests of Association rules, the guest parking areas available, and that spaces are on a first-come, first-served basis. All guests must go directly to the Room where the event is being held. No loitering or disturbing noises in the common areas shall be permitted. In no instance may parties or gatherings extend to halls or any other Association common areas within or outside of the building. These other common area facilities adjacent to the Room may be used by other Association members, residents or guests while an Applicant's function is in progress in the Room.
- K. The number of persons in attendance in the Room is limited by the posted number, according to the Prince William County and State Fire Codes. A maximum of thirty-four (34) persons will be permitted in the Room at any one time. **Initial** \_\_\_\_\_
- L. Parties or events for minors under the age of eighteen (18) years are required to be continuously chaperoned by the Applicant hosting the event. Two (2) adult chaperones are required for every ten (10) minors in attendance. Applicant and chaperone(s) must be present throughout the entire event.
- M. Smoking is prohibited in the Room, restrooms, or the Clubhouse. Use and/or availability of alcoholic beverages will be in accordance with the Virginia State and County Alcoholic Beverage Control laws (no monies allowed to be exchanged, no alcohol for persons under 21, etc.).
- N. Use of the Room and all facilities by Applicant and all guests must be at all times in compliance with Federal, State and local laws, statutes and ordinances as well as all Association Rules, including these Rules. Resident shall not permit the use of the Room or other Association property for any unlawful purpose, nor will any act be performed or permitted which will unreasonably interfere with the rights, comforts, or convenience of other Association members or residents. Applicant will maintain volume of music and noise at a level sufficiently reduced so as not to disturb other members or residents. Playing of loud amplified music is not permitted. Speakers must be placed on tables or elevated stands away from walls to reduce transmission of sound and/or vibrations to adjacent parts of the building. Foam rubber pads or other similar acoustical materials must be placed beneath each speaker. The Room's doors and windows must remain closed during any event or function.
- O. Applicant agrees that any decorations or the decorating of the Room must be done in a manner so as not to cause any damage to any area of the Room. Decorations must not be attached to or hung from any sprinklers, ceilings, lights or wallpaper and must be fire retardant. **The use of tape, nails, tacks, staples and any substance or item which may cause permanent damage are not permitted to be used to attach decoration or other items to the walls, doors, door trim, windows, furniture or any other surfaces in the Room.** **Initial** \_\_\_\_\_

- P. Applicant agrees to remove and properly dispose of all personal property immediately after the event, such as dishes, foods, bottles, trash, decorations, etc., and to leave the Room and adjacent premises in good conditions similar to that of the original condition of the Room and adjacent premises prior to the function. Nothing should be left in the refrigerator and the garbage disposal must be empty. The Room must be cleaned and restored to its pre-event condition by the Applicant no later than 10:00 a.m. the following day. Arrangements must be made with the Management Agent concerning delivery and removal of any rented tables, chairs, or catering items if unable to be picked up by the rental company immediately following the function or if after 10 p.m. must be removed by 10:00 a.m. the following day. Deliveries and removal of food, tables, musical equipment, or caterers providing service, will be permitted during certain hours from 9am through 10pm on weekdays. Applicant must be present to deal with the rental or service companies for delivery or pick up.
- Q. The Association and its agents will not be responsible for the loss or damage of any personal effects, dishes, equipment, decorations or food. Any personal property or items left unattended after the event will be considered abandoned and will be removed for disposal.
- R. All music and noise making activities must stop by the prescribed hour. The Room must be returned to their original condition, vacated of people, lights out (except for one which should be left on which are labeled), window shades placed in the up position, the room secured and the door locked by the prescribed closing hours. Adjacent restrooms should be left in the same condition as they were in prior to the event. **Initial** \_\_\_\_\_
- S. The Association reserves the right, at any time prior to or during the function to immediately revoke the approval granted herein and immediately suspend the right of use of the room by the Applicant and his or her guests and require Applicant and guests to vacate the premises during the function if there it is determined that there were misrepresentations set forth in the Application or if there is any violation of Association's declaration or rules or damage to property or violation of any Federal, State or local laws, statutes or ordinances. Such revocation, suspension and vacation of the premises will also result in no refund of the use fee. Such determination to revoke, suspend and vacate the premises shall be within the sole discretion of the Association, its Board of Directors, the President or Vice President of the Association, or the Management Agent. If the Applicant fails to abate noise, excessively loud music or any other disturbing activities when requested to do so, the Manager or other authorized Association representatives are authorized and directed to immediately revoke the approval, suspend the right of use and vacate the Room and/or to call the Prince William County Police. A partial refund is in the Board's discretion if use is suspended for reasons other than rules violations or damages. The full security deposit and use fee may be refunded if Room use is suspended by the Association, in the absence of rules violations or damages, prior to the start of the function or if the application is not approved, except as otherwise provided herein.
- T. The Management Agent or authorized Association representative, including without limitation, the Board members, or Association officers shall have free access to the Room and adjacent facilities at all times.
- U. All trash and garbage should be properly bagged and sealed and deposited in the outside trash dumpster. Spilled liquids or food must be cleaned from the floors, counters, walls, furniture or other surfaces. A charge of \$20.00 per hour/per worker will be assessed to cover additional cleanup if the Management Agent or the Board of Directors deems it necessary. **Initial** \_\_\_\_\_
- V. No candles or other open flame items are permitted. Food warming trays may be used only under the strict supervision of a caterer or attendant and must be removed from the premises at the conclusion of the event.

