

SAYBROOKE

Homeowners Association, Inc.

The Clubhouse is available for rent and may be reserved by the aforementioned provided the following Procedures, Rules and Regulations are observed.

PROCEDURES:

1. Individuals interested in renting the Clubhouse for private or organizational use must complete an “Application for Use and Rental Agreement”.
2. The request must be made with the Management Agent at least two (2) weeks in advance and must be accompanied by the security deposit (see page 4). Cancellations made less than one (1) week prior to the event are subject to a cancellation charge of fifty percent (50%), of the security deposit. The rental fee must be paid in full two (2) weeks before the scheduled event. In case of cancellation, the rental fee will be refunded. Partial rental fees will not be refunded due to vacating the premises early. Requests for rentals made with less than two weeks notice must be paid in full (deposit and rental fee) at Armstrong Management with a certified check.
3. An inspection will be scheduled prior to and following the event and applicants are required to attend.

RULES AND REGULATIONS:

1. The individual (Renter) sponsoring the rental must be present for an inspection of the facility at the beginning and the end of the event. The Renter is responsible for the conduct of the guests and must be on the Clubhouse premises throughout the party. He/She is liable for all damages, including any damages exceeding the amount of the previously obtained security deposit.
2. Maximum occupancy limits will be observed.
3. The Board reserves the right to check in on any gathering.
4. The Renter is responsible for all rented areas including the meeting room, hallways, exterior areas used by party attendees and bathrooms. No furniture is to be removed from the room.
5. All areas must be returned to pre-rental condition. Trash must be secured and removed from the premises. Renters are encouraged to recycle and separate trash in accordance with Prince William County guidelines.

6. **SMOKING IS PROHIBITED INDOORS.** Renters assume full responsibility for making sure their guests comply with this rule.
7. All floors must be cleaned, swept or vacuumed with the supplies located in the supply closet. All rugs must be vacuumed. All bathrooms must be thoroughly cleaned. During pool operations the restrooms are shared. If the rental ends during pool operating hours the pool service will clean the restrooms at the end of the operating day, the renter is not required to clean the restrooms under these circumstances. If the party ends following the pool closure, the pool management company will clean the restrooms, per their contract and the renter is responsible for cleaning the restrooms following their party's end time. Restrooms will be checked during the post-party inspection.
8. There must be a thorough and clear access to the exits at all times.
9. Prior approval by the Association or their representative is required for decorations. Only removable tape may be used to secure decorations. Any decorations must be completely removed, including any tape, etc. used.
10. Music must be kept at a moderate level. The doors and windows must remain closed at all times.
11. Excessive noises, abusive or unacceptable behaviors resulting in complaints to the Board of Directors will not be tolerated and may result in revocation of the privilege to use the facilities.
12. Pool access is restricted during non-operating pool hours. It is the responsibility of the homeowner/renter to make sure guests do not access the pool area unless during pool operating hours.
13. The clubhouse may be rented during pool operating hours. Swimmers and party members will share bathrooms during this time. Restroom doors will remain unlocked during the party. The renter, at the completion of their event, shall secure interior restroom doors.
14. There shall not be wet or damp clothing (i.e. bathing suits, shoes, towels, etc.) in the clubhouse. This restriction must be adhered to, to maintain the clubhouses appearance and décor. Chlorinated water can damage rugs and weaken fibers in the furniture. It is the renter's responsibility to enforce this rule.
15. All requests for rental of the facility will be approved by Management as authorized by the Board of Directors.
16. Each Homeowner Association Committee will be granted free use for meetings. Meeting times must be scheduled at least one (1) week in advance through the management company.

17. The Renter who is sponsoring their own wedding reception must designate a responsible person to represent them for the “pre” and “post” inspections of the facility if they are not available to attend.
18. Two (2) hours of set-up/clean-up time will be granted for use immediately prior to/after the reserved time.
19. In the event the “nature” of a scheduled party changes, the sponsor is responsible for notifying the Association. All applicable changes in fees must be brought up-to-date at that time.
20. **All adult activities must end, and the area vacated and cleaned, no later than 11:00 P.M. (Sunday through Thursday), 1:00 A.M. on weekends (Friday and Saturday).** All chairs, tables and other items brought to other areas must be returned.
21. The Renter is responsible for clean-up of all areas in and around the clubhouse, turning off the lights, turning the thermostat to the appropriate setting (heat to 60 degrees/air conditioning to 80 degrees, if used), securing all exit doors and returning the key to the clubhouse to the designated area after their event ends. Failure to comply with this rule may result in the forfeiture of their deposit.
22. The Association reserves the right to terminate use at any time if a violation of the rules exists/persists (e.g., keep security deposit, keep fee, etc.).

YOUTH ACTIVITIES:

YOUTH ACTIVITIES ARE RESTRICTED TO MEMBERS AND THEIR INVITED GUESTS ONLY. Any activity consisting of seventy-five percent (75%) youth (under 18 years of age) must be chaperoned. At least one (1) chaperone, over the age of 21, for each ten (10) persons must be present at all times. All parties must end and areas cleaned no later than 11:00 P.M. on weekdays (Sunday through Thursday), and 1:00 A.M. on weekends (Friday and Saturday).

The application and all required forms must be executed and signed by an adult who will assume responsibility for the areas.

Management will recommend to the Board of Directors when modifications to the preceding rules are deemed necessary.

SCHEDULE OF RENTAL FEES

CLUBHOUSE RENTAL

<u>Approved User</u>	<u>Deposit</u>	<u>Fee</u>
Party/Meeting	\$250.00	\$100.00

Fees are subject to change without notice

Failure by any individual or organization to comply with any and all Procedures, Rules and Regulations set by the Association can result in forfeiture in deposit, cancellation of event, and/or restriction of any future use of Facilities.