



**PARC RESTON
CONDOMINIUM ASSOCIATION**
Reservation Request & Agreement Form

Please complete this document prior to submitting it to the management office.

Unit Owner's Name: _____

Unit Address: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

***You must leave a phone number where you can be reached the day of the event**

Planned Event:

Date: _____

Start Time: _____

Ending Time: _____

(Note: The event may only be scheduled for a maximum of 5 hours)

Number of Guests: _____ (75 max. per Occupancy Code)

Description of Event: _____

FOR MANAGEMENT USE ONLY

Checks and signed agreement received by Management? YES / NO

Manager: _____ **Date of Approval:** _____

Pre-event inspection: Date _____ **Time** _____ **Inspected by** _____

Post-event inspection: Date _____ **Time** _____ **Inspected by** _____

Deposit returned: Date _____ **Amount Returned \$** _____

Reason Deposit Withheld: _____



**PARC RESTON
CONDOMINIUM ASSOCIATION**
Clubhouse Rental Lease Agreement

In consideration of the mutual understandings in this Agreement, the Unit Owners Association of ParcReston Condominium ("Lessor") agrees to lease to _____,
(Name)
The Lessee, Unit Owner of _____,
(Unit Address) the Parc Reston Condominium Clubhouse Room and Kitchen for ("the Leased Area") for the purpose of _____ on _____.
(Event) *(Event Date)*

The Lessee must be a Unit Owner in good standing of the Condominium Association and must be present and assume responsibility for the Leased Area. Lessee must be a current resident of the property. **Off site Owners may not reserve the Clubhouse for personal use.** Lessee must meet the requirements as noted. Parc Reston Condominium Association, Lessor, in its sole discretion, reserves the right to refuse to enter into a Lease Agreement with any prospective Lessee even if Lessee meets the above noted requirements.

Entire Agreement This Lease Agreement and the documents to which it refers contains the entire agreement between the parties, and any amendment to the terms hereof shall be in writing, signed by the parties hereto.

Lease Term The term of this Agreement shall commence on _____ at _____ o'clock and shall terminate on _____ at _____ o'clock. No reservation may last later than 11:00pm. This designated time includes time necessary to setup and tear down, which shall be done by and at the expense of Lessee.

Lease Fee The fee for this Lease shall be \$100.00 for up to three hours and \$100.00 each additional hour. The Lessee shall execute this Lease Agreement and remit to the Lessor the full Lease Fee by check 15 business days prior to the event. Failure to pay the Lease Fee will result in cancellation of reservation.

Deposit Fee Upon executing this Lease Agreement, Lessee shall remit to Lessor, by check a deposit of \$500.00 15 days prior to the event. If Lessee fails do to so, Lessee's reservation of the Leased Area will be cancelled. Lessor and Lessee shall inspect the Leased Area before and after use. Any damage to the Leased Area, occurring during Lessee's use, including any additional clean up fees shall be deducted from the Deposit Fee. The remainder of the Deposit Fee, if any, shall be returned to Lessee within ten (10) days of receipt of the invoice. The Lessee shall pay any court costs and reasonable attorney's fees incurred by Lessor in collecting this amount.

General Guidelines for Use of the Clubhouse

These rules must be followed by all residents and their guests while using the facility:

- a. Access to the Clubhouse is via usage of the Key Fob, which is programmed to allow entry and to monitor access to the facility. At no time shall the door be propped open for access. It is a secure building and required to have the doors closed at all times;
- b. Members must escort guests at all times. Children under 18 years of age must be supervised and escorted by a responsible adult;
- c. No person shall sit or climb on balcony railings;
- d. Pets are not permitted in any area of Clubhouse;
- e. All garbage and trash must be placed in the proper receptacle designated for refuse collection. Large trash bags should be taken out to dumpsters;
- f. No smoking is permitted in the building or on the balcony;
- g. Do not write, paint, scratch, or mark on walls, floors or furniture. Do not staple or tape to walls, furniture, counters or cabinets;
- h. Proper attire is required at all times;
- i. Parents or responsible adults shall monitor their children so that they maintain a safe distance from windows, fireplace, ice maker, and refrigerator. Parents shall be responsible for any damage their children may cause to the foregoing items of any injury to their children due to their failure to properly supervise their children. All persons shall be liable to the association for damage or misuse of the foregoing items and all persons who use the foregoing items agree to indemnify the Association for any injury to themselves for improper use of the foregoing items; and
- j. Failure to follow these guidelines may result in the loss of privileges for use of the amenities, and/or assessment of an appropriate charge to cover the cost of repairs, replacement, and/or cleaning.

Reserved Private Parties. The rental of the Clubhouse Room is exclusively for Unit Owners of Parc Reston Condominium. Tenants are required to have their lease on file with the Management Office, as well as a letter of authorization from their landlord. Off site owners are not permitted to reserve the room for personal use.

