

Potomac Knolls Community Center

Rental Procedures

Welcome to the Potomac Knolls Homeowners Association (PKHOA) Community Center. The PKHOA Board of Directors and General Manager are here to assist you with making your event a very special and memorable occasion. Attached are the Community Center Rules and Regulations, the Reservation Application Form, and the floor schematic of the community Center. If possible, please take a few minutes to read them completely before leaving the Center. If you have questions or need more information please do not hesitate to ask. Below you will find several helpful tips that will make your event go smoothly and ensure a full refund of your security deposit.

- Review all documents carefully as they are legal and binding.
- If you are planning the event in conjunction with event planners or caterers, it is the Homeowner's responsibility to make sure that they have a copy of the Rules and Regulations and any other pertinent information (directions, address, etc.).
- Review all timelines in this document for payment of security deposit, rental fees, set-up/clean-up fees and refund policies for monies paid due to cancellations.
- Finally, rental of the PKHOA Community Center is for the exclusive use of Potomac Knolls Homeowners and family members of their household only.

Thank you for selecting the PKHOA Community Center to host your event. Our goal is to always provide the Homeowner with excellent service. Your knowledge of and adherence to the Rental Procedures is essential.

Potomac Knolls Community Center

Rental Rules and Regulations

The Potomac Knolls Homeowner Association Community Center is for the exclusive use and enjoyment of Potomac Knolls homeowners and family members of their household. The Center may be reserved for use by Potomac Knolls Homeowners in good standing only (current on HOA dues, no pending property violations), and family members of their households. Friends or non-Homeowners are not permitted to rent the Center, nor are Homeowners allowed to rent the Center for other Homeowners. The Center shall be used only for private, recreational, or non-commercial events. Failure to adhere to these rules will result in the loss of future rental privileges to the homeowner.

- 1. Each household is entitled to two (2) rentals per year.**
- 2. Renters of the Center must be age twenty-one (21) or older.**
- 3. The homeowner who signs the rental agreement is responsible for assuring that events for persons younger than twenty-one (21) will be chaperoned during the entirety of the event. No exceptions.**

Below are activities that are not permitted when using the Community Center

1. Do not smoke anywhere inside the building or within fifty (50) feet of the entrance to the Center.
2. Do not tape, tack, nail, or put anything on the walls that may cause damage to the walls.
3. Do not place anything on the dance floor but your feet.
4. Do not consume food and drinks outside the Center.
5. Do not consume alcoholic beverages outside of the Center.
6. Do not charge admission for use of the Center.
7. Do not exceed the 150 person maximum capacity.
8. Do not pull the fire alarms causing a false alarm.
9. No loud music or misconduct in the Center's parking lot.

The HOA Board of Directors will revoke the rental privileges of all Homeowners who fail to adhere to all these rules and regulations.

Reservations are taken on a first-come, first-served basis, and are not final until all monies due (rental fee, security deposit, and set-up/clean-up fees) are paid in full with a completed application.

Event/Use Time

The Community Center may be reserved for the following times:

Sunday-Thursday	Anytime between 8:00AM and 12:00 midnight
Friday, Saturday & Holidays	Anytime between 8:00AM and 2:00AM

The Homeowner is entitled to use the facility only for the time that is specified in your Reservation Application Form. A one-hour personal set-up period is allowed prior to the start of your event (for rentals on an hourly basis only). Rentals are for a minimum of two (2) hours. All-day rentals begin at 8:00am. The free one-hour set-up period does not apply to all-day rentals. Please consider when making your reservation, especially if you're using event-planners, caterers, etc.

Community Center Rental Rates

The rental cost is fifty-five dollars (\$55.00) per hour up to six (6) hours. Rentals beyond six hours is considered an all-day rental at the cost of four-hundred and sixty-five dollars (\$465.00)

Security Deposit

The security deposit is one-hundred and seventy-five dollars (\$175.00). At the conclusion of your event, the security deposit will be refunded in full to the Homeowner via U.S. mail within ten (10) business days, provided that there are no damages to the facility, and that the homeowner occupies the facility for only the contracted time. If your event results in additional clean-up fees charged to the Community Center, the additional clean-up fees will be deducted from the security deposit before a refund is rendered. If the clean-up fees exceed the security deposit, the entire security deposit will be applied to the cleaning costs, and the homeowner will be billed for the difference. In addition, there will be a charge of One-Hundred and Fifteen Dollars (\$115.00) for any trash removal from the Community Center grounds.

Set-up and Clean-up Fee

The set-up/clean-up fee is seventy dollars (\$70.00). The fee covers setting up the Center as specified in the Homeowner’s floor plan. Homeowners are not permitted to rearrange the furniture without due cause.

In addition, the fee covers cleaning up the Center after events (returning tables and chairs to storage and cleaning).

