

BLUE RIDGE PROPERTY OWNERS ASSOCIATION, INC.

COMMUNITY CENTER RENTAL AGREEMENT



Members /Renter Name:	Phone No.
Address:	Type of Function:
	Date of Rental:
Total No. of people expected:	Beginning Time:
Kitchen Facilities Needed YES <input type="checkbox"/> NO <input type="checkbox"/>	Ending Time:
Will alcoholic beverages be served? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Will food be served? YES <input type="checkbox"/> NO <input type="checkbox"/>	
All Day Rental: (<i>more than 8 hours</i>): YES <input type="checkbox"/> NO <input type="checkbox"/>	Total No. of Hours:
Rental Fee: All Day Rental \$300 Deposit \$50	Three Hour or Less Day Rental \$150 Deposit \$50

Blue Ridge Property Owners Association, Inc. grants the eligible Members permission to make temporary use of the community center for the limited purpose of the event and are subject to the following terms and conditions:

INDEMNIFICATION: By using the community center, the Member agrees to indemnify, defend, and hold harmless the Association, its Board of Directors, agents and the employees, contractors, affiliates and related entities thereof, from and against any liability, damages, costs, causes of action, suits, claims or judgments arising from any reason whatsoever out of the use of the community center and surrounding premises and upon the adjoining sidewalks and streets, including any claims that may be brought by the Member's guests, employees, caterers or agents, said indemnification including but not limited to defense costs, attorney fees, and other costs.

GATE CODES: If a Gate Entrance Code is obtained for guests, **DO NOT POST CODE ON GATES** as this constitutes a serious breach of security.

CATERING: The Association assumes no responsibility with respect to any catering or any other services that may be arranged by the resident.

ALCOHOL POLICY: The sale of alcohol in or around the Community Center is strictly prohibited. If alcoholic beverages are served at the Member's event, the Member agrees to and shall indemnify and hold harmless the Association, its officers and directors and agents for any and all property damage, person injury, loss of life, claims, costs, or actions (including attorney's fees) resulting in any way from the service to or consumption of alcohol at the Member's event. Alcohol consumption outside the Community Center on grounds is prohibited. The Member's liability for indemnification hereunder may include (but not limited to) harm caused by the impaired or intoxicated individuals to themselves or to third parties.

CONDUCT OF GUESTS: Members and non-member occupants are responsible for their guests complying with BRPOA Policies, Rules and Regulations.

DEPOSIT AND FEES: A non-refundable fee of \$150.00 for 3 hours or less/\$300 for full day, will be charged at the time of the reservation for each day of use. A refundable deposit of \$50.00 is required as a security deposit. BRPOA retains the right to withhold any portion or all of the security deposit to cover the expenses of cleaning or repairing damage that has occurred. If the request for rental is 3 hours or less, the non-refundable fee is \$50 plus the refundable security deposit of \$50. If the event is 4 hours or more, the rental fee will remain at the full day rate. The security deposit will be returned within 10 days following the function, provided everything is satisfactory when inspected by the General Manager, or other designated representative of CSC. The General Manager will notify the member of any problems that arise as a result of his/her use of the Community Center. The sponsoring member may be present during the inspection if he/she so requests.

SET UP AND CLEANING: The Community Center must be set up on the day rented. However, if the Community Center is not rented on the day before and/or the day after your scheduled rental period, you can set up the Center either of those days. This applies to cleaning the Community Center after the event.

NOTE: The art work, house decorum, and photographs hanging in the Community Center are to remain on the walls and cannot be removed during the decorating process and/or during the function.

KEY: The key to outside door must be picked up and signed for at the BRPOA Office by the sponsoring member. The said member will be held accountable until return of key is validated by the BRPOA Office.

MEMBER REQUIREMENT: The member requesting use of the Center agrees to be present during the function and to be responsible for all liability for damage done to the facilities and indemnifies the BRPOA for any loss arising therefrom. All functions shall conclude by 1:00 am.

