

# Rental Agreement for use of The Grove Clubhouse

The undersigned requests permission to rent and use The Grove Clubhouse. The undersigned is an owner of real property in The Grove Neighborhood or a renter of real property in the Grove Neighborhood. The undersigned wishes to use the Clubhouse from \_\_\_\_\_ o'clock \_\_\_\_\_ .m. to \_\_\_\_\_ o'clock \_\_\_\_\_ .m on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Rules:** The undersigned agrees to abide by The Grove Homeowners Association rules and policies for the Clubhouse, attached as Exhibit A. It is understood that a Member of the Board of Directors of The Grove Homeowners Association, or a person designated by the Board, may inspect the Clubhouse including furniture, window coverings, equipment and the area surrounding the Clubhouse, before and after use by the undersigned. Any items not in good condition will be repaired or replaced as necessary. The undersigned agrees to pay for any repairs or replacement, and if it is not promptly paid, The Grove Homeowners Association, shall have a lien against the home owned by the owner for payment of same, which lien may be collected in the same manner as yearly assessments.

**Hold harmless and indemnification:** The undersigned hereby releases and shall hold harmless and indemnify The Grove Homeowners Association property owners and the employees, contractors, agents, affiliates, and related entities thereof for all claims, attorneys fees, and other costs or liabilities incurred by or asserted against any of the foregoing as a result of use of The Grove Clubhouse by owner or guests.

**Condition of Clubhouse before and after:** The undersigned agrees to inspect the Clubhouse prior to acceptance and report any damage found.

**Alcohol/Virginia host/liquor laws:** The undersigned understands that under Virginia law, a host of any social event or business function where alcoholic beverages are served may be personally liable for any property damage, personal injuries, or loss of life resulting in whole or in part from the host's negligence in allowing any intoxicated guest or attendee to be served alcohol. Such liability may include harm to the intoxicated individual himself and also harm to total strangers involved in automobile accidents, etc. caused by that intoxicated individual. The undersigned further agrees that no alcoholic beverage of any sort will be served to any minor or intoxicated person. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to person or property during the time that the undersigned has the Clubhouse rented.

Renter may need a **banquet, banquet special event** or **mixed beverage special event** ABC license. Please visit <http://www.abc.state.va.us/index.html> for guidance. Banquet (also known as one-day) licenses are issued to individuals for private events where alcohol is provided at no charge to guests.

**Cancellations:** 50% of the rental fee will be returned for cancellations prior to 7 days of rental date. Cancellations within 7 days of rental date will forfeit the entire rental fee unless cancellation is due to severe weather (board approval required for refund)

# The Grove Clubhouse Rental

## Signature Page

**The Grove Homeowners Association  
Clubhouse Representative:**

**Grove Homeowner or Renter:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

Total number of attendees: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Exhibit A – Clubhouse Rules

Exhibit B – Pool Rules

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## Payment Information

Date Received: \_\_\_\_\_ Signature of person receiving rental fee: \_\_\_\_\_

\$ \_\_\_\_\_ Rental Fee Received (Check # \_\_\_\_\_)

\$ 75.00 Security Cleaning Deposit Received (Check # \_\_\_\_\_)

\$ 150.00 Security Damages Deposit Received (Check # \_\_\_\_\_)

**Please select one of the following:**

\_\_\_\_\_ Shred my deposit checks

\_\_\_\_\_ Return my deposit checks (resident pickup)

# Rules for the use of The Grove Clubhouse by Owners & Renters: Exhibit A

*Please Initial Each Item*

1. \_\_\_\_\_ **Fee:** Each Grove owner/renter renting The Grove Clubhouse will sign a rental agreement prior to renting the Clubhouse. Any checks should be made payable to **The Grove HOA.**
2. \_\_\_\_\_ **Rental Fee:** A rental fee must be paid in advance by the renter. The rental fee options are: A. \$125.00 for a minimum of 3 hours. B. \$200 for 6 hours - \$15.00 for each additional hour after 6 hours.

Residents of the Grove may rent the clubhouse to host candidates for public office. Rentals are encouraged to be open to all Grove residents. Normal clubhouse rental rates will apply and are the responsibility of the resident hosting the event.

3. \_\_\_\_\_ **Non-Profit Rental:** Only Scouts or similar type youth activities (youth groups, sports teams, etc.) will be charged \$50 per rental (6 hour block), plus security deposit is required. \$5 for each additional hour. If an organization has more than 1 meeting per month, the \$75.00 deposit check will be held until all scheduled meetings for the month are completed. The renter must be a Grove resident and the organization must have 20% Grove member participation to qualify or at the discretion of the Board.

