

# Timberlake Community Association

## RESERVATION AND RENTAL AGREEMENT

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

EMAIL ADDRESS: \_\_\_\_\_ PHONENUMER: \_\_\_\_\_

EVENT TYPE/DESCRIPTION: \_\_\_\_\_

EST. # OF PEOPLE: \_\_\_\_\_ (75max)

I am a member in good standing of the Timberlake Community Association and request to reserve the club house on the date of \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_.

I understand that to rent the clubhouse, my homeowner assessment account must be paid and current and all prior violations must be brought into compliance before the reservation is approved. My function will begin at \_\_\_\_\_ AM / PM and end at \_\_\_\_\_ AM /PM (rental of building may not begin prior to 5:30 pm without approval). All guests must leave the facility no later than **11:00 pm**. I agree to abide by the following rules: INITIAL \_\_\_\_\_

1. Rental Fee of **\$100.00** and Refundable Deposit of **\$150.00** shall be paid with **Two Separate Checks** and attached to this Rental Agreement. **PAYMENT IS REQUIRED AT THE SAME TIME THE FORM IS SUBMITTED. PLEASE SUBMIT FORM AND CHECKS TO THE OFFICE OF PMA LOCATED AT 4605 PEMBROKE LAKE CIRCLE SUITE 302.** The deposit check will be returned to you within fourteen (14) days unless Management is required to use all or part of the deposit to repair damage and/or clean after the event. Please choose, how you will like your deposit returned to you from the following options:

\_\_\_\_\_ I would like to pick up my deposit from PMA Office.

\_\_\_\_\_ I would like Management to shred the deposit.

2. The Deposit (or a portion of the deposit) will not be refunded if:

A. The facility is not cleaned and sanitized properly at the end of the event (**ALL TRASH AND GARBAGE MUST BE REMOVED FROM THE AREA AND TAKEN WITH YOU**).

B. There is any damage and/or loss to the facility.

C. Any of the terms of this agreement are violated.

3. Additionally, the reserving party agrees to reimburse the Timber Lake Community Association for the entire cost of any damages or losses exceeding the deposit which results from the use of the facility. INITIAL \_\_\_\_\_

4. Reserving party will be present at the facility during the entire event.

5. All plants, trees, and furniture must always remain in the building.

## Timberlake Clubhouse Clean Up Guide

Effective 1/1/2025

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Board Member Signature

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Board Member Phone Number

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Resident's Name

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Resident's Phone Number

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Date

It is the responsibility of the reserving Homeowner to clean the clubhouse and remove debris from all affected areas. Cleaning the clubhouse after an event is the sole responsibility of the homeowner. The clubhouse should be cleaned and returned to its original condition. Cleaning supplies and a vacuum cleaner are provided for your use. Please return to the original storage space when finished.

The clubhouse will be inspected following the reservation period to ensure that the facility and surrounding areas are clean. Cleaning shall be completed no later than 11:30 PM the day off event, or by 7:00PM in the evening of a daytime event. In the event any damages are noted, or cleaning required, the cost to repair or clean will be billed to the account of the reserving homeowner.

**CLUBHOUSE:(Please place a check mark or abbreviation on the lines below)**

Decorations—Remove all decorations and material used to hang them. DO NOT use anything to hang decorations that will damage any surface. Balloons especially need to be removed. **NO CONFETTI OR GLITTER PERMITTED.**

Table& Chairs—Wipe down all tables & chairs.

Kitchen—Wipe down all surfaces in the kitchen including the microwave(s) and refrigerator. Please remove all food from the refrigerator. **Please sweep and mop floors.**

Bathrooms—Clean counters, mirrors, and toilets. Remove all trash and place new bags in trash containers. (Bags & toilet paper are provided and are located under the sink cabinet). **Please make sure toilets are not left running.**

Floors—All areas need to be swept and mopped before leaving, including bathroom floors and laminate areas (downstairs). Check for spills, food items, gum, etc. in all areas. Food and beverages of any kind are not permitted in any carpeted areas. All carpet areas need to be vacuumed. Should there be any spills, food items, gum, etc. That can't be removed in all areas, the deposit will not be returned to the owner. Regarding the carpet area, if any stains or spills occur on the carpet, the homeowner is not to try to remove the stain. The Board will contact a vendor of their choice to have the carpet area professionally cleaned at the owner's expense. **If any stain or spill can't be removed, please notify the Clubhouse Chair when you meet for the final walk through.**

Grounds & Trash—Pick up all trash left by your party on the inside as well as the outside surrounding grounds, walkways, & flowerbeds. **Place all trash and garbage in plastic bags provided and take them with you to properly dispose of when exiting the clubhouse.**

Security—All doors are to be locked.

6. NO INDIVIDUAL(S) is/are allowed on the pool deck area when only the rec center has been rented (except one person to place trash in the trash receptacles at the End of the party).
7. The facility will not be used for any illegal purpose, and all laws, statutes and ordinances of the Commonwealth of Virginia, the City of Virginia Beach, and the Timberlake Community Association, shall be followed.
8. The noise level will be kept at a reasonable volume throughout the event.
9. No tape or fasteners of any kind are permitted on the painted wall surface.
10. Parking is NOT permitted on surrounding private property (residential or townhome driveways) or lawn areas.
11. No persons will be allowed to play, skateboard, drink or otherwise loiter outside the facility or pool area before, during, or after the event. **Building occupancy load is 75 persons.**
12. If a renter wishes to use a barbecue grill, **no more than three people** may be outside with the grill (which must be always attended). **NO GRILLS** are permitted on the pool deck at any time, whether or not the pool is rented.
13. There is **“NO SMOKING”** permitted inside the Clubhouse at any time. **NO Smoking is permitted** in the Pool area, or around the building within 25 ft. of the building. No drug use is permitted on the common elements of the community. This includes smoking marijuana.

**14 .NO ALCOHOL IS PERMITTED on any premises, office, or pool areas.**

15. The Association reserves the right to require an off-duty police officer for security for functions held in honor of persons under 21 years of age. Such security shall be paid for by the renter.
16. **Food and beverages of any kind is not permitted in carpeted areas. If any damage is done to the carpet, the deposit will not be returned to the owner, and a vendor (chosen by the Board) will be contacted to clean the carpet at the owner’s expense.**
17. Reserving party agrees to be completely responsible for the conduct and safety of their guests and further, to indemnify and hold harmless the Timberlake Community Association for any bodily injury and/or property damage which may arise out of the use of the facility.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_