

WORMAN'S MILL CLUBHOUSE AND RECREATIONAL FACILITIES

RESERVED USE FOR PRIVATE FUNCTIONS

WHEREAS, Article VII of the Bylaws provides the Board of Trustees with the authority to exercise certain powers and duties on behalf of the Conservancy, except as otherwise provided in the Founding Documents; and

WHEREAS, the Board wishes to establish general policies and procedures regarding eligibility to use the recreation amenities of the Worman's Mill Community, more specifically the Clubhouse, the tennis courts, swimming pools, basketball court, tot lot and putting green which are appurtenant to the Clubhouse building which facilities collectively are referred to herein as "The Worman's Mill Clubhouse (WMC)."

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Trustees approves the policies and procedures set forth below.

I. General

1. The primary purpose of the Clubhouse is to provide Conservancy members with facilities for community, social, cultural and recreational activities. Subject to availability, individual members may reserve designated areas of the facility for private use.
 - b. Use of the facilities is conditioned upon compliance with Local, County and State laws and regulations. Members must be in good standing in order to apply for (and be granted) private rental use.
3. First priority for use of the facilities will be given to the Conservancy for regularly scheduled meetings and/or functions.

First priority for use of the Clubhouse facilities will be given to the governing bodies of the Conservancy, such as the Conservancy committees with regularly scheduled meetings and/or functions. Otherwise, scheduling of the Clubhouse for Conservancy sponsored events/activities shall be on a first-come first-served basis by the Conservancy's managing agent.

4. The Conservancy, its Board of Trustees, its committees and the developer of Worman's Mill do not assume responsibility for any private use of the facilities.
5. The Conservancy Board of Trustees may refuse private use of the facilities to any member or group of members whose pattern of prior use indicates a disregard of the regulations.
6. Conservancy sponsored events: No rental fees or security deposits shall be required for events, which are sanctioned by the Conservancy. However, if events have an attendance of more than 25, the mandatory janitorial fee of \$85.00 applies.
7. The Rental Agreement Form is included as Exhibit A.

II. Eligible Use

In general, the WMC shall be for the exclusive use of Titleholders, residents, their guests, and invitees, through programs sponsored by the Conservancy, for duly constituted Conservancy committees, and other groups as may be called together by the Conservancy from time to time to participate in Conservancy activities or to pursue Conservancy business. Applicants for the reserved use of the WMC must be Titleholders of the Conservancy who are current in their assessments, not in violation of community rules and regulations, and are otherwise in good standing with the Conservancy.

III. Private Use of the Clubhouse Building

1. Hours for reserved private use of the facilities shall be:
Monday through Thursday – 7 AM – 10 PM
Friday, Saturday, and Sunday – 7 AM – Midnight

Note: The entire property, including building, grounds and parking lots must be vacated by ending times above.
2. Members wishing to reserve the Clubhouse shall submit an agreement form and payment to the community manager at least two (2) weeks, but no more than (8) months prior to the requested date. Exceptions shall be dealt with on an individual basis.
 - a. When a member reserves the facility for use by a group that is composed primarily of non-residents, the use of the facility is deemed to be the member's personal use and it is required that he/she is acting host to the group, and is present during the use period.
 - b. The facility may be used for commercial purposes at the discretion of the Clubhouse manager. Financial transactions will not take place on the premises. Publicity posted at the Clubhouse and in the calendar will be provided free. All other publicity must be provided by the user. Rental fees will be the same as those for residents.
3. No admission fees, nor any fund transfers which might be construed as admission fees whatsoever, shall be sold or collected for use of the Clubhouse by the Agreement Holder or his agent(s). Guests of the sponsor of a private function, however, may be charged a non-admission fee, or "required contribution," to cover non-profit costs under certain circumstances and for specific purposes, as follows:
 - a. Fees may be charged to cover costs, but not produce profit, that are directly related to the conduct of the event, such as:
 - (1) Fee or expense for a guest speaker or instructor.
 - (2) Cost of educational materials intrinsic to the function.
 - (3) Rental for Clubhouse facilities.
 - (4) Janitorial expense.
 - b. Such fees must be for a function or purposes that:

