WILLOWS OF POTOMAC APPLICATION AND CLUBHOUSE AGREEMENT

Homeowners Name (please print) _____ Home phone: _____

_____ Cell phone: _____

Work phone: _____

Address: _____

I/WE hereby request permission from the Willows of Potomac Community Association to use the Willows Clubhouse located at 10015 Bald Cypress Drive, Rockville, Maryland 20850-5412 on the ____ day of _____, 20___, from the hours of _____ a.m./p.m. to _____ a.m./p.m., for the purpose of

_____

_____

.

_____ (Initial) Alcohol [will] / [will not] be served. (circle one)

Approximately _____ people will be attending. Party area maximum capacity: 60

****

The Willows of Potomac Community Association hereby agrees to permit _____ (hereafter referred to as the "renter"), to reserve the use of the Willows Club on the _____ day of _____, 20___, between the hours of _____ and _____. This time shall include any time the renter needs for purposes of setting up before the function and cleaning up after the function. In consideration of this reservation and permission to use the Willows Club, the renter has deposited with the Clubhouse Representative the sum of _____ dollars ($_____) as a security deposit AND a rental fee of _____ dollars ($_____). The renter further agrees to abide and be bound by the Willows of Potomac Community Association Clubhouse Rules and Regulations, a copy of which is attached hereto and made part hereof. Violation of any of the rules may forfeit the security deposit or fraction thereof and the right to rent the facility in the future.

All parties, gatherings, or meetings shall be confined to the party room area only. The party room area consists of the kitchen, multi-purpose room, foyer, and restroom area. THE RENTER AND THEIR GUESTS ARE PROHIBITED FROM USING THE SWIMMING POOL FACILITY, POOL DECK, FITNESS CENTER, ETC.

_____ (Initial) The renter agrees that they will not enter the clubhouse facilities outside of the hours specified above. Renters entering the Clubhouse facility prior to the rental period starting time or leaving the Clubhouse facility after the rental period ending time as specified in the rental agreement may be assessed a minimum of two times the rental fee for each hour or fraction of an hour that was not included in the Willows of Potomac Application and Clubhouse Agreement.

_____ (Initial) The renter agrees that if the gate, exterior doors or windows to the facility are left unlocked, the renter will forfeit no less than $250.00 of the security deposit.

_____ (Initial) The renter agrees that if the rental agreement specifies that alcohol will NOT be served and alcohol is served, the renter will forfeit the entire security deposit.

_____ (Initial) The renter agrees that if the rental agreement specifies that alcohol will be served, the following rules will be observed.

A. No alcoholic beverages may be served to or consumed by any persons under the age of twenty-one. If alcohol is served to or consumed by any persons under the age of twenty-one, the renter will forfeit the security deposit and will lose the right to rent the facility in the future.

B. Food must also be served.

C. Kegs of beer are prohibited.

D. Proof of liability insurance must be provided and attached to this agreement.

Smoking is not permitted in the clubhouse, on the clubhouse deck or porch.

_____ (Initial) The Committee reserves the right to inspect the Willows Club during usage to ensure that all rules and regulations are being followed.

WILLOWS OF POTOMAC APPLICATION AND CLUBHOUSE AGREEMENT

In the event that it becomes necessary for the Willows of Potomac Community Association to retain legal counsel to enforce any of the terms and conditions of this agreement, the renter agrees to pay court costs and reasonable attorney fees incurred by the Willows of Potomac Community Association.

The renter must be a resident of the Willows of Potomac and agrees to be on the premises of the Clubhouse at all times during the period of authorized use. The renter will indemnify the Willows of Potomac Community Association, for all damages, including legal fees and costs, resulting from any injury to person or property, which may occur at the Clubhouse premises during the period of use. The renter agrees that he/she shall hold the Willows of Potomac Community Association, the Board of Directors, the Clubhouse Committee, and any individual representative, director, employee or agent of the Willows of Potomac Community Association harmless as to any such injury or damage.

This agreement creates a limited use for the Clubhouse by the renter and guests. THIS AGREEMENT IS NOT VALID OR BINDING UNTIL APPROVED AND SIGNED ON BEHALF OF ALL PARTIES.

