

# Woodmore Towne Centre

## Clubhouse Rental Procedures



Welcome to the Woodmore Towne Centre's Homeowners Association Community Clubhouse. The Facilities Inspection Committee members are here to assist you with making your event a very special and memorable occasion. Attached are the Clubhouse Rules and Regulations, the Reservation Application Form, the floor schematic and pictures of the Clubhouse.

If possible, please take a few minutes to read them completely before leaving the Clubhouse. If you have questions or need more information please do not hesitate to ask. Below you will find several helpful tips that will make your event go smoothly and ensure a full refund of your security deposit.

- ▶ Review all documents carefully as they are legal and binding. All residents at the Woodmore Towne Centre **must be current on their homeowners association dues** in order to use the facility. There are NO exceptions.
- ▶ If you are planning the event in conjunction with event planners or caterers, it is the Homeowner's responsibility to make sure that they have a copy of the Rules and Regulations and any other pertinent information (directions, address, etc.).

- ▶ Review all timelines in this document for payment of security deposit, rental fees, set-up/cleanup fees and refund policies for monies paid due to cancellations.
- ▶ Finally, rental of the Woodmore Towne Centre's Homeowners Association Community Clubhouse is for the **exclusive** use of Woodmore Towne Centre Homeowners and family members of their household only.

Thank you for selecting the Woodmore Towne Centre's Homeowners Association Community Clubhouse to host your event. Our goal is to always provide the Homeowner with excellent service. Your knowledge of and adherence to the Rental Procedures is essential.

# CLUBHOUSE RULES

The homeowner who signs the rental agreement is responsible for assuring that events for persons younger than twenty-one (21) will be chaperoned during the entirety of the event.

## **No exceptions.**

Below are activities that **are not permitted** when using the WTC Community Clubhouse

1. Do not smoke anywhere inside the building or within fifty (50) feet of the entrance to the Clubhouse.
2. Do not tape, tack, nail, or put anything on the walls that may cause damage to the walls.
3. Do not place anything on the dance floor but your feet.
4. Do not consume food and drinks outside the Clubhouse.
5. Do not consume alcoholic beverages outside of the Clubhouse.
6. Do not charge admission for use of the Clubhouse.
7. Do not exceed the 80 person maximum capacity.
8. Do not pull the fire alarms causing a false alarm.
9. Do not exceed your scheduled event conclusion time or you will be charged \$125 per hour.
- 10. No loud music or misconduct in the Clubhouse's parking lot.**

NOTE: In accordance with the Prince Georges County Code, the Fire Marshall will shut down any event that exceeds the eighty (80) person maximum capacity. The Fire Marshall will also issue a fine of five hundred dollars (\$500.00) for violating the county code. The Homeowner will be responsible for payment of the fine. Fire Alarms When using the facility please pay attention to the Pull Stations for the fire alarm system. Pulling of the fire alarms and causing a false alarm is now a Two-Thousand Dollar (\$2000.00) fine that will be issued by the fire department. The Homeowner will be held responsible for payment of the fine.

**The HOA Board of Directors will revoke the rental privileges of all Homeowners who fail to adhere to all these rules and regulations.**

# PLANNING YOUR EVENT

- ▶ Community Clubhouse Location: 2610 Sir Michael Place, Glenarden, MD 20706
- ▶ Hours: 9:00 a.m.- 1:00 a.m. Friday and Saturday and 9:00 a.m. – 10:00p.m. Sunday through Thursday
- ▶ To check availability of a specific date and to reserve and secure a date, you can **contact Jessica Fistner at - [jfistner@sfmtcinc.com](mailto:jfistner@sfmtcinc.com) for inquiries**
- ▶ You can email your completed application directly to Jessica Fistner and if you have any questions regarding the Clubhouse, you can contact Jessica via email or call 703-392-6006 x280
- ▶ **Security Deposit (\$250) and Rental Fee (\$400) must be paid in full (\$650)** in order to secure your reservation. The interested date will remain open until payment is received. Payments can be made by check or money order. Checks and money orders require **2 separate checks** or money orders made out to Woodmore Towne Centre HOA. One in the amount of the Security Deposit (\$250) and the other in the amount of the Rental Fee (\$400). Then you would mail them to - **Attention: Jessica Fistner, SFMC Inc., 9464 Innovation Drive, Manassas, VA 20110.**

**Only paid contracts will be approved.**

## **Security Deposit**

The security deposit is two-hundred and fifty dollars (\$250). At the conclusion of your event, the security deposit will be refunded in full to the Homeowner via U.S. mail within ten (10) business days, provided that there are no damages to the facility, and that the homeowner occupies the facility for only the contracted time. If your event results in additional clean-up fees charged to the Community Clubhouse the additional clean-up fees will be deducted from the security deposit before a refund is rendered. If the clean-up fees exceed the security deposit, the entire security deposit will be applied to the cleaning costs, and the homeowner will be billed for the difference.

## **Community Clubhouse Access Code**

The Homeowner will receive an access code the day before the event that will be active for your rental day only.

**Special Note: The WTC HOA Board of Directors reserves the right to adjust these rules and regulations as needed without notice**

# PLANNING YOUR EVENT

## **Pre/Post Inspections**

The Homeowner and HOA representative will conduct a pre-inspection of all reserved space for use within the Clubhouse. Use by the Board of Directors, duly constituted HOA committees, and HOA activities are exceptions. Following reserved use of the Clubhouse, the homeowner and HOA representative will conduct a post inspection of the Clubhouse, within 48hrs of the events completion, to ascertain if there are any new damages resulting from the Homeowner's use. The HOA representative will use an inspection checklist attesting to the condition of the center pre and post the event.

A member of the Clubhouse Facilities Inspection Committee will contact you to schedule a walk through.

**NOTE: In addition, the Homeowner understands, It is preferred that the both the Homeowner and HOA representative conduct the pre/post inspections together. However, the inspections will occur even if the homeowner is not present and the inspections checklist can and will be submitted to the WTC HOA without the homeowners signature. The homeowner may contest any discrepancies with the Board of Directors. The decision of the Board of Directors is final.**

# INCLUDED IN YOUR RENTAL

- ▶ Use of the Full Kitchen Facility (no oven on site)
- ▶ Approximately 4 Rectangular tables on site
- ▶ Approximately 50 chairs on site
- ▶ Big Screen Television with Internet available (**Wifi Name: FIOS-A6ZUU**  
**Password: neon3726art4010bow**)
- ▶ This room can comfortably accommodate 50 people seated and 80 people standing.

**Access to the pool, gym, playground and any other outdoor locations are NOT included in your rental and prohibited.**



# FLOORPLAN

