



Compton Village Homeowners Association

14401 Compton Village Drive | Centreville, Virginia 20121

Phone: (703) 815-0014 | E-Mail: comptonvillage@verizon.net

COMMUNITY CENTER OPERATING GUIDELINES

The Community Center of Compton Village has been designated for all Compton Village residents to use and enjoy. In order to maximize such usage and enjoyment, the following guidelines have been approved by the Compton Village Board of Directors.

1. The Community Center is available for use by Compton Village residents and Association Committees and Boards. The developer, while a member of the Association, also may reserve the use of the Center.
2. Only Compton Village residents who are current in their assessment payments are eligible to reserve and use a community facility. **Compton Village residents are required to attend the event when renting the facility on behalf of a non-resident.**
3. First priority for use of the building will be given to Compton Village governing bodies such as the Board of Directors, Association Committees, and Neighborhood Boards to include Neighborhood and Community general meetings. Otherwise, scheduling will be on a first-come first-serve basis. The Board of Directors reserves the right to establish further priorities as the Community develops and the need arises.

A. BUILDING USAGE AND FEES

1. A security deposit of \$150 will be required for all residents/groups required to pay rental fees. This deposit is due at the time of reservation of the facility and will be refunded to the user less any damage costs or cleaning costs over and above the normal cleaning fee charges. If such costs exceed \$150, the user will be billed for the additional amount.

A security deposit will not be required for those groups who use the building for free (e.g. the Board of Directors, Association Committees, the Developer, and Neighborhood Boards). However, such groups will be billed for damages and clean-up as necessary and further reservations will not be accepted until payment is rendered.

2. A maintenance/clean-up fee of \$75.00 will be charged to all residents/groups required to pay rental fees and is payable at the time of reservation. For long-term rentals (such as church groups using the building every week) this fee may be waived at the discretion of the Property Director and with the understanding that such groups leave the facilities in a clean and orderly state with chairs and tables re-stacked on storage racks. **Residents and groups charged a cleaning fee will still be required to remove all items, such as dishes, decorations, food, cooking utensils, etc. brought to the Community Center. Trash should be bagged and placed in outside dumpster located in pool parking lot.**

3. Rental fees for unit owners will be charged as follows:

- a. Weekend Rates Friday 5:00 PM - 1:00 AM;
Saturday and Holidays 7:00 AM - 1:00 AM;
Sundays 7:00 AM – 12:00 AM.**

- Resident Groups: \$35.00 per hour
- Non-Profit Groups: \$40.00 per hour
- For-Profit Groups: \$45.00 per hour

- b. Weekday Rates Monday 7:00 AM – Friday 5:00 PM.**

- Resident Groups: \$30.00 per hour
- Non-Profit Groups: \$35.00 per hour
- For-Profit Groups: \$40.00 per hour

For non-unit owners, please contact the HOA Office for information.

4. Hours of Availability:

- | | |
|----------------------------|--------------------|
| a. Monday through Thursday | 9:00 AM – 12:00 AM |
| b. Friday | 9:00 AM – 1:00 AM |
| c. Saturday | 7:00 AM – 1:00 AM |
| d. Sunday | 7:00 AM – 12:00 AM |

5. Non-Chargeable Programs *(no rental fees, cleaning fees or security deposit required)*

General meetings for the following:

- Compton Village Board of Directors, Neighborhood, Committee and Developer meetings.
- Compton Village group activities involving scouting, teens, and senior citizens will not be charged for usage, but service-in-kind will be required.

6. Chargeable Programs

All residents/groups not described in item 5A and 5B above will be charged the regular fees and deposits with the following exceptions:

- Compton Village groups recognized by the Board of Directors and not covered under non-chargeable programs will be charged \$5 for a three hour block of time (limited to one meeting per month except that the meeting cannot be held Saturdays during the hours of 12:00 PM – 1:00 AM).
- Public Office holders may use the Community Center on the same basis as sponsoring organizations, i.e., there will be no charge if the official was requested by the Board of Directors, a Neighborhood or Association Committee or authorized task force, etc.

