



Compton Village Homeowners Association

14401 Compton Village Drive | Centreville, Virginia 20121

Phone: (703) 815-0014 | E-Mail: 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) 189

"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

Item	Number	Rate	Total
SECURITY DEPOSIT (Not included in Total Rental Costs)		\$	\$
RENTAL AMOUNT		\$	\$
CLEAN-UP FEE		\$75.00	\$
TOTAL RENTAL COSTS			\$

Payments	Amount	Date	Check Number	Received by
SECURITY DEPOSIT	\$			
RENTAL FEES	\$			
BALANCE DUE?	\$			
OUTSTANDING BALANCE PAID	\$			

KEY # _____ DATE TAKEN _____ DATE RETURNED _____ REC'D BY _____

FACILITY INSPECTION DATE _____ DEPOSIT REFUND \$ _____ DATE _____

COMMENTS: _____

(CONTINUE TO THE NEXT PAGES FOR ADDITIONAL INFORMATION AND COMPLETION OF THE 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.

I have reviewed and have a copy of the Compton Village Community Center Operating Guidelines (available at www.comptonvillage.org) and will faithfully follow all requirements and guidelines.

SIGNATURE: _____
(Permit Holder)

DATE: _____



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Quick Checklist for Rental of the Compton Village Community Center

1. ____ No alcohol is allowed on the Compton Village Community Center property.
2. ____ No Mylar balloons are allowed inside the Community Center.
3. ____ **Setup, event, and clean up *must* take place inside the times stated on the rental document.**
 - a. **Under no circumstances** is a group to access the Community Center prior to the time on the rental document. Entrance prior to the time on the contract will cause the **security deposit to be forfeited.**
 - b. If the group is in the facility after the time stated on the rental agreement, the **security deposit may be forfeited.**
4. ____ The Community Center is to be left in the condition it was found. All tables and chairs cleaned and put away. The cleaning fee covers the cleaning of the building, not cleanup of materials and trash from an event.
5. ____ Any trash generated by the event may be placed in the dumpster beside the pool.
6. ____ Please double check that no trash has been left outside the building. The cleaning fee does not cover outside areas. Trash left outside the building will cause the **security deposit to be forfeited.**
7. ____ The owner of the property securing the rental of the Community Center must be in attendance at the event and is financially liable for any and all damage to Association property during the event.
8. ____ Keys must be returned in person to the Association offices during office hours. Leaving the keys in the Association drop box may result in the **forfeiture of the security deposit** and will result in additional charges if it becomes necessary to rekey the building.
9. ____ Make sure that **all doors** to the Community Center are locked when your event is complete.

This checklist serves to focus on the basic conditions for renting the Community Center. It is in addition to and does not replace the full rental contract and conditions. The renter should read those carefully and sign them for submission along with the contract and this document.

Please initial each blank above and sign below.

Property Owner Responsible for Rental (Please Print)

Signature of Property Owner Responsible for Rental

Property Address

Date

Compton Village HOA

Community Center After Event Cleanup

We hope your event is a big success. When you finish the event, the tables should all be wiped down and put away along with all of the chairs. Please check out the pictures below to help you with the process.

Chairs – Please see the picture below. The chair racks are designed to hold the chairs in a certain way. They will hold them in other ways, but the designed way makes it easier to take the chairs out and to return them. Note the peg on the side of the stand that will hold the chairs in place.



Chair racks – When the chairs are placed in the chair rack, the bottom of the seat should face up. It is much easier to get the chairs out and back into the racks in this position.



Tables – Tables should be replaced in the closet with the handles either up, or facing toward the door of the closet. It makes it easier to get tables out.



This is what the closet should look like when you are finished.

Thanks!