The upstairs Clubhouse Room may be reserved for private events. Reservations are to be made through the Management Office, which maintains the reservation calendar. Making reservations requires this contract to be signed by the Unit Owner requesting the event. This contract includes provisions for the duration of the event and check off lists to be completed prior to and at the end of the event.

First priority of use will be for Association activities. Only current Unit Owners of Parc Reston Condominium are eligible to host events and must be present for the entire duration of the event.

Reservation must be completed at least 15 calendar days in advance of the event.

*****If alcoholic beverages are to be served, the Unit Owner must apply with Virginia ABC for a Banquet License, which must be provided to the Management Office prior to the event and posted on the day of the event. (www.abc.virginia.gov)*****

Alterations. Lessee shall make no alterations or modifications, structural or non-structural, to the Leased Area. Notwithstanding the foregoing, Lessee may decorate the Leased Area, provided Lessee complies with Parc Reston Condominium General Guidelines for Use of Clubhouse. Lessee shall be solely responsible and liable for satisfying the requirements of all laws, rules and regulations of governmental authorities with respect to the use of the Leased Area by the Lessee, its employees, agents, customers and guests. Lessee shall not occupy or use the Leased Area nor permit the same to be used for any purpose not designated and described herein.

Indemnification. Lessee shall indemnify and save harmless Lessor, and its employees, agents, subcontractors, directors, officers, or assigns from and against any claim, cost, action, damage, liability and expense (including but not limited to attorney's fees) in connection with the loss of life, personal injury and/or damage to personal property and/or contractual claim arising from or out of the use of the Leased Area by Lessee, its employees, agents, customers and guests and/or any breach of the terms of this Lease Agreement. The terms and provisions of this Section shall survive the expiration or termination of this Lease Agreement.

Default. The parties agree that in the event of default of any of the obligations set forth herein, Lessor shall have the right to immediately terminate the Lease Agreement whereupon Lessee shall immediately cease use of the Lease Area, but such termination shall not release the Lessee from the payment of all damages sustained by the Lessor. Lessor shall have the right to pursue any remedies to which it might be entitled on account of a breach of any condition of this Lease Agreement. Lessee shall pay all costs, expenses, court costs and damages, including reasonable attorney's fees, incurred by Lessor in connection with any default by Lessee or any action or proceeding between Lessor and Lessee arising out of or by reason of this Lease Agreement, or to enforce the provisions hereof.

Lessor

The Unit Owners Association of
Parc Reston Condominium

Authorized Signature

Printed Name

Job Position

Parc Reston Condominium Association
1713 Ascot Way
Reston, VA 20190
Phone: 703-796-9650
Fax: 703-796-9651

Lessee

Parc Reston Condominium Owner

Unit Owner Signature

Printed Name

Home Address

Email Address

Contact Phone Number



**Parc Reston Condominium
Lease Checklist**

| | |
|---|--|
| Resident Lessee: | Lessor: |
| Date: | Time: _____ to _____ |
| Purpose: | Set up Date: _____ Time: _____ |
| Event Staff: Phone Number: | Janitorial Service: Phone Number: |
| Security Deposit: \$500.00 due by _____ | Security Deposit returned to Lessee: yes / no Date: _____ \$ If no – explain why: |
| Caterer employed: yes / no If yes – Caterer must provide liability insurance Proof of liability insurance received and attached to contract. Date: _____ | |
| Alcohol on premises: yes / no ABC License: yes / no | Comment: |
| Owner checklist: <input type="checkbox"/> Time in <input type="checkbox"/> Put away tables and chairs <input type="checkbox"/> Vacuum clubhouse room / carpets <input type="checkbox"/> Bag and place trash in outside dumpster <input type="checkbox"/> Wipe tables and chairs <input type="checkbox"/> All other areas in order Before leaving building: <input type="checkbox"/> Turn off coffee pots <input type="checkbox"/> Lock all windows <input type="checkbox"/> Turn off radio and lamps <input type="checkbox"/> Turn off lights <input type="checkbox"/> Have everyone exit the building <input type="checkbox"/> Time out Comments: _____ _____ _____ _____ | Management checklist: <input type="checkbox"/> Tables and chairs <input type="checkbox"/> Upholstered furniture <input type="checkbox"/> Carpets <input type="checkbox"/> Trash removed <input type="checkbox"/> Trashcans returned and rebagged <input type="checkbox"/> No spills <input type="checkbox"/> All other areas in order <input type="checkbox"/> Appliances off & operable <input type="checkbox"/> Windows locked <input type="checkbox"/> Lights turned off <input type="checkbox"/> Time Out Comment: _____ _____ _____ _____ |