B. USER RESPONSIBILITIES

1. **SUPERVISION:** Children attending event **MUST BE** supervised at all times, whether inside or outside the building. Damage to building, common areas, tot lots, etc. caused by unsupervised children will be responsibility of Permit Holder.
2. **The resident executing the contract must be in attendance at said activity.**
3. All chairs and tables **MUST** be wiped clean and stacked on storage racks and placed in closet before leaving.
4. Supplies and materials brought into the building must not have a potential for creating damage: i.e. paints, acids, heating devices, etc.
5. Absolutely no objects such as nails, tape, tacks, candles and substances which cause damage shall be placed on the walls or window surfaces. **Balloons must be weighted or tied down so that they do not rise into the sky light area. Renters will be held responsible to retrieve any escaped balloons or be charged the cost to have them brought down.**
6. Insure that all appropriate appliances are wiped clean and turned Off before leaving the premises (wipe out microwave if it has been used).
7. Turn OFF ALL lights.
8. **If a key is needed for a weekend event, it must be secured by 2:00 PM the Thursday prior to event.**
9. Make complete inspection of building, including bathrooms and kitchen, before leaving premises.
10. Smoking is **NOT** allowed inside building. All cigarette/cigar butts must be disposed of in the "Smoker Station" at the front of the building. **DO NOT** throw butts on sidewalk, grass, parking lot or **from balconies onto pool deck.**
11. A \$5.00 charge will be assessed to the "Permit Holder" if the exterior perimeter of building is littered with cigarette/cigar butts.
12. Notify the Association office if building is in any disarray – HOA Office Telephone Number: (703) 815-0014. Leave message.
13. Do not allow more than the maximum number of persons permitted by law (189) to occupy the building/rooms during the event scheduled.
14. Inform the Association office of the type of activity planned.
15. Fairfax County noise ordinance prohibits loud noise outside of the building and noise loud enough to be heard from outside the building walls after 11:00 PM.
16. Curfew for use of the building is 12:00 AM Sunday through Thursday and 1:00 AM Friday - Saturday. The building and premises must be vacated by these times. As a matter of courtesy to the community, please vacate the premises quietly.
17. **No alcoholic beverages permitted in the community center.**
18. Room rental keys **ABSOLUTELY CANNOT** be left in the drop box outside the front doors. All keys **MUST** be returned to HOA Office staff within the next business week (**M-Th 9 AM -2 PM**). Any group that leaves a room rental key in the drop box outside the front doors or returns the key later than one business week will be charged an additional \$25.00. If the key is left in the drop box and the HOA Office Staff is unable to locate the key, the permit holder (rental group) will be responsible for the fee to re-key the entire community center (approx. \$300-\$400).
19. Permit Holder understands that the 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.
20. Permit Holder understands that failure to comply or adhere to all guidelines and/or responsibilities may result in penalties imposed them.

I have read and understand all USER RESPONSIBILITIES listed above.

SIGNATURE: _____ DATE: _____

C. RESERVATIONS

Reservations can be made no more than one year in advance. The Association reserves the right to cancel a lower priority function for a higher priority function. Arrangements for reservations will be made through the HOA Staff. At the time of reservation, the following fees are due: 1.) a \$150 security deposit check and, 2.) a check for the hourly rental amount plus the maintenance fee. The key must be secured by 2:00 PM the Thursday before the event.

D. CANCELLATIONS

By HOA - If a reservation is canceled for a higher priority - i.e. meetings held by governing bodies, all funds or deposits will be refunded. Lower priority functions may not be cancelled for higher priority functions within four weeks of the date reserved. Any type of ceremony or function requiring printed invitations, such as weddings or Bar Mitzvahs, will not be canceled for higher priority events within eight weeks of the date reserved.

By USER - A reservation canceled at least thirty (30) days or more prior to the event will not suffer a penalty. If a function is cancelled within twenty-nine (29) days up to 8 days before a scheduled event, the security deposit of \$150 will be the penalty for cancellation. If a reservation is canceled within seven (7) days or less; both the security deposit check and the hourly rental and maintenance check will be forfeited as penalty for the late cancellation.

E. CONTRACTS

Contracts will be completed for **ALL** functions requiring payment of rental fees.



**Compton Village Homeowners Association
Community Center Check List**

Last Name:	
Event Date:	
Arrival Time:	
Departure Time:	
Signature:	

Reporting a problem at the Community Center

Complete the information requested below and please check the facility **before** and **after** your event. If there is any problem with the Community Center upon arrival please call after hours (703-230-2240) for instruction or assistance.

Please return the completed Check List following your event to the CV HOA Office. Thank you.

Renter's Name		Daytime Phone No.	
Day, Date of Rental		Time of Rental	

Before the Event

Using the checklist below, did the Community Center meet the criteria listed upon arrival? Yes No

If NO, please explain:

Check List

Please review and initial each item upon **Arrival and Departure** for your event. **Please initial.**

Arrival	Description of Item	Departure
	Balloons and other decorations removed. Helium balloons found in the ceiling will result in a deduction from the security deposit. All items brought in for event are removed, (i.e. signage, balloons, dishes, linens, etc.)	
	All counter tops, cabinet doors and walls in kitchen wiped clean.	
	Stove, oven and counter top appliances wiped clean and TURNED OFF.	
	Microwave wiped clean.	
	Refrigerator empty and clean.	
	Tables and chairs wiped clean (food, craft glue, paint, glitter, etc) and stacked on storage racks and returned to closet as per the diagram on the door.	
	All floors, including the foyer and bathrooms; swept (and wet mopped if stained), walls checked and cleared of debris/stains.	
	Bathrooms: all floors swept/wet mopped if stained, wipe sink, mirror and toilets.	
	All trash (including bathroom trash cans) -Placed in dumpster located in the back parking lot by pool after event. -Replace trash liner (extra bags found in the kitchen drawer)	
	No pins, nails, tape, etc. allowed on walls, windows or doors.	
	All cigarette/cigar butts littering perimeter of building must be removed.	
	All interior lights turned off	
	Thermostats adjusted and reset: 68 degrees heat and 80 degrees air conditioning if applicable	
	All interior and exterior doors and windows locked	