APPLICANT HOMEOWNER(S) SIGNATURE _____ Date _____

_____ Date _____

Approved by Willows of Potomac: _____ Date _____

Application & checks shall be sent to:

Willows Club
C/o Marji Epstein
13700 Ginkgo Terrace
Rockville, MD 20850

Make checks payable to The Willows of Potomac

For use by Willows of Potomac only:

Date of Reservation: _____

Security Deposit Paid ($_____) _____

Rental Fee Paid ($_____) _____

Key # Issued _____ Date: _____

Key Returned _____ Date: _____

Building Inspected By: _____

Date and Time Inspected: _____

Deposit Returned: _____

Willows Clubhouse Rental Procedures and Checklist

Name: _____ Address: _____

Rental Date: _____ Rental Time: _____

Alcohol Allowed: YES / NO Email: _____ Rental Key #___

General:

- The Willows of Potomac clubhouse may only be rented to current residents of the Willows of Potomac.
- The Willow's resident renting the clubhouse must be present at the clubhouse throughout the entire rental period.
- Renter must immediately notify Clubhouse Representative of any problems with the clubhouse.
- Renter may not enter Clubhouse facility for any reason before the time specified on the rental agreement. Violators will be fined according to the terms of the rental agreement.
- Renter must vacate premises, with cleaning complete and all items not belonging to the community removed from the premises, no later than the time specified on the rental agreement.
- Renter and guests are prohibited from using the swimming pool facility, pool deck, fitness center, etc.
- Joint Clubhouse and Pool parties are prohibited.
- Clubhouse Address: 10015 Bald Cypress Drive, Rockville, MD 20850
- Emergency contact number: Contact the property manager (301) 540-8600.
- No smoking permitted in the building or on the deck.
- No alcohol permitted in the clubhouse, on the deck, or on the clubhouse/pool grounds unless specified on rental agreement.
- Do NOT use a trash can/recycling can without a trash bag/liner.
- Vacuum and broom are in the closet across from the kitchen.

When you arrive:

- Enter the clubhouse by scanning the smart key card at the fitness center door (to the right of the front door)
- Unlock the hallway gate by scanning the smart key card.
- Unlock the front door from inside the clubhouse by inserting the hanging key tool into the hole in the front door push bar and turning it until it clicks into the place. The front door will remain unlocked until you disengage the key tool.
- The light for the hallway near the fitness center and bathrooms is on a sensor and goes on/off automatically.

Before you leave (Must be completed no later than the time specified on the rental agreement):

- Remove from the premises all items not belonging to the community
- Collect all trash (except from bathrooms) and put in the garbage dumpsters in the trash enclosure. Trash must be placed inside the garbage dumpsters. Do not bring garbage dumpsters into the clubhouse.
- Leave counter tops and tables clean and free of debris.
- Put tables and chairs in original position (if moved).
- Clean up all spills.
- Vacuum carpeted floors.
- Mop non-carpeted areas.
- Flush toilets if needed.
- Make sure all thermostats (hall, party area) are set to 76 degrees in summer and 65 degrees in winter when you leave.
- Return all cleaning supplies to original storage location.
- Turn off all lights (kitchen, multi-purpose room, bathrooms, and foyer), except the hall light outside the bathrooms.
- Lock all doors and windows.
  - ➔ Closet across from kitchen
  - ➔ Gate
  - ➔ Deck door (make sure upper and lower bolts in the left door are secure before locking door.)
  - ➔ Windows
  - ➔ Disengage the hanging key tool from the front door push bar. The door should lock. Check and make sure that the outside front handle does not turn and that the door is indeed locked from the outside.
- Leave facility ready to be rented by others.
- The Association is not responsible for any personal property or equipment left at the clubhouse, deck, porch or parking lot.

Willows of Potomac
Clubhouse Security Release Checklist

Dollar amounts in parentheses indicate the minimum amount of security deposit that will be forfeited if not left in an acceptable condition. Rules violations will result in additional penalties. This list is not all-inclusive.

I. Main Clubhouse

_____ Gate, exterior doors/windows closed and locked.($250)

_____ Tables and chairs in their original position ($100)

_____ Tables and chairs free of debris ($100)

_____ Tables and chairs condition free of stains/tears, etc. ($ actual cost of repair/cleaning/replacement)

_____ Trash removed from party area ($200)

_____ Floors free of debris or liquid ($250)

_____ Carpet condition, free of stains/tears, etc. ($ actual cost of repair/cleaning/replacement)

_____ Walls free of stains, markings/damage/tape, etc. ($ actual cost of repair/cleaning/replacement)

_____ Interior lights turned off ($50)

II. Kitchen

_____ Wastebasket & Recycling bins free of debris and all trash removed from clubhouse. ($100)

_____ Kitchen sink, counters & cabinets free of debris ($100)

_____ Kitchen sink, counters & cabinets free of stains/damage ($ actual cost of repair/cleaning/ replacement)

III. _____ Refrigerator clean and free of debris ($100)

_____ Microwave oven clean and free of debris ($100)

IV. Bathroom

_____ Floors and vanity free of debris ($100)

V. Other

_____ _____

_____ _____

****

Upon completion of the rental, the condition of the clubhouse was examined by

_____ on _____.

_____ I authorize the release of the security deposit.

_____ I recommend that _____ of the security deposit be withheld due to the following.

Comments: _____

_____

_____

_____ ___/___/___

Signature Date