

**The Villages of Longmeadow Association, Inc.**  
**Clubhouse Reservation Contract**

**General Rules**

1. Clubhouse hours of operation are from 9:00 a.m. to 11:00 p.m.
2. Smoking is prohibited anywhere within the clubhouse complex, to include the clubhouse, parking lot, lawn areas, pool, and playground.
3. Alcoholic beverages are prohibited anywhere within the clubhouse complex, to include the clubhouse, parking lot, lawn areas, pool, and playground.
4. Excessive noise is prohibited in and around the clubhouse.
5. The clubhouse may not be used for commercial or private business purposes.
6. At NO time will unsupervised minors be allowed to use the clubhouse.
7. Maximum occupancy rate is 70 people. Do not exceed maximum occupancy.
8. Renters are allowed to use the clubhouse under the same conditions as the owner of the home, provided that the owner is a member in good standing.

**Rules and Procedures for Private Use**

1. You must be a member of the Homeowners Association and Association Dues must be current in order to reserve the clubhouse for private use.
2. There is a basic two hundred dollar (\$200.00) user fee. This fee is non-refundable if you choose not to use the clubhouse, unless notice is given at least two days before the event.
3. There is an additional one hundred-fifty dollar (\$150.00) security deposit, which is fully or partially refundable following an assessment of the premises at the conclusion of your reservation period.
4. Reservations must be made at least fifteen (15) business days prior to the planned event.
5. Pre event showing of the clubhouse must be arranged well ahead of time through ACS West, or at a time when the clubhouse is open for a community event, such as a board meeting when it is finished.
6. Fees and this contract are due within five (5) business days after making a reservation. If not received within five (5) business days, your reservation may be cancelled. If more than one reservation is requested for the clubhouse for the same day, the reservation will go to the person who gets their contract and fees in first.
7. You must sign this contractual form when you make your reservation. **Your signature indicates full acceptance of responsibility for the clubhouse and its furnishings while it is under your control.**
8. Upon entering the clubhouse you should inspect for any previous damage. This inspection will be done with the clubhouse custodian and anything found should be noted on the inspection form. Damage resulting from your event will be deducted from your deposit and any excess amount will be billed to you.
9. When you have finished using the clubhouse clean it; the bathrooms and kitchen need to be swept, mopped, and all trash removed to the outside trash cans. There is a key to the lock on the trash bins with the key you are given to the clubhouse. Toilets and sinks must be left clean. The refrigerator and freezer must be clean and free of anything, such as ice.
10. The furniture may be moved anywhere you would like during your event, but must be returned to their pre-event positions. Pictures are posted showing where the furniture

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belongs. Carpet stains, spills, dirt, etc must be cleaned. There is a vacuum cleaner and a carpet cleaner provided for this. Any tears or pulls in the carpet need to be repaired or reported to the custodian.

11. Nothing is to be attached in any way to walls, ceiling, windows, fans, tables, chairs, outside railings or signs in the parking lot or at the front that will leave marks or tape or damage anything. This includes staples, pins, or any kind of tape. Users may be called to return to clean it up before any deposit is returned.
12. All cleaning supplies and paper products are provided by the Association. A full refund of the deposit requires the clubhouse to be fully restored to it's initial condition.
13. Return the thermostat to 65 degrees in the winter and 78 degrees in the summer. Lock all windows and doors.
14. Your trash may be disposed of in the County Waste Trash barrels within the trash enclosure out by the parking lot. In the event of a "busy" weekend and all five barrels are full you may leave bags between the barrels so long as the gates will close and lock. You have a key for those locks.
15. Check all areas around the clubhouse for trash and pick it up and dispose of it. Remember, you are responsible for your guests. If they throw trash on the ground it is your duty to clean it up.
16. You should have the clubhouse cleaned and vacated no later than 11:00 pm. Failure to do so could result in the forfeiture of your deposit.
17. Someone from the Clubhouse staff will contact you to make arrangements to pick up the keys. Remember that it is volunteers who take care of the clubhouse and their time is important too. Keep your appointment. The keys will only be given to the designated person(s) on this contract. The key will not open the clubhouse door until 9 AM on the day of your event.
18. Once you have entrance to the clubhouse you are responsible for the clubhouse and all of its belongings until the key has been returned.
19. The keys are to be returned promptly after your event to the clubhouse custodian or the drop box so that a timely assessment of the facility may be conducted.
20. At the conclusion of your event call the posted phone number so that a staff member may come and lock up the gate.
21. Make sure all doors and windows are locked. If left unlocked and damage occurs you will be held responsible and your deposit (\$150.00) will not be returned and you will be held accountable for the additional expense.
22. There are 14 6-foot tables and approximately 55 folding chairs in the closet available for your use. Please clean them and return them neatly to the closet when you are finished.
23. Violation of any of these rules may lead to suspension of clubhouse privileges as well as restitution for damages, if applicable.
24. The two table lamps must be left on at all times. Please do not turn them off. If you move them temporarily please put them back in the original place and leave them on.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Today's Date \_\_\_\_\_ Event Date/time \_\_\_\_\_

Type of Event (examples: child's birthday party, anniversary party) \_\_\_\_\_

How did you hear about the use of the clubhouse? \_\_\_\_\_

Person making this reservation: (Please print clearly) \_\_\_\_\_

Are you the homeowner or a renter? \_\_\_\_\_

Name of alternate person with permission to obtain the keys \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell or other phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form with payment to:

The Villages of Longmeadow  
P.O. Box 11361  
Richmond, VA 23230

**All checks are made payable to The Villages of Longmeadow Association.** Do NOT make your check payable to the management company.

Your rental fee and deposit should be written on **two separate checks**. Please **post date the deposit check only** to the date of your event. The \$150.00 clubhouse rental fee will be processed the day it is received in the management office. Please contact the management office at 804-282-7451 if there are any questions prior to your event. You will be contacted by a clubhouse staff person to make an appointment to get the keys, however you will not be given access until the morning of your event.

Please keep in mind that the clubhouse is run by **volunteers** from your Association. All proceeds from the rentals are set aside for capital improvements to the facility.

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Resident/Renter Name: \_\_\_\_\_

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Event: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Was any damage reported before use? \_\_No \_\_Yes

If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

Who was notified and when: \_\_\_\_\_

**Inspection Checklist:**

	Before Event			After Event		
	Yes(√)	No(√)	Remarks	Yes(√)	No(√)	Remarks
Trash properly disposed of.						
Doors are closed and locked						
Windows are closed and locked						
Floors are clean and stain free						
Kitchen was found clean and sanitary						
Dishes are clean and in cupboards						
Bathrooms are clean						
Tables and chairs are clean and in storage room						
Heat/Air conditioning reset						
All fans are turned off						
All lights are turned off						
Porch is clean						
Key returned						

**Signature of Clubhouse Custodian:** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

Clubhouse Address (for directions, invitations, GPS, etc.): 2819 Longmeadow Circle.

\*Do not mail your reservation forms to this address-return to Longmeadow at the address above.