- (1) Is not of a commercial nature or has a commercial component to it.
 - (2) Does not in any way, either directly or indirectly, accrue to the financial benefit of an individual or group, unless it is a sanctioned fundraising event.
 - c. The purpose and amount of such charges must be disclosed by the resident sponsor as part of the application to use the Clubhouse facilities.
- 4. Events held in the Clubhouse building may not be publicly advertised by any medium beyond postings on the Worman’s Mill property and in the *Mill Monitor* publication. Fund raising at the event is to be restricted to benefit tax-exempt, 501(c)3-qualified charitable organizations, unless otherwise approved by the Conservancy Board.
- 5. Rental Fees:
 - a. For one-time events, a security deposit plus specific hourly fee for each area as indicated.
 - b. **Security deposit** Fees are as follows:
 - Use of One Room - \$300**
 - Use of Multiple Rooms - \$600**
 - c. **Time reserved must include setup and cleanup periods (Cleanup can NOT exceed the posted hours of the Clubhouse)**
 - d. **Janitorial Fee - \$85 (Mandatory for events of 25 or more persons in attendance)**
 - e. Hourly Fees and Capacity

AREA	FEE PER HOUR	CAPACITY
Upper Level		
Main Hall	\$40.00	100
Card Room	\$25.00	33
Library	\$25.00	33
Caterers Pantry	\$15.00	N/A
Entire Upper Level	\$90.00	181
Lower Level		
Dance/Mirror Room	\$40.00	59
TV Lounge/Billiard Room	\$35.00	33

Rental fees will be reviewed on an annual basis by the FAC and are subject to change.

6. If the person renting the facility wishes to utilize a caterer, it is their responsibility to make arrangements with the caterer and inform the caterer of what's available in the facility. **All caterers serving at the Worman's Mill Clubhouse must provide proof of insurances and licenses.**
7. Alcoholic beverages may be served at the Clubhouse provided state laws concerning alcoholic beverages are followed.
8. Alcoholic beverages **MAY NOT** be served to underage persons. Failure to comply will result in immediate termination of event and relinquishment of security deposit.
9. Smoking is **NOT ALLOWED** in the Clubhouse or on the grounds.
10. Candles only in glass containers may be used on the buffet tables. Open candles are allowed on birthday cakes only.
11. All Clubhouse activities will be conducted in such a manner that there will be no undue disturbance to other residents living near the Clubhouse.
12. All cars are to be parked in the Clubhouse parking lot. Caterers are to park in the lower parking lot near the pool after unloading.
13. All refuse and personal property of the Applicant(s) and their guests and invitees shall be removed from the Clubhouse immediately following the reserved use of the Clubhouse.
14. The renter shall be personally responsible for knowing the location of and proper use of the Clubhouse's fire extinguishers, if applicable.
15. **Loud noise, loud talking or gathering outside during or after an event, which might disturb the surrounding community, is prohibited.**
16. Empty any trash into your own plastic bags, tie them and place them in the containers in the trash enclosure. The manager has the right to withhold part of the deposit for trash found in the Clubhouse or on the grounds.
17. Decorations: Any decorations put up must be removed, including materials used to hold up the decorations. **No objects such as nails, tacks, tape, candles, or substances shall be placed on the walls, ceilings or window surfaces.** All decorations must be fireproof and shall be removed entirely immediately following private use rental of the facility. Under no circumstances shall any renter make any structural or electrical alterations to the facility except by written permission from the Board of Trustees of the Conservancy.
18. All Conservancy chairs, tables, and equipment **shall be returned** to proper storage areas following each reserved use, and under no circumstances shall chairs, tables, or other equipment belonging to the Conservancy be removed from

the Clubhouse. Any Clubhouse materials or equipment used must be cleaned and returned to their original place.

19. Clean-up of the facility for events of less than 25 persons is the responsibility of the renter.

Kitchen: Clean refrigerator, counters, sink, mop kitchen floor. Empty any trash into your own plastic bags, tie them and place them in the containers in the trash enclosure. *The manager has the right to withhold part of the deposit for trash found in the Clubhouse or on the grounds.*

Closing: Check downstairs; especially in the bathrooms, to make sure that all trash has been picked up; toilets are flushed, sinks are free of debris (such as paper towels, etc.), and lights have been turned off.

Lock any doors or windows that were opened. Double check to ensure that all the doors are locked whether or not you used them. A guest may have opened them.

Turn off all lights except security lights.

Check both upstairs and downstairs halls and bathroom areas.

