

***Forrest Farm Homeowners Association***  
**COMMUNITY CENTER**  
**OPERATING GUIDELINES**

**The Community Center of Forrest Farm has been designated for all Forrest Farm residents to use and enjoy. In order to maximize such usage and enjoyment, the following guidelines have been approved by the Forrest Farm Board of Directors.**

**Rental of the center during the summer months does NOT include use of the pool. Members wishing to rent the pool should also use the Pool Rental Addendum.**

Only members of the Forrest Farm community can rent the Community Center. Homeowners who are delinquent in paying their HOA dues will be required to bring their account current before renting the center.

The Community Center Committee (CCC) may deny applications for rental to homeowners who previously rented the center and did not leave it in a clean condition or per the rules stated below.

Priority for use of the building will be given to Forrest Farm governing bodies such as the Board of Directors and Association Committees. Otherwise, scheduling will be on a first-come first-served basis.

Programs and activities that are fee-for-profit may be hosted in the Community Center so long as the program/activity is conducted by a member of the community and, attendance and publicity is limited to members of the HOA and guests of HOA members. Approval from the Forrest Farm Board of Directors must be granted by the Board at an HOA Board meeting prior to rental of the Center.

**BUILDING USAGE AND FEES**

1. A rental request form must be submitted to the Community Center Committee for approval. If it is approved, a security deposit of \$100, and a signed rental agreement are required to hold the date on the Community Center calendar. Rental fees are \$15.00/hour with a minimum two (2) hours. The rental fee including the security deposit is payable no later than ten (10) business days prior to the event. The security deposit will be returned to the renter within five (5) business days after the event, provided that the center is clean and that there are no damages or losses to the premise. If damage or losses occur, the Community Center Committee will prepare an itemized list of damages/losses and will consult with the Board of Directors to determine the cost of such damage or loss. This amount will be deducted from the security deposit. The renter is responsible for reimbursing Forrest Farm HOA for the full cost of clean up, loss, or damage that exceeds the security deposit. Loss or damage to the premise will be noted on the homeowner's file, which will affect the approval of future rentals.
2. All events must end by 12:00 AM (midnight).
3. There will be a check-in and check-out inspection by a member of the Community Center along with the renter. The checklist provided will serve as the inspection before and after the rental. The check-in inspection will happen before the day of the event and it is at this time the keys will be turned over to the renter. The check-out inspection will be completed within 24 hours after rental is complete and prior to the deposit being returned.
4. Monthly rental is available upon request. The monthly rental rate will be negotiated separately with the Community Center Committee and approved by the Board of Directors.

## **CANCELATIONS**

Reservations canceled more than ten (10) business days prior to the reserved use date will result in a full refund of all rental fees and deposits. Rental fees are non-refundable if the reservation is canceled by the homeowner ten (10) or fewer business days prior to the reserved use date. In addition, Forrest Farm HOA reserves the right to cancel the rental agreement and withdraw approval at anytime, with or without cause, without incurring liability of any kind, and the renter's sole remedy shall be the refund of any rental and security deposit fees. The Board of Directors shall determine all questions about retention or return of security deposits. Decisions of the Board of Directors shall be final.

# Forrest Farm Homeowners Association

## Community Center Rental Application and Agreement

Mailing Address: P.O. Box 756  
 Hollywood, Maryland 20636  
 Website: [www.ForrestFarmsHOA.com](http://www.ForrestFarmsHOA.com)

**General Information:**

The Forrest Farm Community Center is available for rental by community members in good standing. Reservations will be accepted and confirmed by written application only, submitted to the Community Center Committee at the above address or via e-mail at [communitycenter@forrestfarmshoa.com](mailto:communitycenter@forrestfarmshoa.com). Telephone inquiries regarding availability are welcome, but please note that your rental date is not confirmed until a written rental agreement and security deposit has been received by the committee. For reservations made by mail, a receipt and confirmation will be mailed or e-mailed to the applicant at the address listed on the application.

A deposit, as noted below, is required at the time the Rental Application is submitted. Payment of the full rental fee including deposit must be made at least ten (10) business days in advance of the scheduled use. Failure to meet this deadline will result in the cancellation of the rental and forfeiture of your deposit. Deposits and final payment must be made by personal check (belonging to the member) or money order. *No cash will be accepted. Please make checks/money orders payable to "Forrest Farm H.O.A."*

Rental Rates	Deposit	Two (2) Hour Minimum	Each Additional Hour
FFHOA Members	\$100	\$30	\$15.00

**Date submitted:** \_\_\_\_\_

**Event date (First Choice):** \_\_\_\_\_ **(Second Choice):** \_\_\_\_\_

Name of Homeowner: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ Times Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_ Rental Fee (\$15.00 x total hours requested): \_\_\_\_\_

(The Association provides approximately 8 Tables & 46 Chairs)

**Office Use Only**

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Pool Addendum?  Yes  No

Application Rec'd \_\_\_\_\_ Security Deposit of \$ \_\_\_\_\_ Received on \_\_\_\_\_

