

# Waters Landing Association, Inc. Application for Use of the Community Center

Use of the community center must be booked 30 days in advance of event.

Cancellations must be submitted in writing 30 days in advance of event.

WLA Resident/Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

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

DATE: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

Total Size of Group: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Purpose: \_\_\_\_\_

**PHONE/ADDRESS/GPS: 301-972-3681; 20000 Father Hurley Boulevard, Germantown, MD 20874**  
**For GPS, please use 21000 Father Hurley Boulevard, Germantown, MD 20874; our immediate next-door neighbor.**

**RESIDENT/SPONSOR:** Use of the Building must be sponsored by a Waters Landing owner/management agent **who is current in homeowner assessments, has no pending Architectural Violations on their home and is present at the function.** The Sponsor will assume total responsibility for the building use. The Sponsor will pay the cost of any repairs, losses or extraordinary maintenance resulting from use of the building.

**BUILDING ACCESS:** *The time requested is the only time that access is allowed in the building. Access to the building outside of the contracted time is a violation of this contract. If you arrive prior to or stay beyond your contracted time, the rate will be deducted from your deposit.*

**RENTAL RATES:** Rental rates are *\$50.00 per hour, including set up and clean-up time*, payable *BY CHECK* at the time of reservation. The rental fee, payable by check or money order, is required in order to reserve the room.

**DEPOSIT:** The required *CASH* deposit in the amount of **\$500.00** is payable at the time of the key pick-up.

**KEY PICK-UP & DEPOSIT:** Keys may be picked up at the Community Center the day of the function, during normal resident hours. Please check the Association website for current resident hours. If your event is on a weekend, the key must be picked up Friday between 9am & 2pm. The key will be released only to the resident who filled out this form. **You must bring your copy of this application, the \$500 cash deposit & a valid photo id with you in order to pick up the key.**

**KEY RETURN:** Key should be returned as directed by the Association staff. Failure to return the key or make other arrangements by Monday, 4pm will result in a deduction from your deposit of \$100 per day for each day that the key is not returned. **Failure to return the key by Wednesday following a weekend event, with no other arrangements made, will result in the loss of the total deposit.**

**INSPECTION:** Any damages and/or unsatisfactory conditions should be noted and brought to the attention of the Waters Landing Administrator.

**CLEAN-UP:** *All furnishings must be arranged in their original positions.* All trash must be collected in trash bags and placed in the blue containers outside. The building must be left in the same condition and state of cleanliness, which existed before the function. Room rental applicant is responsible for supplying **ALL** cleaning supplies, including trash bags, etc.

**SECURITY:** All doors and sliding windows must be closed and locked. All lights, including those in restrooms, with the exception of those in the foyer and front door area, must be turned off. **EXTERIOR DOORS MUST BE TIGHTLY CLOSED AND LOCKED.**

**EMERGENCIES:** The Montgomery County Emergency Number is 911.  
Emergency Message Service (c/o First Service Residential) 301- 585-0088.

In case of **FIRE** or **HEALTH EMERGENCY, DIAL "911,"** then dial 301-585-0088 to notify management.

*I have read the General Procedures for Community Center Use, Rules and Regulations, Clean-Up & Responsibilities, and, as indicated by my signature below, agree to abide by the procedures. I hereby release, indemnify and hold harmless the Waters Landing Association, Inc., its members, directors, officers, employees, agents, contractors, successors and assigns, from and against any and all claims, damages and causes of action, including all costs and attorney's fees resulting from or arising in connection with the use of the Community Center. I hereby agree that any and all amounts for which I am responsible, including costs of damage, loss or extraordinary maintenance to the Community Center and its contents, and all amounts due pursuant to this indemnification, may be assessed against my property in Waters Landing and shall become part of the lien for assessments against such property.*

**Resident Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Landlord/Management Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**WLA Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICIAL WLA USE ONLY - RENTAL FEE</b>	<b>OFFICIAL WLA USE ONLY - DEPOSIT</b>
Rent: _____	Date: _____
Check #: _____	Deposit: _____
	Key #: _____
	WLA Initials: _____

### **Rules & Regulations & Clean-Up Responsibilities For Use Of The Waters Landing Community Center**

The Board of Directors of the Waters Landing Association has approved the following rules and regulations regarding the use of the Community Center:

