

# Downstairs Meeting Space Agreement

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Use of the Community Center is a privilege, not a right. Please treat the room and the building as a whole, as you would your own home. The Community Center is a **Non-Smoking Facility**.

Check all that apply:

- Not for Profit Organization       Member       Commercial/Non-Member

## Hours available for open meeting space \*:

- Monday – Thursday      9:30 am until 4:30 pm
- Friday      9:30 am until 12:00 pm

*\*First come first served for Members only, subject to availability. Reservation and payment required otherwise*

## Hours available for rental of downstairs meeting space:

- Monday – Thursday      5:00 pm until 11:00 pm
  - Friday      5:00 pm until 12:00 am
  - Saturday – Sunday      8:00 am until 12:00 am
- All set up and break down needs to be included in the time reserved*

**\*Room Rental Fees** – payable to AFA cash or check only & due at least 48-business hours before rental

Not for Profit Organization:

- \$10/hour

Member:

- \$20/hour

Commercial/Non-Member:

- \$40/hour

## \* Furniture Rental Fees:

- \$10/Rectangular Tables (*Tables are 6ft & 8ft long*)

\*40 chairs are included in the rental of the downstairs room. Any additional furniture will be at an additional cost.

## Rules for Use:

1. If downstairs meeting space has been reserved after business hours, you will need to obtain a 4-digit code to unlock the front door. This code will be emailed to the renter the business day before the reservation. The code will only work during the hours the room has been reserved. Please be sure to push the buttons firmly and slowly. The door will be available to unlock with your code at the start time

provided at the beginning of this contract and will lock promptly at the end of your rental time. Be sure to have all your things out of the room by this time. The room is utilized by other groups, so the Association is not responsible for lost or stolen items, or items left in the room. Your assigned code will not be given to anyone else and will not work after your event.

2. The Premises must be left clean, including but not limited to:
  - The tables and chairs are not to be removed from the meeting space and are to be wiped down.
  - Remove any food or beverages you bring.
  - Clean up any and all food or drink spills from walls, floors, etc.
  - All trash should be cleaned up from the meeting space and bathrooms.
  - Remove all trash bags from the Premises – do not leave trash inside or outside the building. Dumpsters for trash are located at the rear of the pool area parking.
  - Sweep the floors if needed.
  - Pick up all cigarette/cigar butts that may be on the ground around the outside of the building, sand containers are provided for this purpose and should be used when needed.
  - No candle burning is permitted.
  
3. Premises must be left secured:
  - Turn off all lights.
  - Check all rooms (including bathrooms) to insure no one is left in the building at the end of the meeting.
  
4. Termination Of Rental Period And Repairs:
  - At the expiration of the Rental Period, the Premises will be delivered to the Association at the time agreed upon and shall be clean in good repair and order and in the same or better condition as when received in accordance with the rules stipulated in Rules for Use. In the event the Member fails to deliver the Premises to the Association at the expiration of the Rental Period or if the Member is found to have taken possession of the Premises prior to the agreed upon time, the Member agrees to pay for any additional time. Member will also agree to pay an Administrative Fee for any breach of contract, including occupancy of the Room later than as specified per this agreement.
  
5. Security:
  - The Ashburn Farm Association Windmill Community Center is under 24-hour video surveillance. The Member acknowledges the presence of such devices as a resource to ensure safety and property of the Community Center.
  
8. Securing The Premises:
  - The Member is responsible for securing the Premises at the end of the Rental Period. The Member shall not leave any persons in the building unsupervised. The Member is responsible for checking all doors and windows to insure they are secure. This includes both levels of the building, all entrances and windows. Any damage or vandalism to the Premises due to a breach of security shall become the Members responsibility. The Association reserves the right to collect for damages, including but not limited to legal fees, to the Premises as a result of such a breach of security.

\*Your cooperation in keeping the Premises in good condition is important and appreciated. Any persons or groups found to be abusing the Premises will lose their privileges. **Damages to the meeting space will be assessed to the Member's account or referred to litigation if deemed necessary.**

PLEASE NOTE: Private events held in the Downstairs Meeting Room do not reflect the thoughts and opinions of Ashburn Farm Homeowners Association.

Initial: \_\_\_\_\_

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*The undersigned agrees to all the terms and conditions in the Meeting Use Agreement:*

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Name (Please Print): \_\_\_\_\_

*\*\* Ashburn Farm Association reserves the right to reject any room rentals or terminate room rental contracts for any reason deemed necessary by the Association Staff. \*\**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

## Meeting Space Use Authorization

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**The Association and the Renter agree to the following:**

Reason for Use: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Day: \_\_\_\_\_

Time: \_\_\_\_\_ PM - \_\_\_\_\_ PM

Amount Paid: \$ \_\_\_\_\_

**The undersigned agrees to all the terms and conditions of the Meeting Space Use Agreement.**

Renter Name (Please Print): \_\_\_\_\_

Name of Organization/Business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Required): \_\_\_\_\_ Email Address (Required): \_\_\_\_\_

**Additional Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ashburn Farm Representative/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_