IV. Reservation Procedures

Any eligible Titleholder wishing to reserve the Clubhouse for private use shall follow the procedures below:

1. Contact the community manager to check the availability for the requested date and time at least two (2) weeks but no more than eight (8) months prior to the requested date. If the time slot is available, the manager will reserve the time slot and a rental agreement application shall be completed by the applicant.
2. The applicant shall sign the Agreement and return it along with payment for the rental fees and the appropriate security deposit to the manager within ten (10) business days of the applicant's request for use of the facility and receipt of the agreement form. All payments shall be made in the form of a personal check, certified cashier's check or money order payable to the "Worman's Mill Community Conservancy." The signed agreement and payment should be mailed or hand-delivered to the community manager.
3. The manager will then send a copy of the agreement confirming the reserved date and time.
4. The facility is officially reserved upon receipt of the signed agreement and payment, which must be received at least two weeks prior to the reservation date. In the event the

check does not clear the applicant's bank due to insufficient funds or other reason, the event shall be cancelled unless the applicant provides payment immediately.

V. Sale of Alcohol

Sale of alcohol at the WMC is absolutely prohibited, both through the direct sale of beverages or through the charging of an admission fee for a function at which alcoholic beverages shall be served.

VI. Deposits

The Conservancy shall reserve the right to deduct from the security deposit an amount necessary to cover any cleanup, if warranted, and shall also deduct the costs of repairs or replacement of any property damaged during the use of the facilities. If the security deposit does not fully cover these costs, the Agreement Holder shall be billed for the difference, and future use of any of the Conservancy's facilities shall be denied until these costs are paid. The Agreement Holder shall be responsible for any and all damages that occur due to use of the facilities. The billed costs will be considered a special assessment and, if not paid, could result in a lien being placed against the Agreement Holder's home.

If the Agreement Holder fails to comply with any and all stipulations of the Rental Agreement or the Agreement Holder or any of his/her guests or invitees fail to comply with Conservancy established policies, legal documents, or County ordinances, the Conservancy, its Board of Trustees, and its managing agent reserves the right to deduct any portion (or all) of the paid security deposit made by the Agreement Holder. In addition, further use of the WMC may be denied for a period of time established by the Conservancy's Board of Trustees.

VII. Liability

The Conservancy, its Trustees, agents, officers, and employees assume no responsibility for the personal property of anyone using the WMC during times of reserved use. The Agreement Holder will remove all such property from the premises at the conclusion of the reserved use unless prior arrangements have been made with the Conservancy's managing agent.

The Agreement Holder and all users of the Clubhouse during a time of reserved use will be responsible for compliance and adherence to the Conservancy's Declaration of Covenants and Bylaws, including all amendments thereto, the Use Privileges of the Conservancy and all specifications of the Rental Agreement.

It is understood that the Agreement Holder agrees to indemnify the Conservancy, its Trustees, officers, agents, employees, and the Worman's Mill developer, and save them harmless from and against any and all liability, damage, expense, cause of action, suits, claims or judgments arising from injury to persons or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the Conservancy's ownership of the premises, from any action or omission of the Agreement Holder his/her agents, employees, invitees, or licensees, or from any cause whatsoever.

Revised October 2005 Revised November 2004 Revised August, 2003 Revised October, 2002
Revised February, 2002

APPLICATION

Permission is hereby requested by _____
(Application Date)

Name of Resident _____
 Requesting the Rental: _____

Address: _____

Day Phone: _____

to use the Worman's Mill Community Conservancy Clubhouse facilities according to the following specifications:

Name of Person (persons) who will be in charge during the rental:					
Facilities/Areas Requested					
Date of Activity	Times for Activity (To include setup and cleanup) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">Arrive Time</td> <td style="width: 50%; text-align: center; padding: 2px;">Leave Time</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> <p style="font-size: small; text-align: center; margin-top: 5px;">(Additional fees may be charged for use outside of these times)</p>	Arrive Time	Leave Time		
Arrive Time	Leave Time				
Purpose of Activity	Estimated Number of Persons Attending				
Will there be an Admission Charge Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how much?					
Will fund raising be part of the activity? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, How?	Will Alcoholic Beverages be Served? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, What?				

