

FOREST LAKES COMMUNITY ASSOCIATION

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

RENTAL CONTRACT

LESSOR: FOREST LAKES COMMUNITY ASSOCIATION

LESSEE:

ADDRESS:

PHONE:

LESSEE (_____) hereby contracts to rent the _____ for a *private function* on _____ for a rental fee of **\$150.00** and a cleaning/security deposit of **\$175.00**. Please remit two separate checks, payable to FLCA. The cleaning/security deposit will be shredded 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 (_____) 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 (_____) shall be held responsible for building, building contents and restrooms.

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

LESSEE (_____) has read, understood and will abide by all rules for renting the Facilities.

BY: Forest Lakes Community Association BY: _____
LESSOR LESSSEE

DATE: _____ DATE: _____

OFFICE USE ONLY: Date Received _____ Rental Fee Check # _____
Security Deposit Check # _____ Deposit 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. Please treat the facility in the same manner that you would your own home. You must be present for the entire duration of the event. Unless otherwise noted, you will have the facility to use for the entire day/evening of your rental date.
- Facilities may be used only in such manner as not to disturb surrounding homes. 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
- No equipment or furniture furnished in the facilities may be removed from the facility. 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 rent either facility.
- There will be a \$150 rental fee and \$175 security deposit. Please make these payments in two separate checks and made payable to Forest Lakes Community Association. Rental fee is due when the reservation is made. Deposit is due when the key is picked up.
- 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 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. Keys may not be loaned or given to another person by the lessee.
- The pool, pool area and Poolhouse deck are not included in the Pavilion/Poolhouse rental.
- **SMOKING is not permitted** in the buildings or on FLCA grounds.
- For non-911, after-hours facility emergencies, call Community Group at 1-804-254-0427 and follow any Homeowner prompts.
- You will need to supply your own ice (Poolhouse has an icemaker), linens, serving pieces, plates, silverware etc. Certain kitchen items are available in both kitchens. Care must be taken so that these items remain at the facility. Trash bags and cleaning supplies are provided.
- Albemarle County fire code regulates 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. No fireworks are allowed on FLCA property (this includes the parking lots).

OVER

- Decorations are to be affixed with masking or painters' tape ONLY. No other type of tape or Command Hooks are to be used. All decorations must be completely removed both inside and outside the building before departing.
- Lessee is responsible for cleaning after the event. Cleaning includes but is not limited to:
 - removal of all trash and deposited in the dumpsters provided; trashcan liners replaced;
 - vacuuming and cleaning of all restroom, kitchen, bar area floors;
 - carpets vacuumed and checked for spillage (To remove, white rags under the sink are provided. Wet rag with cold water and wash over stain;
 - tables, (including any of the foldable tables), and bars must be wiped clean.
 - Return all furniture to original locations if moved.
 - For a detailed list, please refer to your "Check Out List" given to you when you obtain facility key. There is also one posted in each facility.
 - Vacuum, Swiffer, trash bags, paper towels/toilet paper, and cleaning supplies are provided.
- If there is any damage to Association property, repair/replacement costs will be taken out of the \$175.00 damage deposit. If repair/replacement costs are more than \$175.00, lessee will be responsible for the remaining balance.
- Forest Lakes Community Association is not responsible for any items left after events.
- 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.

Lessee Signature