Date Confirmation Sent: \_\_\_\_\_ By \_\_\_\_\_

Rental Fee Due: \_\_\_\_\_ Rental Fee of \$ \_\_\_\_\_ Received on: \_\_\_\_\_

Deposit returned date: \_\_\_\_\_ Deposit returned by \_\_\_\_\_

## RULES/USER RESPONSIBILITIES

1. Keys to unlock the center & restrooms will be provided during the check-in inspection conducted by a Community Center Committee member and returned no later than the next day.
2. The resident executing the contract must be in attendance at the check-in inspection.
3. Only adults may operate the window shades.
4. SUPERVISION: Children attending the event **MUST BE** supervised at all times, whether inside or outside the building. Damage to the building, common areas, tot lots, etc. caused by unsupervised children will be the responsibility of the Renter
5. Leave the center as clean as it was found, with floors swept, counters wiped, appliances empty/clean, and garbage collected, removed, and placed in the dumpster. All chairs and tables **MUST** be wiped clean and stacked on storage racks and placed in closet before leaving. Exterior doors must be locked and secured upon leaving the building.
6. Supplies and materials brought into the building must not have a potential for creating damage: i.e. paints, acids, heating devices, etc.
7. Absolutely no objects such as nails, tape, tacks, candles and substances which cause damage shall be placed on the walls, window, or shade surfaces.
8. Turn OFF **ALL** lights. The thermostat should be set at 80 in Summer and 55 in the winter
9. Make a complete inspection of the building, including the bathrooms and kitchen, before leaving the premises.
10. Smoking is **NOT** allowed inside building. All cigarette/cigar butts must be disposed of in the “Smoker Station” at the front of the building. **DO NOT** throw butts on sidewalk, grass, parking lot or **onto the pool deck**.
11. Do not allow more than the maximum number of persons permitted by law (130) to occupy the building/rooms during the event scheduled.
12. St. Mary’s County noise ordinance prohibits loud noise outside of the building and noise loud enough to be heard from outside the building walls.
13. Curfew for use of the building is 12:00 AM. The building and premises must be vacated by these times. As a matter of courtesy to the community, please vacate the premises quietly.
14. The renter is responsible for ensuring that the event ends and the space is cleaned before the end-time indicated on the rental application. Failure to end the event and/or clean up by the specified end-time may result in forfeiture of the security deposit.
15. The renter understands that parking is restricted to the front of the Community Center or the lower parking lot by the field. Parking by homeowners or guests using the center is **NOT** permitted along Pembroke Dr. or Hungerford Ct..

16. The renter understands that the Forrest Farm Homeowners Association, its Directors, Officers, Agents and Employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever.
17. The renter understands that failure to comply or adhere to all guidelines and/or responsibilities may result in penalties imposed to them.

**I have read and understand all RULES/USER RESPONSIBILITIES listed above.**

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

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

**ALCOHOL USE IN THE COMMUNITY CENTER:**

**NO Alcoholic beverages will be permitted at any function in the Community Center during the summer season when rented in combination with using the pool**

**Do you plan to have alcoholic beverages at your event? Yes \_\_\_\_\_ No \_\_\_\_\_**

**The Homeowner/renter agrees and understands that:**

- He / She will be present in the Community Center at all times during the event.
- The Community Center is NOT a private residence and that no person under the age of 21 may possess or consume alcoholic beverages even with the permission of their parent or guardian.
- The homeowner is 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 rented the Community Center.
- The homeowner ensures that they and all guests will follow all local, county, and state laws regarding the use and consumption of alcoholic beverages.

**I have read and understand all RULES/USER RESPONSIBILITIES listed above for the use and consumption of alcoholic beverages.**

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

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

## CHECK (IN & OUT) LIST FOR USE OF COMMUNITY CENTER

The following is a checklist of items that **MUST** be done by the Renter at the end of each scheduled event:

IN	OUT	Checklist Item
		ALL tables and chairs <b>MUST</b> be wiped clean before restacking in closet.
		Thermostat – Temperature can be adjusted while party is being held but when leaving make sure you hit the “clear” button so the thermostat will return to its programmed temperature.
		All interior lights turned off.
		Shades rolled up to top of windows.
		Bathroom floors mopped. Floor swept and mopped when necessary (spills or dirt)
		Kitchen counter tops cleaned of food and debris. Items removed from the refrigerator/freezer.
		Trash and garbage bagged and removed from the center and parking lot.
		No pins, nails, tape, etc. allowed on walls, ceiling, or window sills.
		All items brought in for event must be removed (check the refrigerator).
		All exterior doors locked when leaving the community center.
		All cigarette/cigar butts littering perimeter of building must be removed as well as other decorative or food debris left from the party.
		All signage and/or balloons must be removed from street corners.
		Building/parking lot <b><u>MUST BE</u></b> vacated by time noted in Rental Agreement

**Those renting the center are reminded to be courteous to the residents that live near the community center:**

No loud music outside the center  
No loud gatherings outside the center

## COMMUNITY CENTER FACILITY DAMAGE GUIDELINES

TYPE OF DAMAGE	APPROXIMATE COST OF REPAIR
Pins, nails, tape, etc. used on painted surfaces (walls or ceiling)	MINIMUM CHARGE \$20.00
Floors, walls or doors scuffed, dented, gouged, stained, marred in any way	To be assessed according to degree of damage and materials needed to repair
Broken windows	Cost of replacement (including labor)
Broken/Missing chairs or tables	Cost of replacement or repair
Bathroom damage	Cost of parts and labor
Appliance damage	Cost of parts and labor
Shade damage	Cost of replacing the shade