

**FOREST LAKES COMMUNITY ASSOCIATION**

1828 Pavilion Circle  
Charlottesville, VA 22911  
434-973-4596

**RENTAL CONTRACT**

**LESSOR:** FOREST LAKES COMMUNITY ASSOCIATION

**LESSEE:** \_\_\_\_\_

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

**PHONE NO. h) \_\_\_\_\_ c) \_\_\_\_\_**

**LESSEE** \_\_\_\_\_ hereby contracts to rent the \_\_\_\_\_ for a private function on \_\_\_\_\_ for a rental fee of **\$125.00** and a cleaning/security deposit of **\$175.00**. Please remit two separate checks, payable to FLCA. The cleaning/security deposit will be shredded (or returned to LESSEE if requested) provided there is no damage to the property, the key is returned and all clean-up requirements are met. Room rental fee must be received when reservations are made. The security deposit must be received upon key pick-up. **Cancellations not made at least two weeks prior to the rental date will incur a \$50 charge.**

**LESSEE initial** (\_\_\_\_\_) agrees to comply with all ordinances and regulations of the County of Albemarle, including but not limited to the Albemarle County Noise Ordinance.

**Alcoholic beverages may be served provided that Virginia Alcoholic Beverage Control laws are observed. Alcoholic beverages may not be consumed in the parking lot.** There is **NO SMOKING** in any of the buildings, on decks or in parking lots.

**LESSEE initial** (\_\_\_\_\_) shall be held responsible for building, building contents and restrooms.

**LESSEE initial** (\_\_\_\_\_) will hold Forest Lakes Community Association harmless for any loss or liability arising from the use of building.

**LESSEE initial** (\_\_\_\_\_) has read, understood and will abide by all rules for renting the Facilities.

**BY:** \_\_\_\_\_  
**LESSEE**

**BY: Forest Lakes Community Association**  
**LESSOR**

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

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

-----  
**OFFICE USE ONLY: Date Received** \_\_\_\_\_ **Rental Fee Check #** \_\_\_\_\_

**Security Deposit Check #** \_\_\_\_\_

**Deposit Shredded/returned** \_\_\_\_\_

## Rules For Renting The Facilities

- You are renting the Forest Lakes Pavilion or Poolhouse. You are the host/hostess and are responsible for its care during the length of time of your agreement. We would appreciate it very much if you would treat the facility in the same manner that you would your own home.
- Facilities may be used only in such manner as not to disturb residents. Loud music, bands, etc., are to be inside the building only and doors are to be closed while music is being played. Boisterous talk and other disturbing noises need to be at levels low enough to cause the least amount of disturbance.
- NO pets or animals shall be brought into the facility
- The buildings are not to be used by residents in which to operate a business or for profit.
- NO equipment or furniture furnished in the facilities may be removed. Please replace all furniture that has been moved to their original locations. If you are renting furniture, (chairs, tables, etc.) please be advised, Forest Lakes assumes no responsibility for these items and you must arrange for the rented items to be delivered only during your allotted rental times and are to be taken out of the facility the day of your rental.
- **NO ONE** under the age of 21 may sign the Forest Lakes Rental Agreement. Any party with guests under 21 must be chaperoned by the parent reserving the facility.
- There will be a \$125 rental fee and \$175 security deposit. These payments should be made in two separate checks and made payable to Forest Lakes Community Association. Rental fees are due when the reservation is made. Deposit is due when the key is picked up.
- **Only residents of Forest Lakes may reserve the facilities and must be present at all times during the function.**
- ONLY residents of Forest Lakes may pick up the key, unless a prior arrangement has been made with the Homeowner Association Office. You will be charged the entire cost incurred to replace the lock and 5 key replacements if the key is lost, misplaced or not returned at the end of your function. Keys are available for pick up 24 hours prior to event. Please arrange a time with the Homeowner's Association Office. The key MAY NOT be loaned or given to another person by the lessee.
- The pool and pool area are not to be used in conjunction with a Pavilion/Poolhouse rental.
- **SMOKING is not permitted** in the buildings or on FLCA grounds.
- For non-911, after hours emergencies, call Community Group at 804-254-0427 and follow the homeowner prompts.
- You will need to supply your own ice, linens, serving pieces, plates, silverware etc. Certain kitchen items are available at the Pavilion. Care must be taken that these items remain at the Pavilion. Trash bags and cleaning supplies are provided.
- Albemarle County fire code regulations the Pavilion and Poolhouse at a 70 person maximum capacity. If maximum capacity is exceeded and a county fine occurs, payment of such fines is the sole responsibility of the lessee.
- **Alcoholic beverages** may be served provided that Virginia Alcoholic Beverage Control laws are observed. Alcoholic beverages may not be consumed in the parking lot.
- Cancellations must be made at least 14 days prior to rental date in order to receive a full refund. Cancellations made after 14 days will incur a \$50 charge.
- Fires are not permitted in the fireplace at the Poolhouse or on any decks.

**OVER**

**Additional Requirement for Security Deposit Refund**

1. DECORATIONS CAN ONLY BE AFFIXED TO WALLS WITH **MASKING TAPE**. ALL DECORATIONS MUST BE COMPLETELY REMOVED BOTH INSIDE AND OUSIDE THE BUILDING.
  2. ALL WINDOWS/DOORS ARE TO BE LOCKED AND THE LIGHTS TURNED OFF AT THE END OF THE EVENT.
  3. ALL FOREST LAKES FURNITURE IS TO BE RETURNED TO ORIGINAL LOCATIONS AND BANQUET TABLES/FOLDING CHARIS ARE TO BE FOLDED AND PLACED NEATLY IN STORAGE AREA. Please lift furniture and do not drag it across the floor.
  4. **CLEANING**: LESSEE IS RESPONSIBLE FOR CLEANING AFTER THE EVENT. CLEANING INCLUDES, BUT IS NOT LIMITED TO, REMOVAL OF ALL TRASH FROM THE FACILITY AND TRASH CAN LINERS REPLACED, CLEANING OF ALL FLOORS, RESTROOMS, KITCHEN FACILITIES AND APPLIANCES. CARPETS MUST BE VACUUMED AND CHECKED FOR STAINS. FOR STAINS/SPILLAGE ON CARPET, WIPE WITH A CLEAN CLOTH AND **WATER ONLY**. TABLES, COUNTERTOPS AND BAR AREAS ARE TO BE WIPED CLEAN. **TRASH IS TO BE TAKEN TO THE TRASH DUMPSTER LOCATED BEHIND THE WOODEN FENCE IN THE PARKING LOT.** FOREST LAKES ASSUMES NO RESPONSIBILITY FOR ITEMS LEFT IN THE FACILITY.
- Lessee acknowledges the Homeowners Associations right to check the premises during the function to verify obligation of this agreement.
  - Lessee acknowledges Homeowners Associations right to discontinue function when agreement is broken.
  - These rules may be revised or additional rules established at any time.
  - **Building addresses are:**

**Pavilion     1828 Pavilion Circle**  
**Poolhouse   1824 Pavilion Circle**

**I have read the regulations governing the use of facilities as outlined in the Rental Agreement and agree that these regulations will be observed and enforced. I have initialed such understanding in the contract that is kept at the Forest Lakes Community Association Office.**

---