- W. Violation of any Association rules, including these Rules, are grounds for prohibiting an Applicant from using the Room for a period of one year or suspension of other services and facilities, assessment of rules violation charges after referral to the Due Process Committee and legal action for damages.
- X. Applicant still assumes sole and total responsibility for any property damage, injury or accident to any person arising out of the room use. Applicant further agrees on behalf of itself and its guests and invitees to indemnify, reimburse and hold the Association harmless for any and all violations of any and all Federal, State or local laws, statutes or ordinances, and to indemnify, reimburse and hold the Association harmless for any and all losses, damages, causes of actions claims, proceedings, and/or injuries sustained, including attorneys' fees, arising out of or related to Applicant's and his or her guests' or invitees' use of the Room.
- Y. Applicant represents and acknowledges that he or she has a homeowner's insurance policy in force with liability coverage. In the event of a claim, Applicant agrees that Applicant's liability insurance coverage shall be primary. The name of the insurance carrier, the name of the Revised 01/11 7 insurance agent and the policy number must be provided to and coverage confirmed upon the submission of the application to use the Room.
- Z. No pets, except certified service dogs used by Applicant or guest, are permitted in the Clubhouse or Room.
- AA. All residents will follow and abide by Current COVID Protocols. **Initial** \_\_\_\_\_

### **III. HOURS OF USAGE AND FEES.**

- A. The Great Room will be available for use only between the hours of 10:00 a.m. - 10:00 p.m. Sunday - Thursday; or between 10:00 a.m.-11:59 p.m., Friday and Saturday. Under no circumstances will time be extended past the closing hours stated.
- B. For use of the Great Room, the following fees are due and payable to the Greenhill Crossing Community Association at the time of application by the Resident(s) hosting the event:
  - 1. A non- refundable rental fee of \$25.00 per hour (2 hour minimum) of proposed use in the form of a money order, certified check, or cashier's check from a financial institution will be charged for the Room maintenance and administrative services and is to be paid by a separate check at the time the application is made.
  - 2. A refundable security deposit of \$250.00 in the form of a separate personal check, money order, certified check, or cashier's check from a financial institution is required, at the time application is made to cover loss and/or damage to the Room, furniture, and facilities, and clean-up costs or rules violation charges. Association may deduct any costs, losses or damages sustained from the security deposit prior to returning any balance remaining. Any refundable balance of the security deposit will be refunded no later than thirty (30) days after the date of the event or function. Please send all completed forms along with appropriate fees to: Greenhill Crossing Pool Manager PO Box 1275 Haymarket, VA 20168 Questions can be emailed to: [pool@greenhillcrossing.com](mailto:pool@greenhillcrossing.com)

CHECKS MADE PAYABLE TO: Greenhill Crossing

Greenhill Crossing Homeowners Association Clubhouse Great Room Inspection Form Pre- and Post-Event Inspection (Check mark each that have defects or damage)

Description	Pre-Check	Post Check
Exterior Doors		
Women's Bathroom		
Men's Bathroom		
Kitchen:		
Floor		
Counter Top/Sink		
Cabinet's		
Appliances		
No Food/drinks		
Flooring		
Furniture		
Coffee / End tables		
35 Chairs 4 tables		
TV		
Walls		
Windows		
Interior Doors and Frames		
Interior windows and shades		
Exterior (rails, plants, etc.)		
Other		
<b>INITIAL</b>		

Comments (for any check marks above) \_\_\_\_\_

Pre-Event Inspection:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Applicant Pre-Event Inspection:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Authorized Agent - Greenhill Crossing Community Association:

Post-Event Inspection:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Applicant Pre-Event Inspection:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Authorized Agent - Greenhill Crossing Community Association: