

# 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

**\*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

\*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, the key must be picked up prior to 4:00pm the day before the meeting. The key will be available at the Community Center Office (21400 Windmill Drive). The Association does not send out reminders for key pickup. Key pickup is the responsibility of the Renter. The key will only be given to the Renter and should remain in the possession of the Renter during room use.
2. The key must be dropped off either at the office by 4:00pm the next business day after the meeting, or dropped in the drop-box outside the office immediately following the meeting. Failure to return the key as scheduled will result in a seventy-five (\$75.00) late fee. No keys may be duplicated.

3. 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.
4. Cleaning supplies are available on site.
5. 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.
  - Close and lock all doors – Lock both the handle and the dead bolt on the front entry door.

\*Your cooperation in keeping the Premises in good condition is important and appreciated. **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): \_\_\_\_\_

## Meeting Space Use Authorization

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

Type of Meeting: \_\_\_\_\_

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): \_\_\_\_\_ Alternate Phone (Required): \_\_\_\_\_

**Additional Contact Person:**

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

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

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