



## Parkway Meeting Room Rental Information

1. Procedures, Rules, and Regulations
2. License Agreement
3. Key Agreement

Please be gentle and treat the Parkway Meeting Room with care. It has been renovated for everyone to enjoy!

**COUNTRYSIDE PROPRIETARY  
PARKWAY MEETING ROOM  
PROCEDURES, RULES, AND REGULATIONS**

***The Parkway Meeting Room is for the sole and exclusive use to CountrySide homeowners and tenants, and is not for public rentals or “for profit” activities.***

CountrySide homeowners in *good standing* are considered eligible to reserve the Parkway Meeting Room. “Good standing” is defined as any CountrySide homeowner that does not have any outstanding violations or delinquent assessments. Non-Resident CountrySide homeowners, who are in good standing, may also allow their tenant to rent the Parkway Meeting Room for private use.

1. First priority in scheduling the Parkway Meeting Room will be given to CountrySide governing bodies such as the Board of Directors, Design Review Committee, Neighborhood Advisory Council, and other CountrySide Committees.
2. Second priority will be given to CountrySide sponsored activities and functions; for example, CountrySide town meetings, CRC sponsored events, and safety training.
3. Third priority will be given to homeowners, tenants, or groups on a first-come, first-serve basis.
  - Homeowners or tenants wishing to hold private functions; such as birthday or graduation parties, anniversaries, and wedding receptions ***that are by invitation only.***
  - Groups, the majority of which should be residents of CountrySide. (e.g., Waves swim team, tennis club, scouting groups, CountrySide Women’s Club, school and church functions but only if hosted by a CountrySide resident in good standing).

The Parkway Meeting Room is **NOT** available for rent or lease to any "For-Profit" entities or non-CountrySide entities under any circumstances unless approved in advance by the Facilities Committee or the CountrySide Board of Directors. Typical exceptions to this rule that have been approved in the past include CPR classes, first aid training, and lifeguard training by our pool management company for groups consisting of predominantly CountrySide lifeguards, swim lessons, tennis lessons, scouting events, 5<sup>th</sup> Grade graduation parties, or other events that are sponsored by a CountrySide standing committee.

**Contracts**

The licensee will accept full responsibility for all damages and will reimburse the Proprietary for any costs associated with clean up or repair to the facility from the room deposit. The cost of any damages over and above the amount of the deposit will be billed to the Licensee within 10 days.

Contracts can **only** be signed by an **Owner/resident in good standing** and will **only** be for the following:

- a. CountrySide Homeowners
- b. CountrySide Tenants
- c. CountrySide Groups

The Proprietary reserves the right in its sole discretion to cancel a lower priority function for a higher priority function. Arrangement for a reservation will be made through the Proprietary Office and is confirmed only after receipt of the signed License Agreement, security deposit and rental fee. A reservation made within 10 days of the rental must be paid in cash. Reservations for Priority 3 will be on a first-come first-serve basis.

Homeowners or tenants interested in renting the meeting room for a private or a CountrySide group use must complete a License Agreement and must read and uphold the Parkway Meeting Room Procedures, Rules and Regulations.

### **Security Deposits and Required Fees:**

There will be a security deposit of \$400.00 due at the time of reservation for all functions described on Page 1 Priority 3.

There will be a key deposit of \$50.00. Keys may be picked up at the Proprietary Office 48 hours prior to the rental date. If a key is lost or is not returned within five business days of the rental activity, the \$50.00 key deposit shall be forfeited.

A license fee of \$125.00 per four-hour block and \$25.00 for each additional hour, up to a maximum of 8 hours, shall be required as of May 1, 2015, for the use of the Parkway Meeting Room. The Proprietary will retain the license fee if it receives less than 48 hours notice of cancellation.

The deposits and fees may be written in one check, which will be deposited into the Proprietary bank. The deposits will be refunded to the Licensee minus any clean up or damage costs. The cost of any damages over and above the amount of the deposit will be billed to the Licensee within 10 days.