RENTAL FEES	DEPOSIT AND PAYMENT																						
<p>AREA</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Fee</th> <th style="width: 33%;">Hours</th> <th style="width: 33%;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>JANITORIAL FEE* \$85.00 <i>* Mandatory charge of \$85 for events of 25 or more persons</i></p> <p style="text-align: center;">TOTAL:</p>	Fee	Hours	Amount				<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 25%;">Security Deposit (Check only)</th> <th style="width: 25%;">Date Rec</th> <th style="width: 25%;">Amount</th> <th style="width: 25%;">Check #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Rental Fee (Check only)</th> <th style="width: 25%;">Date Rec</th> <th style="width: 25%;">Amount</th> <th style="width: 25%;">Check #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Security Deposit (Check only)	Date Rec	Amount	Check #					Rental Fee (Check only)	Date Rec	Amount	Check #				
Fee	Hours	Amount																					
Security Deposit (Check only)	Date Rec	Amount	Check #																				
Rental Fee (Check only)	Date Rec	Amount	Check #																				

Security Deposit Refund Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

PLEASE NOTE:

If the signed agreement and security deposit in the amount due as shown above are not received by the managing agent with this application, this reservation is not valid. Rental fees are required two weeks in advance of the event. In the event fees are not received within the required period, this agreement will be canceled.

TERMS AND CONDITIONS

The Worman's Mill Community Conservancy (hereinafter referred to as the "Conservancy") and the undersigned resident(s) (hereinafter referred to as the "Agreement Holder") hereby agree to the following terms and conditions of this Rental Agreement (hereinafter referred to as the "Agreement"):

1. The Agreement Holder and his/her guests will have exclusive use of the facilities/area indicated above during the Period described above.
2. The Agreement Holder hereby agrees to comply with all **local and state laws**, order, or governmental regulations and/or ordinances. The Agreement Holder also agrees to abide by the rules and regulations (otherwise known as the "Use Privileges") of the Conservancy for the use of the Community Clubhouse facilities, which are adopted from time to time, and the stipulations of this Agreement. The Conservancy has the right to modify the rules and regulations from time to time and shall have no liability to the Agreement Holder for its enforcement or waiver of such rules and regulations.
3. All personal property placed at the Community Clubhouse facilities or elsewhere upon the Conservancy's property shall be placed at the Agreement Holder's risk or at the risk of the person owning such property, and the Agreement Holder agrees to hold the Conservancy harmless and without fault or liability for any loss or damage, direct or indirect, which occurs as a result of theft or damage to said property.
4. NO pets or animals shall be brought in the Community Clubhouse or Pool Area except service animals.
 4. The Agreement Holder agrees to be present thirty (30) minutes prior to the reserved time of this agreement to conduct a pre-use inspection of the Community Clubhouse and its facilities with the designated Conservancy representative to note the condition of the facilities prior to commencement of the Rental Period. A post inspection shall be conducted at the completion of the rental time by a designated Conservancy representative.
6. The Agreement Holder hereby agrees that the Community Clubhouse and its premises will be used only as the Agreement Holder sets forth in the Agreement Holder's application for usage. The Agreement Holder further agrees that, should the event deviate from the specifications set forth by the Agreement Holder in the application for usage, the event may be cancelled, the Agreement Holder may be charged all or part of the security deposit paid by the Agreement Holder, and/or the Agreement Holder may have additional penalties imposed.
7. The Agreement Holder hereby agrees that the Community Clubhouse and its premises will be used only for the purpose indicated above and that any use contrary to such purpose may result in forfeiture of a portion or all of the security deposit paid by the Agreement Holder.
8. The Agreement holder understands that there will be a staff/monitor present during the rental period to assist if necessary and to monitor compliance. Should the staff/monitor determine that the participants of any private rental are behaving in a manner that may cause harm or injury to any person or property and advise the participants to cease such action(s), and the participants continue the harmful behavior, the staff/monitor may ask the participants to immediately vacate the facility.

The staff/monitor will make every attempt to contact the Community Manager or a member of the Board of Directors before termination of any private rental.

