



Downstairs Meeting Room Agreement

The Association reserves the right to cancel and/or prohibit future rental of the space. The use of the Community Center is a privilege, not a right. Please treat the room and building as you would your own home. The Community Center is a non-smoking facility.

Are you a: (circle one) Not for Profit Organization (501 c3 required) **or** Association Member/Resident

Room Rental Fees are: • \$10.00/hour - Not for Profit Organization • \$50.00/ hour - Association Member/Resident

Furniture Rental Fees:

- Use of the furniture in the room is free of charge but must be wiped down after each use and placed along the perimeter of the room as they were found.
- 6ft and 8ft tables are available at an additional charge of \$15 per rectangle table & six chairs.

Cleaning:

- A mandatory cleaning fee of \$50.00 will be added to your total rental cost.

Security Deposit

- A mandatory security deposit of \$500 is required to secure a reservation.

Hours available for open meeting space:

- Monday through Thursday 9:30 a.m. until 4:30 p.m.
- Friday 9:30 a.m. until 12:00 p.m.

*-- Association Members can use the lower level meeting room at no charge for up to three (3) hours, but the room must remain open to Association staff and other Members. *Subject to availability. Reservation and payment required otherwise*

Hours available for rental of downstairs meeting space:

- Monday through Thursday 5:00 p.m. until 11:00 p.m.
- Friday 5:00 p.m. until 12:00 a.m.
- Saturday and Sunday 8:00 a.m. until 12:00 a.m.

--All set up and break down needs to be included in the time reserved and the room needs to be left in as good or better condition than when found. Please wipe down furniture and place around the perimeter of the room before securing the building upon exit.



Downstairs Meeting Room Agreement

Rules of Use:

1. If downstairs meeting space has been reserved after business hours, the door will unlock at the start of your rental period, remain open during the rental time, and lock at the end of your rental period, indicated in this agreement below. 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.
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 brought in the building.
 - Clean up 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. Cigarette disposal towers 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 rental.
 - Secure all doors leading to the outside of the building
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. Pressing the Police, Fire, or Panic buttons on the alarm panels, or otherwise tampering with the alarm panel that triggers a police or emergency response will forfeit the security deposit.
6. 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 Associations. Initial: _____



Downstairs Meeting Room Agreement

Meeting Space Use Authorization

Changes to the contract (furniture order, time, etc.) cannot be made two weeks prior to the reservation date

The Association and the Renter agree to the following:

Reason for use: _____

Date(s) of use: _____

Time(s): _____ am/pm to _____ am/pm Amount Due: _____

Renter Name: _____

Name of Organization/Business (if applicable): _____

Address: _____

Phone (Required): _____ Email Address (Required): _____

Additional Contact Person:

Name: _____ Phone: _____

(PLEASE PRINT)

The undersigned agrees to all the terms and conditions in the above Agreement:

Renter Name: _____ Date: _____

Renter Signature: _____

(PLEASE PRINT)

AFA Associate: _____ Date: _____

(SIGNATURE)

****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. ****



Downstairs Meeting Room Agreement

Changes to the contract (furniture order, time, etc.) cannot be made two weeks prior to the reservation date

FOR OFFICE USE ONLY:

_____ Hours @ \$10.00 or \$50.00 p/h	\$ _____	Security Deposit: Check or Cash
Equipment: _____	\$ _____	Amount:
_____ Rectangle Table @ \$15.00 per table	\$ _____	Check Number:
8 ft: _____ 6ft: _____		
Mandatory Cleaning Fee	\$ 50.00	
<hr/>		
	Total: \$ _____	Remaining Balance: Check or Cash
		Amount:
		Check Number:

Initial: _____

Changes to the contract (furniture order, time, etc.) cannot be made two weeks prior to the reservation date