*For example, to reserve the Parkway Meeting Room for four hours on Saturday afternoon three weeks from now, you must come, in-person, to the Proprietary Office and complete the Parkway Meeting Room License Agreement. At that time you must pay a \$400 security deposit, a \$50 key deposit, and \$125 for the four-hour block of time. On the Friday before your event, you may pick-up the key and the week following the event, you must return the key. After a member of the Proprietary Office determines that the room was left in satisfactory condition, the \$400 security deposit and \$50 key deposit will also be refunded to the Licensee by check mailed to the address of record. The total cost is therefore, only \$125.*

**Please note that it may take up to two weeks for the Proprietary Office to refund your deposit. Once the refund is ready, the Proprietary Office will mail the check to the property address that was listed on the license agreement unless other arrangements have been made in advance.**

## **Rules and Regulations:**

1. **Maximum capacity of the Parkway Meeting Room is 49 people.**
2. The Licensee is responsible for all licensed areas including the meeting room, lobby, kitchen and bathrooms. All areas must be returned to a condition at least as good as the pre-licensed condition. Trash must be secured and taken out to the large trash container(s) located at the south side of the building. Clean plastic trash bags (stored at the bottom of the trash cans) must be inserted in the trashcans. A mop for cleaning up spills is also located in the kitchen area. Failure to restore all licensed areas to their pre-function condition will result in charges to the Licensee.
3. Tables and chairs must be returned to their position as they were pre-function. The set-up is displayed at the end of this document.
4. Licensed use of the Parkway Meeting Room does **NOT** include use of the pool and/or pool deck areas.
5. All Proprietary provided tables **MUST** be covered when used for any type of arts, crafts, or activities where the tables are likely to be marked or stained.
6. Smoking is not allowed in the Parkway Meeting Room. Smoking is allowed **OUTSIDE** the building but users are responsible for proper disposal of their “cigarette butts”.
7. Any damages that occur, due to not following this policy, including but not limited to cleaning, is the sole responsibility of the Licensee.
8. All requests for the use of the building must be accompanied by a description of the type of activity for which the building is to be used, including number of people attending, date and time of the use of the building, and verification that the event is not for profit.
9. There must be thorough and clear access to the exits at all times.
10. Decorations or materials of any kind may not be hung from the ceiling. The use of “Command Hanging Strips (or comparable product)” only, to affix decorations to vertical surfaces, to avoid damage to the walls/doors and must be completely removed upon completion of the function.
11. Music must be kept at a moderate level. All doors must remain closed at all time as music could disturb the neighbors in adjacent homes. Music is not allowed outside.
12. All adult activities must end and the area vacated and cleaned no later than 1:00 AM. All chairs, tables, and other items brought by the licensee must be removed.
13. **NO ALCOHOLIC BEVERAGES** are permitted unless a member of the Loudoun County Sheriff’s Department is in attendance during the entire event. Verification is required.
14. If the Parkway Meeting Room is in unsatisfactory condition upon arrival, the Licensee must call the Proprietary Office at (703) 430-0715. If the Office is closed, leave a message with your concerns. Our “Night-line” is equipped to state the time and date of your call. We will get back to you on the next business day. Example: Breakage, malfunctions, unclean room, etc. If no call is made the premises will be deemed acceptable at the commencement of the function.

15. The Loudoun County noise ordinance prohibits loud noise after 11:00 PM and that ordinance is enforced in CountrySide. As a matter of courtesy to the community and surrounding residents, please vacate the premises as quietly as possible.
16. The key may be picked up during regular business hours at the Proprietary Office within 48 hours of the rental date. There will be a \$50.00 key deposit. The key must be returned within five business days to the Proprietary Management Office. Each key is numbered and will be checked back in by this number. If a key is lost or is not returned within five business days after the function, the \$50.00 key deposit shall be forfeited.
17. It is the responsibility of the Licensee to ensure that doors leading to the pool are kept locked at all times and no guests are permitted access to the pool area.
18. The emergency access road may be used for loading and unloading *only*. No vehicle is permitted to park in this area because it inhibits access by emergency vehicles. Parked vehicles will be towed at the owner's risk and expense. Use of the access road must be coordinated with the Proprietary Office prior to the function. Please park all vehicles in the Parkway parking lot.
19. Motorized Vehicles are not allowed on the asphalt pathway in front of the facility at any time. Please park all vehicles in the Parkway parking lot.
20. No furniture will be removed from within the facility, without the express consent of the Proprietary Office.
21. It is the responsibility of the Licensee to ensure that all doors are locked and secured, including the door to the kitchen upon exiting the building.
22. **No alcoholic beverages** of any type are permitted unless the Licensee complies with number 12.