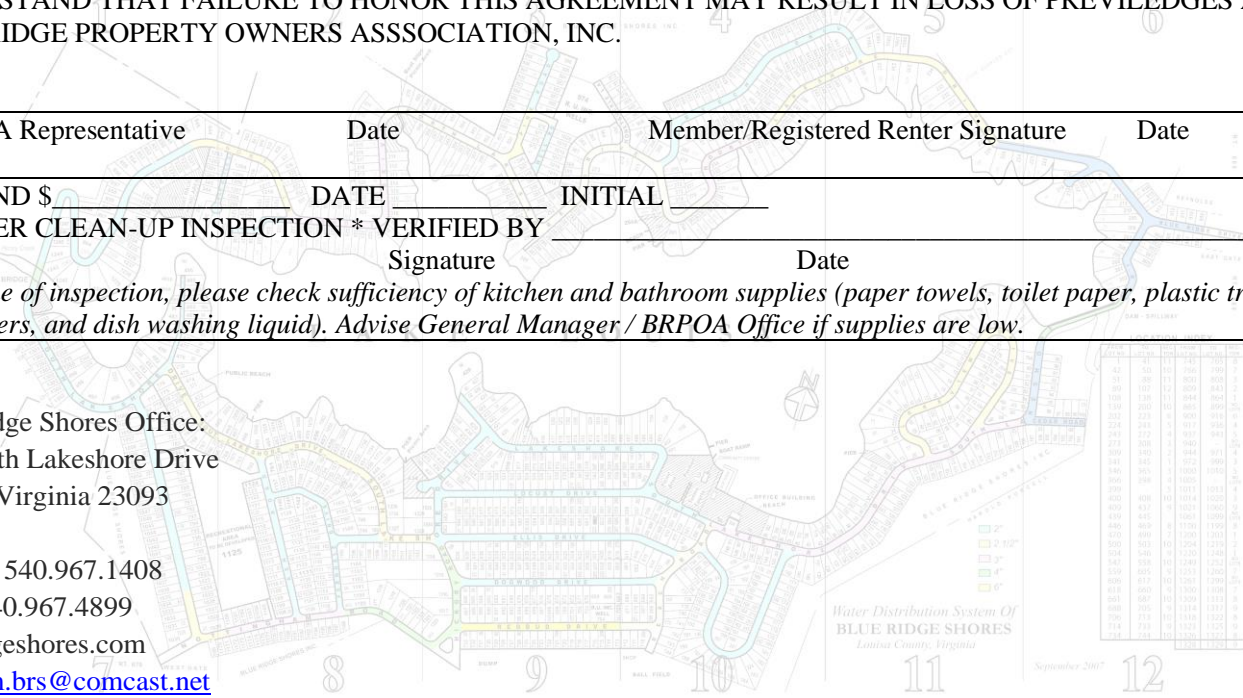
I HAVE READ AND UNDERSTAND ALL OF THE ABOVE-MENTIONED INFORMATION, RULES AND REGULATIONS, TERMS AND CONDITIONS AND AGREE TO ABIDE BY THIS DOCUMENT IN ITS ENTIRETY. I UNDERSTAND THAT FAILURE TO HONOR THIS AGREEMENT MAY RESULT IN LOSS OF PRIVILEGES AT BLUE RIDGE PROPERTY OWNERS ASSOCIATION, INC.

BRPOA Representative	Date	Member/Registered Renter Signature	Date
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REFUND \$ _____	DATE _____	INITIAL _____	
CENTER CLEAN-UP INSPECTION * VERIFIED BY _____			
Signature		Date	
<i>*At time of inspection, please check sufficiency of kitchen and bathroom supplies (paper towels, toilet paper, plastic trash can liners, and dish washing liquid). Advise General Manager / BRPOA Office if supplies are low.</i>			

Blue Ridge Shores Office:
924 South Lakeshore Drive
Louisa, Virginia 23093

Office – 540.967.1408
Fax – 540.967.4899
Blueridgeshores.com
brpoaom.brs@comcast.net





BRS Community Center Checklist

These instructions apply to ALL USERS of BRS Community Center
Including CSC and Women's Club.

**EXIT LIGHTS REMAIN ON AT ALL TIMES.
PLEASE KEEP DOORS CLOSED DURING ALL ACTIVITIES.**

Please notify the office of any damage or deficiencies prior to using the facility. You may leave a voice mail at 540-967-1408 if the office is not staffed.

Locate/be aware of main water turn-off in small kitchen storage room in case of emergency. **When decorating, please do not use scotch tape or staples on walls or doorways. You are responsible for any damage to the walls.** The heat pump/AC unit services the entire building. Reset thermostat to 70 degrees when leaving the building. If gas range is used, please follow operating instructions. Main pilot must remain on at all times.

AT CONCLUSION OF FUNCTION

KITCHEN

1. If used, wash, dry, and replace all cooking/ serving utensils.
2. Clean refrigerators, counter tops, stove (be sure pilot lights remain on)
3. Sweep floor. Brooms, mops, etc. are kept in kitchen closet
4. Damp mop floor, if needed. Hang wet mop.
5. No food is to be left in refrigerators after private parties.
6. Empty all trash cans into outside receptacles.
7. Close and lock windows.