9. The Agreement Holder hereby agrees to exercise due care in using the premises, and the Agreement Holder also agrees that the furniture, appliances, fixtures, and appurtenances are under his/her control, and therefore, the Conservancy is not liable to the Agreement Holder, his/her guests, servants, or invitees for any damage whether to person or property caused by the failure of any plumbing, heating, sewage, electricity, water or gas systems or for failure of any other fixture. In addition, the Agreement Holder agrees to indemnify and hold the Conservancy harmless and without fault or liability for any loss or damage, direct or indirect, which occurs during the Rental Period from either personal or property damage sustained by the Agreement Holder, his/her guests, invitees or servants. Moreover, the Agreement Holder shall indemnify the Conservancy for any and all costs or expenses, including but not limited to attorney's fees, that are incurred by the Conservancy arising out of any claim by it against the Agreement Holder, his/her guests, invitees, or servants.
10. The Agreement Holder hereby understands that emergencies should be reported immediately to:
 - FIRST, to the Police or Fire/Rescue (as appropriate) by dialing 911.
 - SECOND, to the designated Conservancy representative for the function/event
 - THIRD, the Agreement Holder must complete an Incident Report documenting the emergency and/or accident.

All accidents, no matter how small, should be logged and explained in detail on an Incident Report. In the event a form is not available, the Agreement Holder remains responsible to provide a written account of the incident to the Conservancy.
11. The Agreement Holder hereby acknowledges that this Rental Agreement cannot be assigned or transferred to another resident or homeowner of the Conservancy.
12. The security deposit is subject to the following terms:
 - a. The security deposit shall not be refunded unless the Agreement Holder gives the Conservancy's managing agent written notification of his/her intention not to use the Community Clubhouse facilities during the Reserved Period at least ten (10) business days prior to the Reserved Period.
 - b. **The security deposit shall be refunded only if the premises, furniture, appliances, fixtures and appurtenances are found, upon post-use inspection, to be in the same condition as at the commencement of the Rental Period as listed on the pre-use inspection - ordinary wear and tear expected.**
 - c. The security deposit shall not be considered liquidated damages and the Agreement Holder hereby agrees that he/she shall be responsible for any and all damage in excess of the amount of the security deposit.
 - d. If when the Agreement Holder cleans the facility and the facility is not restored to its pre-use condition, the Conservancy will have the facility cleaned and deduct the cost from the security deposit. The Agreement Holder is responsible for removing all personal property at or before the designated end time of the reserved time period. **The Agreement Holder must bag all trash and place trash in the containers in the trash enclosure outside of the facility. If all trash containers are filled, trash may be left in the enclosure in closed, tied, garbage bags.**

- e. The Agreement Holder agrees to vacate the Clubhouse and its premises at or before the designated end time of the reserved time period. Failure to do so will result in a charge of \$100 per hour. Such charge may be deducted from the security deposit.
 - f. If the Agreement holder has met all obligations and there is no damage, the security deposit will be returned within ten (10) business days.
13. The Rental Agreement is not an interest in real estate but an agreement for the use of the Premises. In the event that the Conservancy breaches its obligations under this Rental Agreement, the parties hereto agree that the Conservancy's liability for damages shall be limited to the amount of the Fee(s) paid and the Security Deposit paid. If more than one individual constitutes the Agreement Holder, the singular context will be construed to be plural whenever necessary, and the covenants of the Agreement Holder will be joint and several obligation of the individual members thereof.

AREA	FEE PER HOUR	CAPACITY
Upper Level		
Main Hall	\$40.00	100
Card Room	\$25.00	33
Library	\$25.00	33
Caterers Pantry	\$15.00	N/A
Entire Upper Level	\$90.00	181
Lower Lever		
Dance/Mirror Room	\$40.00	59
TV Lounge/Billiard Room	\$35.00	33

SECURITY DEPOSITS	
Use of One Room	\$300.00
Use of Multiple Rooms	\$600.00

Security deposits must be paid in order to be a scheduled event on our reservation calendar.