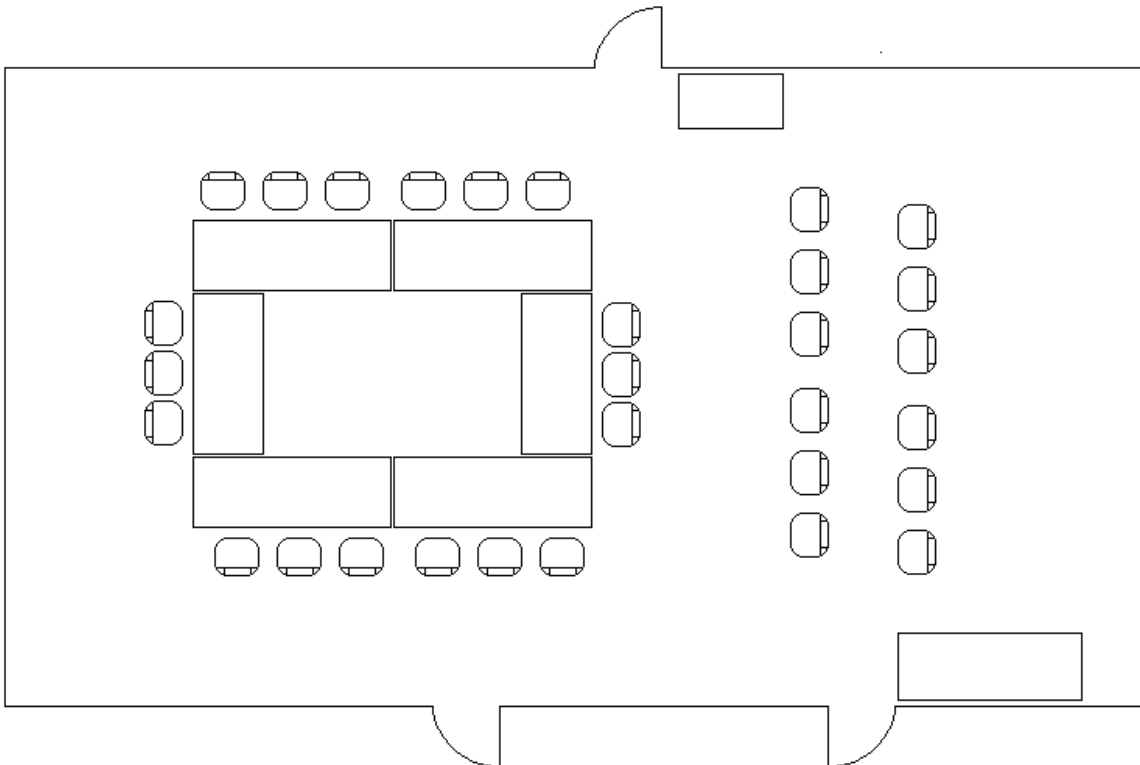
**Youth Activities:**

23. Any activity consisting of 75% youth (under 18 years of age) must be chaperoned. At least one chaperone, over the age of 21 for every 10 persons under 18 must be present at all times. All parties must end no later than 11:00 PM on weekdays and 12:00 midnight on weekends and holidays.
24. The application and all required forms must be executed and signed by an adult unit owner of CountrySide in good standing, who will assume responsibility for the areas. **No alcoholic beverages are permitted at youth activities.**

Deductions will come out of your security deposit if the list below is not complete when the event is over:

	<u>Deductions</u>
<b>Trash has NOT been taken out</b>	<b>\$10.00</b>
<b>Floors have NOT been swept or mopped</b>	<b>\$25.00</b>
<b>Decorations have NOT been removed</b>	<b>\$10.00</b>
<b>Tables have NOT been wiped down</b>	<b>\$10.00</b>
<b>Lights have NOT been turned off</b>	<b>\$10.00</b>
<b>Door has NOT been locked</b>	<b>\$350.00</b>
<b>General outside area is NOT clean</b>	<b>\$10.00</b>
<b>Women's Bathroom NOT clean</b>	<b>\$15.00</b>
<b>Men's Bathroom NOT clean</b>	<b>\$15.00</b>
<b>Tables &amp; chairs NOT put in the correct order</b>	<b>\$25.00</b>

### Meeting Room Base Furniture Arrangement



**PARKWAY MEETING ROOM LICENSE AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of  
(Today's date)

\_\_\_\_\_, \_\_\_\_\_, by and between COUNTRYSIDE PROPRIETARY  
(Month) (Year)

and \_\_\_\_\_ Licensee (Resident).  
(Print First and Last Name legibly)

WITNESSETH

WHEREAS, the Proprietary owns and operates the Parkway Meeting Room in CountrySide for the exclusive use of its membership and guests, and

WHEREAS, the Board of Directors of the Proprietary has authorized the license of the Parkway Meeting Room on a non-profit basis to members of the Proprietary; and

