

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.
Please contact the office to schedule an appointment to tour the facility.

WLA Resident/Sponsor: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

DATE: _____ Total Size of Group: _____

Time From: _____ Time To: _____

Purpose: _____

PHONE/ADDRESS/GPS

**301-972-3681; 20000 Father Hurley Boulevard, Germantown, MD 20874
For GPS, please use 21000 Father Hurley Boulevard; 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.

THE COMMUNITY CENTER IS UNDER VIDEO SURVEILLANCE AND WILL DOCUMENT THE TIME THE BUILDING IS OCCUPIED.

RENTAL RATES

Rental rates are *\$35.00 per hour*, payable *BY CHECK or MONEY ORDER* at the time of reservation and is required in order to hold the room. You must include your set-up & clean-up time when determining total number of hours.

DEPOSIT

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

KEY PICK-UP and DEPOSIT

Keys may be picked up at the Community Center, during normal resident hours. If your event is on a weekend, the key must be picked up Friday, by 12:00p.m. 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 and a valid photo id with you in order to pick up the key.** Please check the Association website, www.waterslanding.org, for current resident hours.

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KEY RETURN

Key should be returned as directed by the Association staff. Failure to return the key or make other arrangements by Monday, 4:00p.m. 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, no later than at key pick-up, prior to your event.

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. FAILURE TO SECURE BUILDING RESULTS IN A LOSS OF THE TOTAL DEPOSIT.**

EMERGENCIES

Montgomery County Emergency Number is 911

Rules and Regulations and Clean-Up Responsibilities For Use Of The 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.

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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 be served, but 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 **10:00p.m.** ***No exceptions. Failure to vacate the premises by 10:00p.m. will result in the loss of the total deposit.***
15. No grills or grilling within 25 feet of the building.
16. **The pool and concrete deck area are not included with your rental and are 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 and 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 indicate what will be deducted for items not completed. Damage rates additional. Damage rates will be based upon our contractor's time and materials proposed.

- _____ Remove all personal items from building. Remember to check inside the coat closets and inside all kitchen appliances. **\$20.00**
- _____ All trash, garbage, debris, etc. must be in trash bags, secured, and placed inside the blue J and J Inc. trash containers at the side of the building. Place new trash bags in kitchen and restroom containers. **DO NOT THROW LOOSE GARBAGE IN THE OUTSIDE CONTAINERS.** **\$20.00**
- _____ Remove all decorations, including balloons and tape used on the walls, and 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, and chairs stacked. **DO NOT BLOCK ANY DOORWAYS OR CLOSETS WHEN RETURNING TABLES and CHAIRS.** **\$40.00**
- _____ All floors must be broom swept and 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, and restroom floors are broom swept and mopped clean. **\$40.00**

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- _____ Check the area outside of the building entrance and 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 and ceiling fans. **\$20.00**
- _____ Wipe down all counters and appliances, inside and out. **\$20.00**
- _____ Wipe down all windows, entry doors and windows in the community center. **\$40.00**
- _____ Clogging the FOG Box. See Item #18 in Rules and 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 and lock ALL exterior windows and doors. **\$500.00**
- _____ Lost Key. **\$500.00**
- _____ Building access beyond contracted time. **AMOUNT BASED UPON ADDITIONAL HOURS IN BUILDING. THE COMMUNITY CENTER UTILIZES VIDEO SURVEILLANCE MONITORING.**

I have read the General Procedures for Community Center Use, Rules and Regulations, Clean-Up and 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/Owner Signature:

_____ Date: _____

WLA Approval:

_____ Date: _____

OFFICIAL WLA USE ONLY - RENTAL FEE

Rent: _____

Check #: _____

OFFICIAL WLA USE ONLY - DEPOSIT

Date: _____

Deposit: _____

Key #: _____

WLA Initials: _____