

GREEN TRAILS HOMEOWNERS ASSOCIATION

C/o Keymont Community Management

Contact@keymontcm.com | (703)752-8300 | <https://keymontcm.com/>

2026 Community Clubhouse Rental Application

14300 Green Trails Blvd, Centreville, VA 20121

I. **APPLICANT INFORMATION**

Resident Name: _____

Date Application Submitted: _____

Property Address: _____

Home Phone: _____

Mobile / Work Phone (circle one): _____

II. **EVENT INFORMATION**

Type of Event: _____

Event Date: _____

Time of Use: From _____ AM PM To _____ AM PM

Estimated Number of Guests: _____

(Maximum occupancy: 64 persons)

III. **FEES & PAYMENTS** *(This section is to be completed by management only)*

1. **Cleaning Fee \$100.00** (Non-Refundable)

2. **Rental Fee** (Non-Refundable)

\$100.00 for the **first two (2)** hours

\$35.00 per additional hour or any fraction thereof

Rental Fee Amount: \$ _____

3. **Security Deposit \$200.00** (Refundable)

Date paid: _____

(If Check) Security Deposit Check No.: _____

Damage expenses and/or excessive clean-up will be deducted from this deposit.

PAYMENT OPTIONS:

The fees & deposit may be paid by either of the following methods:

A. Charged to the resident's HOA account and paid through the homeowner portal, OR

B. Paid by physical check/money order (If paying by check: Make check payable to **Green Trails HOA** and mail/drop off check to **3020 Hamaker Ct, suite 300, Fairfax, VA 22031.**)

Please note that if you choose to pay the security deposit online, the refund process may take longer than the standard 10 days and could take up to 30 days, as our Accounting Department must be involved to issue the refund. If the security deposit is submitted by physical check, the check is held and not deposited unless damage occurs. If no damage is found, the check is promptly returned to you by mail.

RENTAL PROCEDURES

1. Application Submission

Residents must submit a completed clubhouse rental application by one of the following methods:

- Upload via the homeowner portal <https://home.keymontcm.com/login>
- Email to contact@keymontcm.com
- Mail or deliver to:
Keymont Community Management
3020 Hamaker Ct, Suite 300
Fairfax, VA 22031

2. Payment Requirements

To reserve the clubhouse, the following payments must be submitted:

1. Cleaning fee
2. Rental fee
3. Security Deposit

The resident's HOA account must be in good standing (not delinquent) in order to reserve the clubhouse.

3. Reservation Confirmation

Once the completed application and payments are received and approved:

- Management will reserve the clubhouse on the Association calendar
- Management will coordinate with the resident and the Board President a date & time for them to meet up prior to the event so the board president will provide a clubhouse walkthrough, review of rules and expectations, and address any questions prior to the event.
- Access codes will be provided by management via email closer to the event date

APPLICANT RESPONSIBILITY, LIABILITY WAIVER & ACKNOWLEDGMENT

The applicant (Application Holder) is fully responsible for adherence to all clubhouse rules, the conduct of guests, and any damage to Association property. Green Trails Homeowners Association, its Trustees, Officers, and Agents assume no liability for injuries or personal property loss occurring in or around the premises. The Application Holder agrees to indemnify and hold harmless the Association from any claims or damages arising from use of the clubhouse. Any individual or group using the clubhouse or parking area for business or commercial purposes must provide proof of liability insurance.

I have read, understand, and agree to comply with all rules, procedures, and responsibilities outlined in this application.

Resident Signature: _____

Date: _____

CLUBHOUSE POLICY RULES & REGULATIONS

SECURITY DEPOSIT INSPECTIONS

A pre-inspection and post-inspection are conducted for every event. Provided no damages or violations are identified, the security deposit will be refunded within 10 business days after the event if paid by check. If the deposit was paid online, please allow up to 30 days for processing and refund.

The Association reserves the right to deduct repair, replacement, or cleaning costs from the deposit. If damages exceed the deposit, the Application Holder will be billed for the balance. Future clubhouse use will be denied until all charges are paid

FACILITY USE RULES

- The Green Trails Homeowners Association Community Center is for the sole use of residents in the Green Trails Community.
- Reservations for the community room will be on a first come first serve basis and may be made no more than one year in advance. Hours available shall be from 8:00 a.m. To 11:00 p.m. Daily.
- No smoking, vaping, candles, sparklers, or open flames
- Tables, chairs, and equipment may not be removed from the clubhouse
- Decorations must be approved at least 72 hours in advance
- All decorations must be fire-retardant
- No nails, screws, tape, adhesives, or thumbtacks on walls/windows/trim/frames
- Only the provided black felt corkboards and thumbtacks may be used
- Structural or electrical alterations are strictly prohibited

EVENT RESPONSIBILITIES

- Attendance must remain below the max occupancy 64 guests
- Prior to using the room, inspect the space thoroughly and report any existing damage, malfunctioning equipment, or cleanliness concerns (including bathrooms) to Management by email before your event begins. Please include clear photos and/or videos with visible timestamps.
- Adequate adult supervision is required for events involving minors
- The Application Holder must remove all personal property, food, and decorations immediately after the event
- Rental time is strictly enforced
- Any trash or personal items must be removed by the end time listed on the application
- Any changes to the approved event details must be submitted at least 10 days in advance for Association approval
- This Application is non-transferable

Please initial below to confirm you have read and agree to follow the Clubhouse Rules & Regulations.

Initials: _____

**11 TABLES
42 CHAIRS**

**PLEASE RETURN TABLES &
CHAIRS
AS SHOWN IN THE PHOTO**



Failure to return the chairs and tables to the closet as shown in the above photo will result in the security deposit being withheld until they are properly placed in their designated storage area.

CLEANING & CLOSING CHECKLIST (REQUIRED)

- ✓ REMOVE ALL TRASH AND RECYCLABLES AND **PLACE THEM IN THE OUTDOOR BINS BY THE CURB** (NOT THE POOL DUMPSTER!!)
- ✓ RETURN TABLES AND CHAIRS NEATLY TO THE STORAGE CLOSET
- ✓ SET THERMOSTAT TO 70°F (YEAR-ROUND)
- ✓ LEAVE REFRIGERATOR ON, EMPTY, AND DOORS CLOSED
- ✓ TURN OFF OVEN
- ✓ DO NOT UNPLUG OR TAMPER WITH SECURITY CAMERAS
- ✓ TURN OFF ALL INTERIOR LIGHTS
- ✓ LOCK ALL DOORS AND WINDOWS

Please be advised that the **cleaning fee** applies **only** to the party room and restrooms and does **not** include the oven or refrigerator. If either appliance is used, it is the **renter's responsibility** to clean them thoroughly after the event.

Failure to leave the oven and/or refrigerator clean will result in an **additional \$40 cleaning charge**, which will be deducted from the security deposit.

Resident Signature: _____ **Date:** _____

Please ensure you sign this page to fully complete the rental application.

Failure to comply with these rules may result in fines and/or loss of future clubhouse privileges.