WHEREAS, the Licensee desires to enter into a written agreement with the Proprietary for use of the Parkway Meeting Room;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties do hereby agree as follows:

The Proprietary agrees to license use of the Parkway Meeting Room to the Licensee on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(Rental date) (Rental Month) (Year)  
between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Start Time) (End Time)

**If the Parkway Meeting Room is in unsatisfactory condition upon arrival, please call the Proprietary Office at (703) 430-0715, ext. 3010. If the Office is closed, leave a message with your concerns. Our "after-hours line" is equipped to record the date and time of your call. We will get back to you on the next business day. If no call is made, the premises will be deemed acceptable at the commencement of the use.**

1. The sum of \$400 will be collected as a security deposit. Any cleaning and/or repair costs will be deducted from the security deposit and any cleaning and/or repair costs in excess of the security deposit will be billed directly to licensee and shall be payable by licensee within ten days of billing. In addition, forfeiture of part or all of the licensee's \$400 security deposit may result from violating any of the Parkway Meeting Room rules.
2. The license fee for Parkway Room use as of May 1, 2015, is \$125.00 per four hour period and \$25 for each additional hour to a maximum of eight hours. There is a half hour before your rental time and a half hour after your rental time as a buffer for set-up and clean-up.
3. Licensee shall pay a \$50.00 key deposit. The key may be picked at the Proprietary Office 48 hours before the rental. If a key is lost or not returned within five business days of the rental activity, the \$50.00 key deposit shall be forfeited.
4. The deposits and fees may be written on one check, at the time this License Agreement is submitted. All checks will be deposited into the bank. A reservation made within 10 days of the rental must be paid

in cash. A reservation will not be honored if the deposit in full is not received 10 days prior to the function, unless paid in cash.

5. An inspection will be conducted by a Proprietary Office member on the first business day following the event. If the Parkway Meeting Room is found to be returned to acceptable condition, as stated on the Parkway Meeting Room Procedures, Rules, and Regulations, and the key returned, the security deposit and key deposit (\$450.00) will be mailed, by check, to the address of record.
6. Licensee hereby agrees to indemnify and hold the Proprietary harmless from any liability from property damage or personal injury, of whatever type or description, occurring during occupancy by Licensee and/or any of Licensee's guests under this agreement and any liability relating to or arising out of violations of any and all State and Local Laws, rules and/or regulations.
7. Maximum occupancy of the room is 49 persons. During the hours of occupancy under this Agreement, the Parkway Meeting Room and its premises shall be open to inspection by an authorized representative of the Proprietary.
8. Licensee shall be responsible for clean-up and removal of all debris from the Parkway Meeting Room, ground, parking areas and bath houses at the end of the occupancy period and shall insure that the premises are vacated under the terms of this Agreement.
9. This Agreement is a license agreement and, as such, is revocable at any time in the sole and absolute discretion of the Proprietary, and the Proprietary shall incur no liability whatsoever should this license agreement be revoked.
10. Use of the Parkway Meeting Room is a privilege. Any violation of this agreement may result in immediate cancellation of the contract, immediate vacating of the premises of the Parkway Meeting Room, and forfeiture of your deposit (e.g., unauthorized use of alcohol on the premises, destruction of property, or complaints of noise from nearby residents).
11. **The Parkway Meeting Room is equipped with recorded security cameras and we will use these recordings to determine the party responsible for any and all damages.**

***I hereby agree to the terms stated in the CountrySide Proprietary Parkway Meeting Room Procedures, Rules, and Regulations, and the Parkway Meeting Room License Agreement.***

Licensee's Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Home Phone number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

\_\_\_\_\_  
Proprietary Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date





## Key Rental Agreement

I, \_\_\_\_\_, accept full responsibility for key # \_\_\_\_\_, and agree to pay a key deposit of \$50.00. I am fully aware that if paid by check, my key deposit check will be deposited into the Proprietary bank account. I understand that key # \_\_\_\_\_ must be returned within five (5) Proprietary business days of the rental date. If returned within (5) business days of the rental date, the licensee will be reimbursed for the key deposit. If the key is lost or not returned within five (5) business days, the \$50.00 key deposit shall be forfeited. If the key is lost, the licensee agrees to reimburse the Proprietary an amount equal to the actual costs incurred by the Proprietary for re-keying.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (H): \_\_\_\_\_

(C): \_\_\_\_\_

EVENT/FUNCTION: \_\_\_\_\_