

SECTION 1 – USE OF FACILITIES

All Neighborhood Center facilities (Facility) are provided for the use of Military residents and their families of The Villages at Belvoir. The Lessee is responsible for compliance with all Army regulations. If any event violates any Army regulations, we are not liable and this Rental Agreement is null and void. Use of the Facility is limited to resident use and each event must have a minimum of 25% Military residents in attendance. The Resident reserving the Facility must be in attendance of the reserved function for its entirety. If the Resident is not present at the event, they are found in violation of this Rental Agreement and the event will be shut down immediately. The use of the Facility is not intended for corporate, clubs or organizational events. An exception to any Rental Agreement term may be requested by completing and submitting an Exception to Policy (ETP) form. The Villages at Belvoir reserves the right to deny the use of any Facility for any reason. Reservations are not available for the Community Pool or children’s playroom located in Woodlawn Village or the Fitness Centers in Woodlawn and Dogue Creek Villages.

Facility may be rented between the hours of 8:30 a.m. and 10:00 p.m. (sleepovers are strictly prohibited and facility must be vacated by 10:00 p.m.). Facility key is available for pick-up during business hours only. **If Resident fails to pick-up the Facility key during business hours and as a result, a member of the property management team provides access to the Facility at any other time other than during normal business hours, a \$50.00 lock out fee will be charged to Resident.** Keys must be returned by 9:00 a.m. the first business day following the event. **Failure to return keys by 9 a.m. on the first business day following event or replacement of a lost key will result in a charge of up to \$250.00.** If this is a weekend rental, Resident understands that Facility must be vacated and cleaned by the specified time so that Facility may be released to another resident. **RESIDENT INITIALS**

SECTION 2 – RESERVATIONS

Facility rental is open only to Residents over 18 years of age who are listed on the Lease Agreement. Reservation requests may be made no more than 60 days in advance and in person at the Community Management Office located in the Facility. All reservations must be booked at least two weeks (14 calendar days) in advance of the reservation date in order to ensure approval by all necessary parties. Reservation is considered tentative until all paperwork has been completed and the deposit check as detailed under Section 3 below has been received by the Community Management Office. Tentative reservations will be held for two business days. After two business days, the tentative reservation will be cancelled. No more than two reservations can be booked at any given time by one Resident or family. **RESIDENT INITIALS**

SECTION 3 – PRICING, DEPOSIT AND FEES

All Facility rentals are free for use by military Residents. However, a \$250.00 refundable deposit is required for all reservations. Requests for a waiver of the deposit must be submitted by Resident using an ETP form and subsequently approved by the Community Director. Deposit checks are to be made payable to “FBRC” and will be held until the event is over and an inspection of the Facility is completed by a member of the property management team. As long as no damage is noted and/or cleaning required for which payment is due by Resident, the deposit check will be returned to the Resident.

Fees due to damages and/or cleaning requirements identified during inspection will be deducted from the deposit. If the fees exceed \$250.00, the difference will be placed on the Resident’s Ledger for payment. Failure to pay charges will result in revocation of Resident’s privilege to rent any Facility until all outstanding charges are paid in full. **RESIDENT INITIALS**

SECTION 4 – FOOD, BEVERAGES AND SMOKING

Alcohol consumption by any underage individual is strictly prohibited at any Facility. Smoking is not permitted inside Facility at any time. The Resident making this reservation and signing this Agreement assumes full responsibility for all actions and activities of all individuals present at the Neighborhood Center during the event. **RESIDENT INITIALS**

SECTION 5 – USE OF FACILITY FOR PROFIT, FUNDRAISING, GAMES OF CHANCE AND/OR GAMBLING

A Facility that is reserved by a Resident for the purpose of hosting a “for profit” or fundraising activity require a \$50.00 per hour usage fee after receiving approval to host the event by submitting an ETP form. This usage fee is in addition to the \$250.00 deposit.

Illegal gambling is prohibited at all of the facilities. Non-profit and approved installation organization holding events involving raffles, some games of chance and sporting events are permitted to host these events in the Facility provided that all activities are legal and in accordance with all applicable Federal and State laws and regulations.

