

**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 **\$150.00** and a security deposit of **\$175.00**. Please remit two separate checks, payable to FLCA. The 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.

**LESSEE initial** (\_\_\_\_\_) **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:** \_\_\_\_\_

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

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

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

# Rules For Renting The Facilities

- **Only residents of Forest Lakes may reserve the facilities and must be present at all times during the function.** 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 expect all hosts and guests to treat the facility in the same manner that they would their own home. 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.
- 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. **Please lift furniture and do not drag it across the floor.** 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.
- ONLY residents of Forest Lakes may pick up the key, unless a prior arrangement has been made with the FLCA 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 FLCA 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.
- 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.
- Fires are not permitted in the fireplace at the Poolhouse or on any decks.
- **Set Up:** Decorations can only be affixed to walls with **masking tape**. All decorations must be completely removed both inside and outside the building. **Absolutely no glitter shall be used either in or on decorations.** 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. All windows/doors are to be locked and the lights turned off at the end of the event. You may set up only on the day of your event unless you have received permission from the FLCA office staff to do so early.
- **CLEANING:** LESSEE IS RESPONSIBLE FOR CLEANING AFTER THE EVENT. Follow all cleaning instructions given to you at key pick up. If there is any damage to Association property, the \$175 security deposit will be used for repairs. If repairs cost more than \$175, you will be responsible for the remaining balance.
- Lessee acknowledges the Homeowners Association's right to check the premises during the function to verify obligation of this agreement.
- Lessee acknowledges Homeowners Association's 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.** \_\_\_\_\_