RENTAL AGREEMENT HOLDER RESPONSIBILITIES ACKNOWLEDGMENT

1. The Agreement Holder executing the Agreement must be in attendance at said activity and adhere to the hours on said Agreement.
2. All events/activities must end and the building and premises vacated after the end of the Rental Period. **Loud noise, loud talking or gathering outside during or after an event, which might disturb the surrounding community, is prohibited.**
3. There will be a pre-use and post-use inspection of the Clubhouse facilities and the premises with the Agreement Holder and the designated Conservancy representative. Upon entry, Agreement Holder should note any apparent vandalism or any cleanliness deficiencies on the inspection form.
4. Agreement Holder must not allow more than the maximum number of persons permitted by law to occupy the building during the Rental Period; and is responsible for the cost and consequence of any legal action initiated by the Conservancy or local authorities for violation of occupancy limits.
5. Except where such fees are incidental to Conservancy-sponsored activities, no admission fees nor any fund transfers, which might be construed as admission fees whatsoever shall be collected for use of the Clubhouse facilities by the Agreement Holder.
6. Any event or activity intended to be attended by persons under 21 years of age shall be attended by a minimum of two adult chaperons over the age of twenty-one (21) one of whom must be a member of the Conservancy whose names and signatures will appear on the Rental Agreement application. Additional chaperons are required at a rate of one (1) Adult chaperon per ten (10) youths attending the event, or any portion thereof. As indicated in the Rental application the individuals whose names appear on the rental application must be present for the duration of the event. Absolutely no alcohol is permitted at such events.
7. All Conservancy chairs, tables, and equipment shall be returned to proper storage areas following each reserved use, and under no circumstances shall chairs, tables, or other equipment belonging to the Conservancy be removed from the Clubhouse.
8. If auxiliary lights, or sound equipment are contemplated for use during any of reserved time, the Conservancy's managing agent shall be notified three (3) days in advance. The managing agent reserves the right to conduct an inspection of the decorations or equipment to be used by a representative of the County Fire Department or by a licensed electrician. A fee to cover the cost of such inspection shall be levied against the Agreement Holder.

9. **ABSOLUTELY no objects such as nails, tacks, tape, candles, or substances shall be placed on the walls, ceilings, or light fixtures, window surfaces.**
Decorations shall be removed entirely immediately following the reserved use of the Clubhouse.

Under no circumstances shall any group make any structural or electrical alterations in the Clubhouse, except by written permission from the Conservancy's Board of Trustees.

10. Paints, acids, and all other hazardous supplies and materials which present a clear damage potential are prohibited from the Clubhouse during times of reserved use.
11. All refuse and personal property of the Agreement Holder(s) and their guests and invitees shall be removed from the Clubhouse immediately following the reserve use of the Clubhouse. The Agreement Holder(s) are responsible for providing their own trash bags for the removal of refuse.
12. Each Agreement Holder shall be personally responsible for knowing the location of and proper use of the Clubhouse's fire extinguishers, if applicable.
13. A City of Frederick noise ordinance prohibits loud noise, which may disturb residents of the community, and the Agreement Holder is required to adhere to the requirements of this ordinance.
14. Conservancy offices **are not** included in the Rental Agreement.
15. No alcoholic beverages can be served to underage persons.
16. **The Clubhouse is a non-smoking facility.** Smoking area is located in the rear of the property along the swimming pool fence.
17. Attendees must park in the Clubhouse parking lot and not on surrounding streets.

I UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OR ALL OF THESE RULES MAY RESULT IN THE IMMEDIATE TERMINATION OF THE FUNCTION/EVENT, DENIAL OF FURTHER USE OF THE BUILDING, RELINQUISHMENT OF SECURITY DEPOSIT AND/OR OTHER FEES OR PENALTIES BEING IMPOSED BY THE CONSERVANCY AS APPROPRIATE. I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT HOLDERS RESPONSIBILITIES.

Worman's Mill Resident:
Agreement Holder

_____ Date _____
Signature

Printed Name and Address: _____

Phone: _____

Event Contact:

_____ Date _____
Signature

Printed Name and Address: _____

Phone: _____

Revised 10/23/05

**COMMUNITY CLUBHOUSE RENTAL
PRE AND POST INSPECTION FORM**

INVENTORY:

ITEM	NUMBER	CONDITION
Sofas	2	
Chairs, Lounge	11	
Chairs, regular	2	
Chairs, Stacking	84	
Tables, Folding	10	
Trash Cans	2	
Coffee Makers	1	
Microwave	1	
Refrigerator	1	

FACILITY INSPECTION CONDITION:

ITEM	PRE-USE CONDITION	POST-USE CONDITION
Floors		
Doors		
Windows		
Verandas		
Walls		
Kitchen/Bathrooms		
Trash Enclosure		

COMMENTS (on back of sheet)

Pre-Use Inspection Conducted By:

Date:

Time:

Pre-Use Agreed Upon By Agreement Holder:

Date:

Time:

Post-Use Inspection Conducted By:

Date:

Time:

DATE OF EVENT	DEPOSIT
REPLACEMENT/REPAIRS	TOTAL REFUND