Payments

All monies due (rental fee, security deposit, and set-up/clean-up fees) **must be paid in full upon submission of your application.** Payments will only be accepted in personal check or money order, and must be in the name of the Homeowner, and submitted by the Homeowner. **No cash** will be accepted. Confirmation of Homeowner identification is required (i.e., picture identification, drivers license). **Note:** Please write the date of your event in the memo section of your check or money order.

Cancellations

You may cancel your reservation at anytime sixty (60) days or more in advance of your reservation date with full refund of all monies.

You will forfeit your security deposit if you cancel your reservation fifty-nine (59) to thirty (30) days prior to your reservation date. However, your full rental fee and set-up fee will be refunded.

If you cancel your reservation twenty-nine (29) days or less prior to your reservation, you will forfeit your security deposit and fifty-percent (50%) of your rental fee. However, you will receive the remaining fifty-percent (50%) of your rental fee and your full set-up fee. (See the chart below.) Refunds, if applicable, will be made within ten (10) business days via U.S. mail.

CANCELLATION TABLE

60 DAYS OR MORE	No Penalty	
59 DAYS TO 30 DAYS	Security Deposit -	No Refund
	Rental Fee -	Refunded
	Set-up/Clean-up Fee-	Refunded
29 DAYS OR LESS	Security Deposit -	No Refund
	Rental Fee -	50% Refunded
	Set-up/Clean-up Fee-	Refunded

Floor Plan Submissions

All set-up floor plans must be provided to the General Manager two (2) weeks prior to the scheduled event. An additional charge of \$20.00 will be assessed for late submissions. The General Manager will call the Homeowner twenty-one (21) business days prior to the scheduled event as a courtesy reminder.

Pre/Post Inspections

The Homeowner and HOA representative will conduct a pre-inspection of all reserved space for use within the Center. Use by the Board of Directors, duly constituted HOA committees, and HOA activities are exceptions.

Following reserved use of the Center, the homeowner and HOA representative will conduct a post-inspection of the Center to ascertain if there are any new damages resulting from the Homeowner's use. The HOA representative will use an inspection checklist attesting to the condition of the center pre and post the event. Both the Homeowner and HOA representative must sign. The homeowner may contest any discrepancies with the Board of Directors. The decision of the Board of Directors is final.

Community Center Keys

The Homeowner will receive the Community Center keys for an **all-day rental**. If the keys are lost or not returned, the Homeowner will be responsible for paying all charges incurred for changing locks on exterior doors of the Center.

Facility Capacity

In accordance with the Prince Georges County Code, the Fire Marshall will shut down any event that exceeds the one-hundred and fifty (150) person maximum capacity. The Fire Marshall will also issue a fine of five hundred dollars (\$500.00) for violating the county code. The Homeowner will be responsible for payment of the fine.

Fire Alarms

When using the facility please pay attention to the Pull Stations for the fire alarm system. Pulling of the fire alarms and causing a false alarm is now a Two-Thousand Dollar (\$2000.00) fine that will be issued by the fire department. The Homeowner will be held responsible for payment of the fine.

Special Note: The PKHOA Board of Directors reserves the right to adjust these rules and regulations as needed without notice.

Potomac Knolls Community Center

RESERVATION APPLICATION FORM

Applicant's Name: _____

Applicant's Address: _____

Contact Telephone Numbers: Day _____ Evening _____

Event Reservation Date: _____

Time/Duration: From _____ To: _____

Nature of Event: _____

Note: Chaperones are required for participant events under the age of 21. The established formula is one (1) adult for every ten (10) youths attending the event.

(Age of attendees (for youth events only) Age range ____ to ____)

No. of attendees _____

Will alcohol be served? _____ (Yes/No) **Alcohol must not be served to youths.**

Security Deposit	(\$175.00)
Rental Fee	(\$55.00 per hr. up to 6 hrs.) / all-day (\$465.00)
Set-up/Clean-up Fees	(\$70.00)
Total paid	_____

Check # _____

Money Order # _____

The Homeowner acknowledges that he/she has received a copy of this package and will comply with the rental procedures rules and regulations regarding the rental of the Community Center. The Homeowner also acknowledges that he/she is the responsible party and will compensate the Potomac Knolls Homeowners Association (PKHOA) for any damages or fines assessed to the PKHOA as a result of their event.

NOTE: In addition, the Homeowner understands that access to the Center will be denied until the homeowner conducts the pre-inspection walkthrough and signs all appropriate documents.

Rental Closure

The Homeowner (Lessee) is responsible for leaving promptly at the end-time stated in the contract agreement, or is prepared to pay additional charges. A security staff (Lawrence Price Security) will ensure that all events end timely, as well as provide security in the parking lot during the event.

Special Note: Homeowners found to be renting the facility for non-Homeowners of the Potomac Knolls community, for other Homeowners of Potomac Knolls, or for charging any type of admission to enter the facility will lose their privilege to rent the Community Center for future events.

Signature _____

Date: _____

President of the Board of Directors

Potomac Knolls Homeowners' Association
