



# Compton Village Homeowners Association

14401 Compton Village Drive | Centreville, Virginia 20121

Phone: (703) 815-0014 | FAX: (703) 815-0414 | E-Mail: [comptonvillage@verizon.net](mailto:comptonvillage@verizon.net)

## COMMUNITY CENTER ROOM RENTAL PERMIT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (H):	PHONE (C):	PHONE (W):	E-mail
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TYPE OF ACTIVITY: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_

NUMBER OF PEOPLE PROJECTED TO ATTEND \_\_\_\_\_ (FIRE MAXIMUM \_\_\_\_\_)

"Permit Holder" will be responsible for adherence to regulations for the use of Compton Village facilities and to the general rules printed on the back of this Permit. It is understood that Compton Village Homeowners Association, its Directors, Officers, Agents and Employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever. The "Permit Holder" will indemnify Compton Village Homeowners Association and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with injury to persons or property arising from or out of the use or occupancy of the "Permit Holder" of the premises, or occasioned wholly or in part by any act or omission of the "Permit Holder," its agents, employees, invitees, or licensees. Association member ("Permit Holder") must attend event.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Permit Holder)*

FOR STAFF USE ONLY

RENTAL AMOUNT \$ \_\_\_\_\_

CLEAN-UP FEE \$ \_\_\_\_\_

SECURITY DEPOSIT \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

TOTAL REC'D \$ \_\_\_\_\_ DATE: \_\_\_\_\_ CHECK/MO # \_\_\_\_\_ BY \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_ DATE: \_\_\_\_\_ CHECK/MO # \_\_\_\_\_ BY \_\_\_\_\_

PAID IN FULL \$ \_\_\_\_\_ DATE: \_\_\_\_\_ CHECK/MO # \_\_\_\_\_ BY \_\_\_\_\_

KEY # \_\_\_\_\_ DATE TAKEN \_\_\_\_\_ DATE RETURNED \_\_\_\_\_ REC'D BY \_\_\_\_\_

FACILITY INSPECTION DATE \_\_\_\_\_ DEPOSIT REFUND \$ \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**(\*\*REVERSE SIDE CONTAINS ADDITIONAL INFORMATION FOR COMPLETING PERMIT\*\*)**



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The Compton Village Homeowners Association facilities may be reserved by an eligible individual or organization at any time the facilities are not previously scheduled.

If a function is canceled within 30 days of a scheduled event, the Security Deposit of \$150.00 or one-half of the rental fee, whichever is less, will be the penalty for cancellation. A change in date will be treated as a cancellation.

The security deposit will be refunded within ten (10) business days after the date of usage provided the premises, facilities and equipment are left in satisfactory condition.

The Association will refund a security deposit payable to the organization or person whose name appears as the responsible party on the Permit for the room. The Association reserves the right to deduct from the deposit an amount necessary to cover the costs of clean-up not covered in the total fee and the cost of repairs or replacements of any property occasioned by the use of the facility. If the security deposit does not fully cover these costs, the Permit Holder will be billed for the difference, and future use of the facility will be denied until these costs are paid. Groups using the facility are responsible for any and all damages that occur due to their use of the facility.

Under no circumstances will chairs, tables or other equipment be removed from the premises.

If decorations, auxiliary lights, or sound equipment are contemplated for any program, the Association must be notified 3 days in advance of the nature of the decorations. The Association reserves the right to have an inspection made by a representative of the Fairfax County Fire Department or by a licensed Fairfax County electrician of the decorations or equipment to be used. All decorations used in the building must be flame retardant, and nails, screws or scotch tape are not permitted for hanging decorations. A fee to cover the costs of such inspection will be levied. Under no circumstances will a group make any structural or electrical alterations in the building, except by written permission of the Association. The Permit Holder is responsible for keeping the number of people attending the event below the fire maximum specified in the Permit.

The Association, its Directors, Agents, Officers and employees assume no responsibility for the personal property of the Permit Holder. The Permit Holder will remove all of such property from the premises immediately following the termination of the time for which the facilities were reserved unless prior arrangements are made with the Association.

The times stated in the Permit as the duration for the booking are firm. The group should be ready to leave the building with equipment removed or arranged to be removed and clean-up done, if required. The hourly rental fee or any fraction thereof shall be charged for violations.

At gatherings of people under the age of majority (as defined by State Law), adequate adult supervision must be provided. Chaperones are required for these groups at the ration of one (1) adult for every ten (10) children and one (1) adult for every fifteen (15) teens. Names, addresses, and telephone numbers of chaperones will be furnished to the Association at the time of Permit application.

The Association reserves the right to refuse or cancel permits for reasonable cause.

It is understood that when the Association guarantees the Permit Holder space, the Permit Holder may on occasion be asked to accept alternate space when booking conflicts arise. The Association will issue such cancellation notice as far in advance as possible, but reserves the right to make cancellations at any time in the case of extreme necessity (including acts of God) and the Permit Holder agrees that the Association, its Directors, Officers, Agents and employees shall not be liable for any loss resulting to the Permit Holder from any such cancellation.

If any of the specifics regarding this Permit are altered in any way from the original statement of intent by the Permit Holder as shown on the Permit, it is the responsibility of the Permit Holder to submit any such change to the Association at least three (3) days in advance of the scheduled event. Any alterations must have the approval of the Association. In the event the Permit Holder gives no notice or no clearance is received from the Association when the modifications have been made, the Permit Holder will be held liable.

The Association will make the final determination concerning whether additional charges to the Permit Holder are necessary, if any adverse situations arise as a consequence of inadequate notification and/or approval of Permits by the Association. Further booking request of Association facilities will not be honored.

This permit is not transferable.

The Permit Holder agrees to comply with all applicable Federal, State, and Local Laws and with all of the above rules and regulations.

If you have any questions or concerns about this permit, please contact the Compton Village Homeowners Association Office at 703-815-0014.

SIGNATURE: \_\_\_\_\_  
(Permit Holder)

DATE: \_\_\_\_\_