Building/parking lot MUST BE vacated by time noted in Noise Ordinance & Curfew! Please list any items needing attention (i.e. light bulbs out, leaking faucets, etc.)

Please return **Check List** to the HOA Office following your event.

Room Rental keys **ABSOLUTELY CANNOT** be left in the drop box outside the HOA Office. All keys MUST be returned to HOA Office staff within the next business week (Monday – Thursday 9am-2pm)

The following is a checklist of items that **MUST** be done by the “Permit Holder” at the end of each scheduled event:

_____ ALL tables and chairs **MUST** be wiped off before restacking on storage racks.

_____ Thermostat set at 80° on the “COOL” setting in summer and at 65° on the “HEAT” setting in winter.

_____ All interior lights turned off.

_____ Stove and oven turned off.

_____ Floors cleared of debris and spills.

_____ Kitchen counter tops cleaned of food and debris.

_____ Trash and garbage bagged and placed in dumpster located in back parking lot by pool.

_____ No pins, nails, tape, etc. allowed on walls or ceiling. No balloons left floating.

_____ All items brought in for event must be removed (check the refrigerator).

_____ All exterior doors locked when leaving the community center, including the door to the hallway.

_____ Room rental keys **ABSOLUTELY CANNOT** be left in the drop box outside the front doors. All keys **MUST** be returned to HOA Office staff within the next business week (Monday - Thursday 9 AM -2 PM).

_____ All cigarette/cigar butts littering perimeter of building must be removed as well as other decorative or food debris left from the party - \$5.00 charge for pick up by Staff if not done by permit holder.

_____ Building/parking lot **MUST BE** vacated by time noted in Noise Ordinance & Curfew

COMMUNITY CENTER FACILITY DAMAGE GUIDELINES

TYPE OF DAMAGE	APPROXIMATE COST OF REPAIR
Pins, nails, tape, etc. used on walls or ceiling	MINIMUM CHARGE \$20.00
Floors, walls or doors scuffed, dented, gouged, marred in any way	To be assessed according to degree of damage and materials needed to repair
Broken windows	Cost of replacement (including labor)
Broken chairs or tables	Cost of replacement or repair
Bathroom damage	Cost of parts and labor
Appliance damage	Cost of parts and labor
Broken light bulbs	Cost of parts
Other	

NOISE ORDINANCE AND CURFEW

Residents renting the community center are reminded that the Fairfax County Noise Ordinance prohibits loud noise after 11:00 PM.

All events in the community center must end prior to the **Fairfax County curfew:**

(Sunday – Thursday 12:00 AM)
(Friday & Saturday 1:00 AM)

The building and parking lot are to be cleared of any guests or vehicles at or before these times. The Police may be contacted by surrounding homeowners to report violations of the noise ordinance or curfew on the premises.

Those renting the center are also reminded to be courteous to the residents that live near the community center:

- No loud music outside of the center
- No loud gatherings outside of the center
- No squealing of tires in the parking lot

****Failure to vacate community center premises by set time could be cause for loss of security deposit. Failure to follow these Local Laws is cause for refusal of future community center rental.****

**“NO SMOKING IN
BUILDING”**

PLEASE INSTRUCT YOUR GUESTS THAT SMOKING IS NOT ALLOWED IN THE COMMUNITY CENTER AND ALL CIGARETTE BUTTS MUST BE DISCARDED IN THE “SMOKER STATION” BOX LOCATED OUTSIDE THE FRONT DOORS.

INSTRUCT YOUR GUESTS NOT TO THROW CIGARETTE BUTTS ON THE SIDEWALK, FRONT LAWN, PARKING LOT OR DRIVEWAY AT THE COMMUNITY CENTER.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN A CLEANUP CHARGE.

RETURN OF ROOM RENTAL KEYS

Room rental keys ABSOLUTELY CANNOT be left in the drop box outside the front doors. All keys **MUST be returned to HOA Office staff within the next business week (M-Th 9 AM-2 PM). Any group that leaves a room rental key in the drop box outside the front doors or returns the key later than one business week will be charged an additional \$25.00. If the key is left in the drop box and the HOA Office Staff is unable to locate the key, the permit holder (rental group) will be responsible for the fee to re-key the entire community center (approx. \$300-\$400).**