



Waters Landing Association, Inc.

20000 Father Hurley Boulevard • Germantown, Maryland 20874 • 301-972-3681

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Application for Use of the Community Center

(As of April 2009)

Use of the Community Center must be submitted to Waters Landing Association at least one (1) month/thirty (30) days prior to the scheduled activity.

Cancellation of an event must be submitted to Waters Landing Association at least one (1) month/thirty (30) days prior to the scheduled activity.

Date(s) Requested: _____
(Attach Schedule for Recurring Rentals)

Name of Group/Function: _____
(If Applicable)

Name of Individual Sponsor: _____

Address of Sponsor: _____

Home Telephone: _____ **Business Telephone:** _____

Anticipated Size of Group: _____ **Adults:** _____ **Children:** _____

Time Requested: **From:** _____ **To:** _____ **Rent:** _____

Purpose: _____

General Procedures for Community Center Use

SPONSOR: Use of the Building must be sponsored by a Waters Landing owner/management agent **who is current in homeowner assessments, has no pending Architectural Violations on their home and present at the function.** The Sponsor will assume total responsibility for the building use. The Sponsor will pay the cost of any repairs, losses or extraordinary maintenance resulting from use of the building.

BUILDING ACCESS: Keys may be picked up at the Community Center the day of the function, Monday through Friday, 11:00 am - 4:00 pm. If your event falls on a weekend, you must pick up the key Friday, 11:00 am – 4:00 pm. Key will be released **only to the resident or sponsor.** Keys should be returned as directed by the Association staff. **Failure to return the key by Monday, 4 pm following your event or to make other arrangements will result in a reduction of \$100.00 from your deposit each day the key is not returned. You must bring your copy of this application with you in order to pick up the key.**

A Not-for-Profit Homeowner Association Serving the Waters Landing Community of Neighborhoods

Churchill Senior Living • Country Lake • Deep Wood Village • Esprit • Gables/Manorwoods • The Gables Apartments • Harbour Place • Highlands • Kingsbury Crossing • LakeCrest • Lakeforest • Lakeview • Landing Glen • Laurelwood Cove • Logansport • South Shore Harbour • Stonecreek Club • Sunridge/Village • US Homes @ WL • Waterbury Downs North • Waterbury Downs South • Waters Edge • Waters House • Waverly • Woodlands

INSPECTION: Any damages or unsatisfactory conditions should be noted and brought to the attention of the Waters Landing Administrator.

CLEAN-UP: *All furnishings must be arranged in their original positions.* All trash must be collected and placed in containers provided. The building must be left in the same condition and state of cleanliness, which existed before the function. Room rental applicant is responsible for supplying ALL cleaning supplies, including trash bags, etc.

SECURITY: All doors and sliding windows must be closed and locked. All lights, including those in restrooms, with the exception of those in the foyer and front door area, must be turned off. Checklist must be signed and slipped under the office door with the key. Let yourself out; locking the door prior to placing the key under the office door. **EXTERIOR DOORS MUST BE TIGHTLY CLOSED AND LOCKED.**

EMERGENCIES: The Montgomery County Emergency Number is 911.
Emergency Message Service (c/o Zalco Realty, Inc.) 301- 585-0088

RENTAL RATES: Rental rates are *\$35.00 per hour, including set up and clean-up time*, payable BY CHECK at the time of reservation. **The money order or cash in the amount of \$500.00 for the required building deposit is payable at the time of the key pick-up.**

OFFICIAL OFFICE USE ONLY:

Rent Received: _____	Check Number: _____	Date: _____
Deposit Received: _____	Date Received: _____	Date Returned: _____
Key Number: _____	Date Pick-Up: _____	Date Drop-Up: _____

I have read the General Procedures for Community Center Use and, as indicated by my signature below, agree to abide by the procedures. I hereby release, indemnify and hold harmless the Waters Landing Association, Inc., its members, directors, officers, employees, agents, contractors, successors and assigns, from and against any and all claims, damages and causes of action, including all costs and attorney's fees resulting from or arising in connection with the use of the Community Center. I hereby agree that any and all amounts for which I am responsible, including costs of damage, loss or extraordinary maintenance to the Community Center and its contents, and all amounts due pursuant to this indemnification, may be assessed against my property in Waters Landing and shall become part of the lien for assessments against such property.

Signature of Sponsor: _____ **Date:** _____

Approval by WLA Representative: _____ **Date:** _____

(RULES AND REGULATIONS FOR USE OF THE COMMUNITY CENTER ARE ON THE NEXT PAGE AND MUST BE SIGNED ALSO.)