Any reservations that include (but not limited to) exercise classes or teaching require submission of proper documentation and certifications. An ETP form must be completed and submitted along with a copy of instructor’s insurance documentation for approval before Agreement reservation request will be confirmed. **RESIDENT INITIALS**

SECTION 6 – FURNITURE, DÉCOR AND FLAMMABLES

Facility furniture and décor is solely for use and display in the room where located and is not be moved to any other room unless authorized in advance through submission of an ETP form by Resident. If movement of furniture and/or décor is approved, furniture and/or décor must be placed back in original room and location before conclusion of event reservation. Flammables must be contained and kept a minimum of ten (10) feet away from the Neighborhood Center facility and all candle flames must be contained in a holder or container. No tacks, pushpins, staples, glue or nails may be used on any walls in any room, and all tape used to hang banners, etc. must be removed before conclusion of event reservation. **RESIDENT INITIALS**

SECTION 7 – LIABILITY AND DAMAGE

The Villages at Belvoir reserves the right to inspect and control all Facility functions. The Villages at Belvoir shall not be liable for any damage to or loss of equipment, merchandise, or articles left in Facility before, during, or following a function. The Resident is responsible for any loss or damage to the Facility, to include (but not limited to) the building, equipment, or fixtures. Damages will be billed to the Resident at replacement cost plus labor. **RESIDENT INITIALS**

SECTION 8 – CANCELLATIONS AND REFUNDS

Cancellations for confirmed reservations are not effective until received in writing from Resident. Facsimile and e-mail cancellations are acceptable. Resident will not be held responsible for fees or deposits if reservation is cancelled. **RESIDENT INITIALS**

SECTION 9 – EXCEPTION TO POLICY (ETP)

When an ETP is required as part of securing reservation, the ETP must be submitted by Resident no later than three (3) business days before the requested reservation date and include all documentation required to support ETP request. **RESIDENT INITIALS**

FACILITY INFORMATION

FACILITY	Deposit	Maximum Capacity	# of Chairs	# of Tables	Round	Rectangular	Microwave	Oven	Refrigerator	BBQ
George Washington Neighborhood Center 5714 Surveyor Road Fort Belvoir, VA 22060 703.781.0596	\$250	67	30	4	X	X	X	X	X	
Vernondale Neighborhood Center 9532 Troth Way Fort Belvoir, VA 22060 703.781.7280	\$250	67	48	7	X	X	X	X	X	
Fairfax Neighborhood Center 10265 Fairfax Drive Fort Belvoir, VA 22060 703.781.4833	\$250	83	19	3		X	X	X	X	
Woodlawn Neighborhood Center 5375 Dairy Court Fort Belvoir, VA 22060 703.781.0566	\$250	68	30*	8	X	X	X	X	X	
Lewis Neighborhood Center 8735 Abert Drive Fort Belvoir, VA 22060 703.781.5901	\$250	68	30	6	X	X	X	X	X	

- FACILITY RESERVATION REQUEST -

Resident Name: _____
 Street Address: _____
 Organization Name: _____
 Daytime Phone: _____
 Alternate Phone: _____

Expected Number of Guests: _____
 Percentage of Guests who are Residents: _____

Facility Requested:

- George Washington Neighborhood Center
- Vernondale Neighborhood Center
- Fairfax Neighborhood Center
- Woodlawn Neighborhood Center
- Lewis Neighborhood Center

Date Facility Needed: _____

Nature of Event: _____

Will you be using the audio and/or video equipment? Yes No

Will you be checking out a vacuum? Yes No

A. Will alcohol be served at this event? Yes No

B. Will this event generate any profit for you or an organization?
 Yes No If yes, please explain (note that \$50 per hour charge will apply): _____

C. Will there be any gambling, games of chance, or raffles?
 Yes No If ye s, please explain: _____

D. Will at least 25% of the attendees be other Residents?
 Yes No If no, please explain: _____

E. Are you a current resident of The Villages at Belvoir? Yes No

IMPORTANT: If YES is selected for Section A, B, or C, or NO is selected for Section D or E, said activities are strictly prohibited without prior approval. An ETP form must be submitted by Resident requesting approval to host activity at event at least three (3) business days before the event date.