BATHROOMS

1. Clean sinks
2. Clean toilets
3. Empty trashcans.
4. Sweep floor. Damp mop to remove spills.
5. Close and lock windows.
6. If water does not drain properly, turn the valve under the toilet tank off.

MAIN HALL

1. **Decorations may not leave tape marks or holes in the walls & ceiling.**
2. Remove your decorations and favors at conclusion of party.
3. Sweep floor. Damp mop floor to remove spills.
4. Close and Lock windows.
5. Turn off ceiling fans.
6. **Do not move pictures from their locations on the walls.**

DATE - BILLING		LOCATION INDEX	
100	120	140	160
180	200	220	240
260	280	300	320
340	360	380	400
420	440	460	480
500	520	540	560
600	620	640	660
700	720	740	760
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MAIN HALL (cont.)

6. Empty trash into outside receptacles.
7. Return mops, brooms, and cleaning supplies kitchen closet. Re-hang wet mop.
8. Reset thermostat to 70 degrees when leaving the building.

PORCH

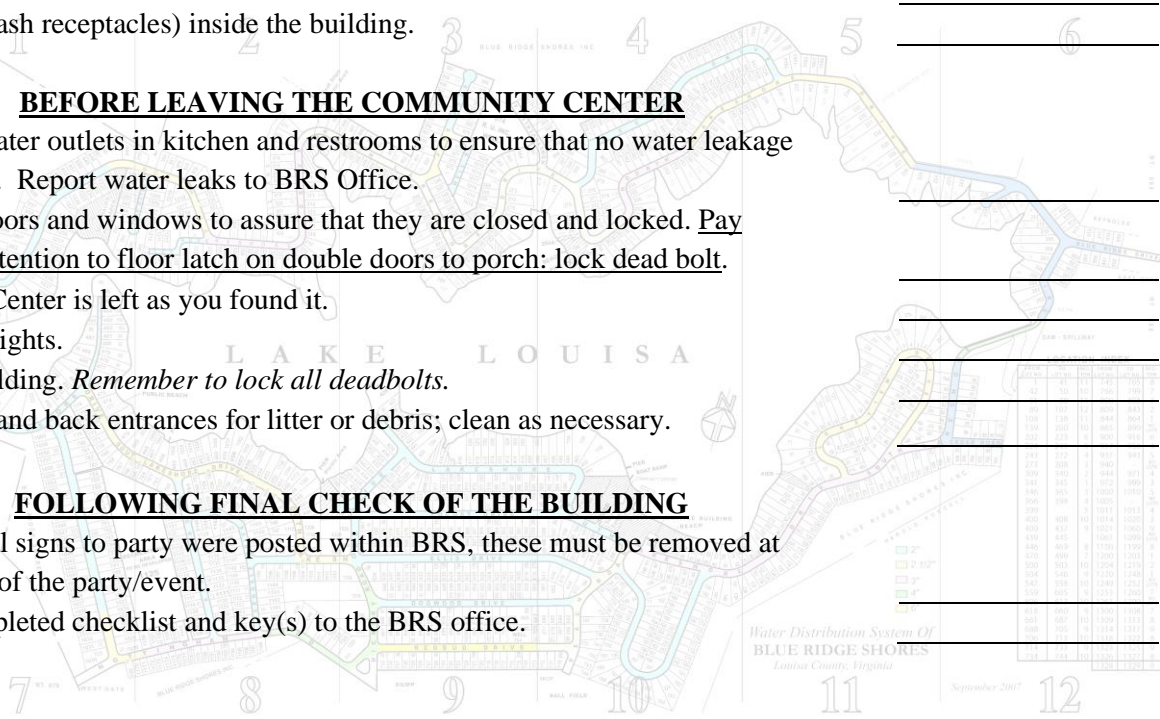
1. If any tables or chairs are used on porch, replace these inside building.
2. Move the (trash receptacles) inside the building.

BEFORE LEAVING THE COMMUNITY CENTER

1. Check all water outlets in kitchen and restrooms to ensure that no water leakage is occurring. Report water leaks to BRS Office.
2. Check all doors and windows to assure that they are closed and locked. Pay Particular attention to floor latch on double doors to porch: lock dead bolt.
3. Be sure the Center is left as you found it.
4. Turn off all lights.
5. Lock the building. *Remember to lock all deadbolts.*
6. Check front and back entrances for litter or debris; clean as necessary.

FOLLOWING FINAL CHECK OF THE BUILDING

1. If directional signs to party were posted within BRS, these must be removed at conclusion of the party/event.
2. Return completed checklist and key(s) to the BRS office.



Signature _____