RULES AND REGULATIONS FOR USE OF THE COMMUNITY CENTER
(As of April 2009)

The Board of Directors of the Waters Landing Association has approved the following rules and regulations regarding the use of the Community Center:

1. Capacity limit is seventy-five (75) people.
2. The Center may be reserved only by Waters Landing Association homeowners. Renters must obtain their landlord signature as sponsor and provide a copy of the current lease.
3. Commercial groups using the Center shall, in general, be restricted to non-private, nonprofit making activities unless, in the opinion of the Board, such activities provide a desirable response to substantial community demand for such activity.
4. The Board of Directors shall exercise sole right of authorization or denial of use of the Community Center facilities. The Board of Directors reserves the right to waive the deposit requirement for officially recognized Waters Landing committees or activities sponsored by the Waters Landing Association, Inc. Reservations will be confirmed upon approval of the Board of Directors or its designated authority.
5. The security deposit will not be returned until the Staff or Management has confirmed the violation of the Rules and Regulations. Any damage to the Center, its furnishing, fixtures, or surrounding area shall be deemed a violation of this policy. Failure to adequately clean up in a timely manner following a rental may also be considered a violation of this policy. Only persons authorized by the Association shall make repairs to the Community Center facilities. Additional assessment will be charged if the cost of repairs exceeds the security deposit. Such assessment will be due and payable upon notification to the sponsor. The Association will have the right to place such assessment as a continuing lien against the sponsor's property.
6. ***Refundable deposits will be returned at the time the key is returned and the room has been inspected by a Waters Landing representative.***
7. Any request for appeal of damage determination and/or assessment must be made in writing to the Board of Directors within fifteen (15) days of the notification of such damage determination or assessment.
8. Pets are prohibited except for seeing/hearing guide dogs.
9. Alcoholic beverages may not be sold on the premises.
10. Smoking is prohibited in the Community Center, except at the pre-designated area outside the main door. (A smoker's station is available for all cigarette "butts")
11. Use of the Center by Waters Landing Association governing body groups will take precedence over other activities. Scheduled activities may be cancelled in situations requiring an emergency meeting of the Association body.

12. Community Center use and operation shall be reviewed on an annual basis by the Board of Directors.
13. This building **MUST** be cleaned and vacated by **9:00PM**. **NO EXCEPTIONS**. Failure to vacate the premises by 9:00pm will result in the **loss of the total deposit**.
14. No grills or grilling within 25 feet of the building.
15. **THE POOL & CONCRETE DECK AREA IS OFF LIMITS!!!** Community center users who do not abide by this rule will forfeit any future use of the Community Center and will result in the loss of the total deposit.

THE NEW DECK IS NOW AVAILABLE TO RESIDENTS THROUGH THE TWO DOORS IN THE MAIN ROOM. PLEASE NOTE THAT THESE DOORS ARE ACCESSIBLE THROUGH YOUR ROOM RENTAL KEY & SHOULD BE LOCKED AT THE END OF YOUR EVENT.

I HAVE READ THESE RULES AND REGULATIONS AND THE INSTRUCTIONS FOR USE OF THE COMMUNITY CENTER AND AGREE TO ABIDE BY THEM.

Group Name: _____

Signature of Sponsor: _____ Date: _____

(COMMUNITY CENTER CLEAN-UP RESPONSIBILITY CHECKLIST IS ON THE NEXT PAGE AND MUST BE INITIALED AND SIGNED ALSO.)

Waters Landing Association Community Center Clean-Up Responsibilities

Our cleaning contractor only comes in once each week. Therefore, it is **YOUR** responsibility to clean up after your time spent in this facility. You are expected to leave the premises in a condition acceptable to the next group following yours.

You must read all the items below and initial by each written item:

- _____ Remove all personal items from building. Remember to check inside the coat closets and inside all kitchen appliances.
CHARGE **\$20.00**

- _____ All trash, garbage, debris, etc. must be in trash bags, secured, and placed inside the blue J & J Inc. trash containers at the side of the building. **DO NOT THROW LOOSE GARBAGE IN THE OUTSIDE CONTAINERS.** PLACE new trash bags in kitchen and restroom containers.
CHARGE **\$25.00**

- _____ Remove all decorations, including balloons and tape used on the walls, and ANY outdoor directional signs.
CHARGE **\$25.00**

- _____ Return all furnishings to their original locations. Plants are to remain in their original locations. Folding tables are to be stacked against the large picture window in the small meeting rooms, and chairs stacked. **DO NOT BLOCK ANY DOORWAYS OR CLOSETS WHEN RETURNING TABLES AND CHAIRS.**
CHARGE **\$20.00**

- _____ All floors must be broom swept and left clean of debris. Spills must be mopped clean. If floors require more extensive cleaning as a result of your activity, it is your responsibility to vacuum, sweep or mop the floors as needed.
CHARGE **\$50.00**

- _____ Check to make sure that all toilets are flushed, faucets are turned off, and restroom floors are broom swept and mopped clean.
CHARGE **\$25.00**

- _____ Check the area outside of the building entrance and parking lot; pick up any trash or debris resulting from your rental (to include paper and plastic cups, dishes and utensils, cigarette butts, and soda and beer cans).
CHARGE **\$30.00**

- _____ Turn off all lights and ceiling fans. Temperature controls should be left at a setting appropriate for the season.
CHARGE **\$10.00**

- _____ Secure and lock ALL exterior windows and doors.
CHARGE **\$500.00**

_____ Wipe down all counters and appliances, inside and out.

CHARGE **\$25.00**

_____ Wipe down all windows, entry doors and windows in the community center.

CHARGE **\$50.00**

The above items listed do **NOT** include **DAMAGE** RATES. The damage rates will be based upon our contractor's time and materials proposed.

Group Name: _____

Signature of Sponsor: _____

Date: _____

In case of **FIRE** or **HEALTH EMERGENCY, DIAL "911,"** then dial 301-585-0088 to notify management.
The Association office hours are Monday through Friday, 11:00 a.m. to 4:00 p.m.