



The Brownstones at

P A R K P O T O M A C

Club House/Party Room Rules and Regulations

Rental of this facility is for residents only. The resident must be present during the event. The resident is responsible for the conduct of the guests and must be on the clubhouse premises throughout the party. He/She is liable for all damages, including any exceeding the amount of the previously obtained deposit.

RULES

- The resident is responsible for all rented areas including the party room, hallways, kitchen, and bathrooms.
- The clubhouse is rented furnished and none of the furniture is to be removed from the room without approval from management.
- All areas must be returned to pre-rental condition.
- Trash must be secured and taken out to the trash enclosure.
- Do not use paper bags or boxes to discard trash.
- The kitchen is available for use.
- Use of the kitchen without prior reservation under the rental agreement is not authorized.
- There is **ABSOLUTELY NO SMOKING**
- Any spills must be properly cleaned.
- There must be a thorough and clear access to the exits at all times.
- Decorations may not be hung whatsoever.
- Music must be kept at a moderate noise level.
- The doors must remain closed at all times.
- **Music is not allowed outside.**
- Excessive noise, abusive or unacceptable behaviors resulting in complaints will not be tolerated.
- Use of the terrace must end at 9:00pm.
- Neither "admission fees" nor any fund transfer that may be construed as admission fees may be collected. (For example: Cash Bars)
- Rental of the facility for purposes of business solicitation, political functions, or profit-making activities of any kind are not permitted.
- No advertising materials may be displayed at any function.
- The Brownstones at Park Potomac Homeowners Association must approve the use of the facility by a resident for more than two parties per year.
- **All activities must end, with the area vacated and cleaned no later than midnight.**
- All chairs, tables and other items brought to the areas must be removed. Any activity consisting of 50% youth (under 18 years of age) must be chaperoned. One chaperone, over the age of 21, for each 10 youths, must be present at all times.

- The application and all required forms must be executed and signed by an adult unit owner or resident of the Brownstones at Park Potomac in good financial standing who will assume responsibility for the areas. **NO ALCOHOLIC BEVERAGES ARE PERMITTED.**
- Non-compliance with any of the above rules will result in a \$25.00 reduction in the deposit refund for each rule that is disobeyed.

PROCEDURES

- Residents interested in renting the areas for private or organizational use must complete an “Application for Use and Rental Agreement.”
- The request must be made with the community manager or assistant community manager, at least two (2) weeks in advance and must be accompanied by the security deposit and the rental fee.
- Cancellations made less than two (2) weeks prior will be subject to forfeiture of \$50.00 of the deposit.
- The rental fee will be returned in its entirety in the event of a cancellation.
- Partial rental fees will not be refunded due to vacating the premises early.
- The inclusive rental times stated on the application will include clean-up time.

The community manager will recommend to the Board of Directors when exceptions to the above rules are deemed necessary.

Anyone not complying with these procedure rules and regulations will have their event cancelled and future use of the recreation center will be restricted.

RENTAL FEES

To finalize your rental of the clubhouse, you must submit two (2) checks, made payable to **The Brownstones at Park Potomac:**

1. A check for \$150 that includes the rental fee and a cleaning fee.
2. A check for \$200 as a fully refundable deposit in case of damage.

These checks must be received by Abaris Realty at least one week in advance of your requested rental date.

**** Rental fees are subject to change without notice****

APPLICATION FOR USE AND RENTAL
BROWNSTONES AT PARK POTOMAC FACILITY AGREEMENT

Resident's Name(s): _____

Address: _____

Phone Number: _____

Signature: _____

If this is a party sponsored by a resident for a guest, please provide the following:

Name of Sponsored Guest: _____

Address: _____

Phone Number: _____

Signature: _____

Please send two (2) separate checks, one for the security deposit and one for the rental fee. Checks and money orders are to be made payable to BROWNSTONES AT PARK POTOMAC HOMEOWNER ASSOCIATION. There will be a \$35.00 service charge for any check that is returned from the bank. Deposit refunds or portions thereof will be mailed to the address below within 14 days after the event.

MAILING INSTRUCTIONS FOR SECURITY DEPOSIT REFUND:

Mail to: _____

Date of Event: _____

Hours of Event:

Start Time: _____ End Time: _____

Nature of Event:

INDEMNIFICATION:

In exchange for permission of the Board of Directors of the Brownstones at Park Potomac Homeowners Association to rent the clubhouse facilities, I/We do hereby agree as follows:

I/We shall hold harmless and indemnify the Brownstones at Park Potomac Homeowners Association, its successors and assigns, its officers and directors, both individually and collectively, from and against any and all liabilities, damages, expenses, and any attorney’s fees or costs of defense resulting from or attributable to any and all acts and omissions of mine/our guests and invites, pertaining to the use of the Brownstones at Park Potomac recreational facilities, including, but not limited to, damage or injury to my/our guests, or attendee’s person, possessions, or property.

I/We accept full responsibility for maintaining the condition of all property (building, carpeting, furniture, appliances, etc.) as originally provided at the time of the pre-event inspection. I/We fully understand that if the property is not in the condition as it was at the time of the pre-event inspection, the security deposit will be forfeited, to the extent necessary to return the facilities to its pre-event condition. In the event damages exceed the total dollar amount of the security deposit, I/We hereby accept full responsibility for the payment of all damaged over and above the amount of the security deposit.

I/We agree to pay all reasonable costs, attorney’s fees, and expenses that shall be incurred by the Brownstones at Park Potomac Homeowners Association if legal action is taken to enforce the terms of this agreement.

I also agree to remain in attendance throughout the event.

I/We have received a copy of, and agreed to abide by, the procedures, rules and regulations of the Brownstones at Park Potomac Homeowners Association concerning the recreational center. I/We understand that failure to comply with these procedures, rules and regulations may result in the loss of our right to us the recreation facilities.

Date Applicant Signature

Note: All Applications should be mailed to the following address:

Brownstones at Park Potomac Homeowners Association
c/o Abaris Realty, Inc.
7811 Montrose Road, #110
Potomac, MD 20854

FOR OFFICE USE ONLY

Deposit Received:

\$ _____

Date/Mgr’s initials: _____

Rent Received:

\$ _____

Date/Mgr’s initials: _____