All other non-profit groups will be charged \$50 (6 hour block), plus security deposit is required. \$5 for each additional hour. In addition, these groups must submit documentation proving their 501C designation in order to qualify for the non-profit rate. If an organization has more than 1 meeting per month, the \$75.00 deposit check will be held until all scheduled meetings for the month are completed. The renter must be a Grove resident and the organization must have 20% Grove member participation to qualify or at the discretion of the Board.

4. \_\_\_\_\_ **Free Rentals:** Free rentals are granted for events open to all neighbors of the Grove or specific Grove neighborhoods. Attendees must be Grove residents only. If fees of any kind are charged to the participants the renter would be disqualified for a free rental. Security deposit required for free events. Security deposit waived for events sponsored by the GHOA.

5. \_\_\_\_\_ **Rentals for Elected Officials:** The Grove Clubhouse is available to host current County or State elected officials by any resident of the grove. The event must be open for all Grove Residents to attend. The elected official must represent residents of the Grove. There is a \$50 fee to cover the administrative cost of the rental.

This policy extends to incumbent elected officials running for reelection until the date early voting begins in the year their name appears on the election ballot. On the date early voting begins until the day following election day, they will fall under “Rentals to Candidates for Political Office.”

6. \_\_\_\_\_ **Cancellations:** 50% of the rental fee will be returned for cancellations prior to 7 days of rental date. Cancellations within 7 days of rental date will forfeit the entire rental fee unless cancellation is due to severe weather. Board approval is required for a refund.
7. \_\_\_\_\_ **Revision of dates/times:** Residents may change their rental request (date and/or time) once after the initial reservation request. Any subsequent requests to change the date or time will result in a \$15 change fee per occurrence (unless weather related).
8. \_\_\_\_\_ **Security Deposit:** In addition to the check for the rental fee, **two** deposit checks will be submitted for the clubhouse rental. All checks should be made payable to **The Grove HOA**. A \$75.00 security deposit check for the cleaning of the clubhouse and a \$150.00 security deposit check for any damages, both to be returned or shredded to the homeowner/renter if the Clubhouse is left in clean condition, there are no noted damages, the key is returned, and the appropriate rental fee that will be submitted to the Grove Homeowners Association at the end of the month of the event.
9. \_\_\_\_\_ **Cleaning fee:** In addition to the rental fee, a \$75.00 security fee will be assessed to the renting homeowner/renter if the Clubhouse is not left in a clean condition. The Clubhouse Coordinator or Board Member has the authority to determine if clean up meets specifications and has final say.
10. \_\_\_\_\_ **Damage:** The Grove owner/renter will be responsible for the repair or replacement of any damage done to the Clubhouse, or its furniture, equipment, or window coverings. In addition to the rental fee, a \$150.00 security fee will be assessed to the clubhouse renter if there are damages. If damages exceed the security fee, the renter will be responsible for the additional cost. **Nothing may be adhered to the windows, doors or walls. Failure to return furniture and tables/chairs to the proper location and with proper care could result in forfeiture of security deposit. Furniture within the clubhouse (sectional, accent chairs, end tables, accent table, dining table, and dining table chairs) may NOT be moved, stored or used outdoors.**
11. \_\_\_\_\_ **Assessments current:** The Clubhouse is not available for rental to any resident if The Grove Annual Assessments and other sums due the Association by that resident are not current.
12. \_\_\_\_\_ **Owner as host:** Only (1) owner/renter or (2) immediate family members of owners/renters may reserve the Clubhouse. The Grove owner/renter must be present at all times at the function for which the Clubhouse is rented and must be the primary host of the event. Owners may not reserve the area on behalf of a third party.