- AGREEMENT -

The Resident assumes full responsibility for the condition of the Facility as described below and agrees to abide by the following:

- The Resident assumes all responsibility for care of furnishings and for securing the Facility when leaving and will be held liable for damages to the Facility. While in possession of Facility keys, the Resident is responsible for all activities and actions of any individual present at the Facility. The Resident must provide any cleaning supplies needed, including, but not limited to, trash bags and cleaning agents. A vacuum is available for checkout with your reservation. The Resident is responsible for returning the Facility to its pre-event condition at the end of the reservation and before leaving the facility. A property management representative will perform a post event inspection of the Facility and Resident is responsible for all damage and/or cleaning charges identified during the inspection. No debris or garbage is to be left in any area surrounding the Facility.
- The person other than a Resident is executing this Agreement expressly represents that he/she is authorized on behalf of the said organization to execute this Agreement. Where the person making the reservation is an unincorporated association, partnership, social or private group, or other entity, this Agreement shall be binding on such legal entity.
- The Villages at Belvoir management and owner are held harmless against all liability incurred as a result of use of the Facility.
- **RESIDENT UNDERSTANDS THAT NEIGHBORHOOD CENTER IS LOCATED IN A RESIDENTIAL AREA AND AS SUCH, NOISE AND/OR DISTURBANCES DURING TIME OF USE MUST REMAIN AT A LEVEL THAT IS NOT DISRUPTIVE TO THE SURROUNDING COMMUNITY. QUIET HOURS AS LISTED IN RESIDENT RESPONSIBILITY GUIDE APPLY.** The Villages at Belvoir reserves the right to make all judgments regarding excessive noise and/or disturbances emitting from the Facility during the time of use.

By signing below, you acknowledge that you have read, understand and agree to abide by all terms and conditions outlined in this Agreement and that you assume full responsibility for the conduct of any person present at the event as well as the condition of the Facility following the conclusion of the event. You further agree to hold owner and management harmless against all liability incurred as a result of your use of the Facility.

 Resident/Authorized Organization Representative Signature

 Date

 Property Management Representative Signature

 Date

When applicable: I am releasing my reservation request and canceling my reservation

 Resident/Authorized Organization Representative Signature

 Date

 Property Management Representative Signature

 Date

- FACILITY INSPECTION -

A full inspection of the Facility will be performed a property management representative on the day of the reservation as well as following the event/Resident has returned the keys to the Community Management Office. Keys to the Facility will not be given to Resident until a complete pre-inspection has been completed. Any charges associated with damage repair and/or cleaning following use of Facility will be deducted from the deposit and/or charged to Resident ledger. If assistance required during use of Facility after business hours or on weekends, please call the 24 Hour Maintenance Support Line at 703.619.3880.

Key: **NA** = Not Applicable **ND** = No Damage **NR** = Needs Repair **NC** = Needs Cleaning **D** = Damage **SN** = See Notes

Equipment/Item	Pre Insp.	Post Insp.	Cost	Notes
Cabinets			\$	
Carpets			\$	
Ceiling Tiles			\$	
Decorative Plants/Decor			\$	
Dishwasher			\$	
Drapes			\$	
Exterior Grounds			\$	
Garbage			\$	
Garbage Disposal			\$	
Headphones			\$	
Light Fixtures			\$	
Media Control Panels			\$	
Media Equipment			\$	
Media Plugs			\$	
Microphones			\$	
Microwave			\$	
Oven/Range			\$	
Refrigerator			\$	
Restrooms			\$	
Tables and Chairs (include count)			\$	
Walls			\$	
Windows			\$	
Fireplace			\$	
Facility Clean			\$	
Other (detail)			\$	
Resident Initials:				TOTAL CHARGES: \$
Property Management Initials:				

PRE INSPECTION

Check #: _____ Deposit Amount: \$ _____ Total Fee(s): \$ _____ Key Number(s): _____

Date: _____

Resident Name (print): _____

Resident Signature: _____ Date: _____

Property Management Name (print): _____

Property Management Signature: _____ Date: _____