- 1) Capacity limit is seventy-five (75) people.
- 2) The Center may be reserved only by Waters Landing Association homeowners. Renters must obtain their landlord signature as sponsor and provide a copy of the current lease. Apartment tenants must have a management agent sign the application.
- 3) Non-resident owners must provide proof of ownership.
- 4) Commercial groups using the Center shall, in general, be restricted to non-private, nonprofit making activities unless, in the opinion of the Board, such activities provide a desirable response to substantial community demand for such activity.
- 5) The Board of Directors shall exercise sole right of authorization or denial of use of the Community Center facilities. The Board of Directors reserves the right to waive the deposit requirement for officially recognized Waters Landing committees or activities sponsored by the Waters Landing Association, Inc. Reservations will be confirmed upon approval of the Board of Directors or its designated authority.
- 6) The security deposit will not be returned until the Staff or Management has confirmed the violation of the Rules and Regulations. Any damage to the Center, its furnishing, fixtures, or surrounding area shall be deemed a violation of this policy. Failure to adequately clean up in a timely manner following a rental may also be considered a violation of this policy. Only persons authorized by the Association shall make repairs to the Community Center facilities. Additional assessment will be charged if the cost of repairs exceeds the security deposit. Such assessment will be due and payable upon notification to the sponsor. The Association will have the right to place such assessment as a continuing lien against the sponsor's property.
- 7) ***Refundable deposits will be returned at the time the key is returned and the room has been inspected by a Waters Landing representative.***
- 8) Any request for appeal of damage determination and/or assessment must be made in writing to the Board of Directors within fifteen (15) days of the notification of such damage determination or assessment.
- 9) Pets are prohibited except for seeing/hearing guide dogs.
- 10) Alcoholic beverages may not be sold on the premises.
- 11) Smoking is prohibited in the Community Center, except at the pre-designated area outside the main door.  
(A smoker's station is available for all cigarette "butts")
- 12) Use of the Center by Waters Landing Association governing body groups will take precedence over other activities. Scheduled activities may be cancelled in situations requiring an emergency meeting of the Association body.
- 13) Community Center use and operation shall be reviewed on an annual basis by the Board of Directors.
- 14) This building **MUST** be cleaned and vacated by **9:00PM. NO EXCEPTIONS.** Failure to vacate the premises by 9:00pm will result in the **loss of the total deposit.**

15) No grills or grilling within 25 feet of the building.

16) THE POOL & CONCRETE DECK AREA IS OFF LIMITS!!! **Community center users who do not abide by this rule will forfeit any future use of the Community Center and will result in the loss of the total deposit.**

17) The upper deck is available to residents through the two doors in the main room. Please note that these doors are accessible through your room rental key & should be locked at the end of your event.

18) There is NO garbage disposal. The grey FOG box located under the counter adjacent to the sink does not process food. Food cannot be pushed down the drain. Pushing food down the drain will clog the FOG box.

19) The containers by the office door are for office use only. No trash or other items should be placed in them.

You must read all items below and initial by each item to acknowledge your responsibility for clean-up. You are expected to clean after your event. Dollar values will be deducted for items not completed. Damage rates additional. Damage rates will be based upon our contractor's time & materials proposed.

\_\_\_\_\_ Remove all personal items from building. Remember to check inside the coat closets & inside all kitchen appliances. **\$20.00**

\_\_\_\_\_ All trash, garbage, debris, etc. must be in trash bags, secured, & placed inside the blue J & J Inc. trash containers at the side of the building. DO NOT THROW LOOSE GARBAGE IN THE OUTSIDE CONTAINERS. PLACE new trash bags in kitchen & restroom containers. **\$20.00**

\_\_\_\_\_ Remove all decorations, including balloons & tape used on the walls, & ANY outdoor signs. **\$20.00**

\_\_\_\_\_ Return all furnishings to their original locations. Folding tables are to be stacked against the large picture window in the small meeting room, & chairs stacked. DO NOT BLOCK ANY DOORWAYS OR CLOSETS WHEN RETURNING TABLES & CHAIRS. **\$40.00**

\_\_\_\_\_ All floors must be broom swept & left clean of debris. Spills must be mopped clean. If floors require more extensive cleaning as a result of your activity, it is your responsibility to vacuum, sweep or mop the floors as needed. **\$60.00**

\_\_\_\_\_ Check to make sure that all toilets are flushed, faucets are turned off, & restroom floors are broom swept & mopped clean. **\$40.00**

\_\_\_\_\_ Check the area outside of the building entrance & parking lot; pick up any trash or debris resulting from your rental (to include beverage cans, dishes, utensils, paper/plastic cups, cigarette butts). **\$40.00**

\_\_\_\_\_ Turn off all lights & ceiling fans. **\$20.00**

\_\_\_\_\_ Wipe down all counters & appliances, inside & out. **\$20.00**

\_\_\_\_\_ Wipe down all windows, entry doors & windows in the community center. **\$40.00**

\_\_\_\_\_ Clogging the FOG Box. See Item #18 in Rules & Responsibilities. **\$250.00**

\_\_\_\_\_ Lock Out Call - If the key gets locked in the building and a WLA rep has to allow re-entry. **\$100.00**

\_\_\_\_\_ Secure & lock ALL exterior windows & doors. **\$500.00**

\_\_\_\_\_ Lost Key. **\$500.00**

\_\_\_\_\_ Building access beyond contracted time. **BASED UPON ADDITIONAL HOURS IN BUILDING.**