13. \_\_\_\_\_ **Assumption of risk**: The Grove owner/renter will assume full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse by the owner/renter and said owner/renter shall agree to the hold harmless and indemnity provisions contained in the Rental Agreement to which these rules are attached.
14. \_\_\_\_\_ **Alcoholic beverages**: Alcoholic beverages may not be served to minors or intoxicated persons at the Common Area. Under Virginia law, a host of any social event or business function where alcoholic beverages are served may be personally liable for any property damage, personal injuries, or loss of life resulting in whole or in part from the host's negligence in allowing any intoxicated guest or attendee to be served alcohol. Such liability may include harm to the intoxicated individual himself and also to total strangers involved in automobile accidents, etc. caused by that intoxicated individual.
15. \_\_\_\_\_ **Smoking**: No smoking is permitted within the clubhouse at any time.
16. \_\_\_\_\_ **Music**: Music, and/or any other noise, must be kept at a level that it cannot be heard in the surrounding homes in the area. The renter of the Clubhouse will be responsible for seeing that there are no loud noises from the guests either coming to or leaving the function at the Clubhouse.
17. \_\_\_\_\_ **City codes**: All applicable city and fire codes apply.
18. \_\_\_\_\_ **Occupancy limit**: The maximum occupancy for the Clubhouse is 150.
19. \_\_\_\_\_ **Hours**: All functions must end by 11:00 p.m. on weeknights and by 12:00 am on Friday or Saturday nights.
20. \_\_\_\_\_ **Pets**: No pets of any kind (with the exception of service animals) are permitted in the clubhouse.
21. \_\_\_\_\_ **Clubhouse Access**: **During the months the pool is open, bathrooms will be shared with pool traffic. Lifeguards must have access to the kitchen and bathrooms at ALL TIMES during any rental.**
22. \_\_\_\_\_ **Grove Committee Use**: Grove Committees with less than 10 participants attending will be asked to change the scheduled date if a resident would like to rent the Clubhouse.
23. \_\_\_\_\_ **Pool**: The pool area is separate from the Clubhouse and may **NOT** be rented during regular pool hours. There should be no guest traffic on pool decks.
24. \_\_\_\_\_ **Wifi**: The Grove owner/renter who rents the Clubhouse and guests may use the wifi (**Network**: Grove Clubhouse Guest / **Password**: Guest508). Usage should be limited to appropriate and legal content/activities. Please note, IT support is not currently available. Any internet issues can be reported to [boardofdirectors@thegrovehoa.com](mailto:boardofdirectors@thegrovehoa.com).
25. \_\_\_\_\_ **Television**: The Grove owner/renter who rents the Clubhouse and guests may use the television and accessories (DVD/VCR, remote controls, and HDMI cables). The television and accessories must remain connected and on the shelf above the fireplace.

26. \_\_\_\_\_ **Heat/AC:** Heat and/or air conditioning must be returned to the original setting and lights and/or fans are to be turned off by the Grove owner/renter when the function is over.
27. \_\_\_\_\_ **Lock doors:** The Grove owner/renter will lock the doors and close and lock all windows when the function is over and at any time the Clubhouse is unoccupied.
28. \_\_\_\_\_ **Clean up of Clubhouse:** The Grove owner/renter who rents the Clubhouse will be responsible for cleaning the Clubhouse, the rest rooms and any other area used, including all equipment and furniture, immediately after the function ends. Cleaning includes vacuuming and/or damp mopping the floor as needed, and wiping down the countertops, tables and chairs. The renter will also be responsible for placing all trash (including bathrooms) in the containers outside the kitchen doors. **A cleaning checklist is provided to all renters as part of the key pickup package. Failure to follow cleaning checkout procedures could result in forfeiture of security deposit.**
29. \_\_\_\_\_ **Key return:** The key for the Clubhouse will be returned to the person from whom it was checked out immediately after a function at the Clubhouse. Failure to return the key within 6 hours after the end of the function will result in a \$25.00 key assessment (this includes lost keys).
30. \_\_\_\_\_ **Violation:** Violations of these rules will be determined by the Board in their sole discretion. Violations to clubhouse rules and policies are addressed on a case by case basis by the Board of Directors. Members of the Board will decide if a violation has occurred by hearing from the person(s) claiming the violation, the homeowner who rented the Clubhouse, and any other relevant people. Residents concerned about a possible violation in progress are instructed to contact the police. Consequences to the renter may include forfeiture of their security deposit(s) and a waiting period before being able to rent again. The specifics of consequences are determined by the Board on a case by case basis.

*Revised 5.12.24*



## Clubhouse Cleaning Checklist

**PLEASE NOTE:** In order to keep our clubhouse rental affordable, we **DO NOT** have a professional cleaning service come in after each rental. When the items on this checklist are completed, the clubhouse should be presentable for the next rental.

### Bathrooms:

- Must be in clean condition
- Empty trash and replace trash bags

### Kitchen:

- Clean sink
- Wipe down counters
- Turn off **ALL** appliances

### Floors:

- Sweep or vacuum, then use damp mop
- Vacuum floor mats inside doors

### Furniture:

- Wipe down tables and chairs
- Return folding tables and chairs to the storage shed
- Return all other furniture to its original setup

### Overall:

- Remove **ALL** balloon string, silly string, confetti, etc used for decoration (*make sure to check under the chair and couch cushions for any stray confetti*)
- Take out **ALL** trash to the cans near the pool area
- Replace trash bags
- Turn off **ALL** lights and fans
- Make sure that **ALL** doors are pulled shut and locked

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**PLEASE RETURN KEY TO BOX BELOW MAILBOX AT:  
13819 HAWKINS PARK ROAD  
IMMEDIATELY FOLLOWING EVENT**

Report any problems PRIOR to or IMMEDIATELY following your use of the Clubhouse to Ashley Kundu (717) 817-3001 or Ashley.Lebo@gmail.com