

## 2024 Milestone Clubhouse Rental Agreement (Non-Profit)

Milestone Owners Association, Inc. ("MOA") - 804-550-4656 (Clubhouse #)

### **FORM AND PAYMENT**

1. Complete the attached Milestone Owners Association Clubhouse Reservation Form.
2. \$250.00 security deposit, payable to MOA, dated the date of your event.
3. Separate checks for the usage fee (see below), payable to MOA, dated the date of your event.
4. **MOA assessment account must be paid in full to allow approval of rental request.**
  - Usage of the clubhouse up to 4 hours is \$50.00. This includes all set up and clean up time.
  - Please return reservation form and 2 checks: Drop off the form at the clubhouse during office hours, leave in secure drop box just outside the front door, or mail it to 11030 Milestone Drive, Mechanicsville, VA 23116.

### **NON-PROFIT RENTAL REQUIREMENTS:**

- Non-profit rentals are required to provide proof of 501(c)(3) or other proof of non-profit status to receive reduced rental rate.
- All rentals will require Resident Sponsorship and that resident must be in attendance at the event from start to finish, including clean-up. The resident sponsor will have the ultimate responsibility to ensure that all rules and regulations are followed, including security and damage.
- MOA Board of Directors approval is required for all non-profit rentals.
- A maximum of 25 attendees will be observed.

### **OBTAIN YOUR EVENT ACCESS**

Please call the clubhouse office one week prior to your event to set up a time to obtain your front door access fob and review/sign off on rental requirements.

**All renters must review and complete the Milestone Clubhouse Pre-Rental Form ("Form") PRIOR to the start of their event. Any damages/issues not reported on that Form (with pictures submitted to [manager@milestonecommunity.com](mailto:manager@milestonecommunity.com)) may result in your security deposit being charged. The Form will be reviewed with the site manager prior to your event and left in the clubhouse binder in the kitchen for completion at your event.**

### **POOL AND POOL DECK AREA DURING YOUR CLUBHOUSE EVENT**

**\*\*\* USE OF THE POOL AND POOL DECK IS SPECIFICALLY PROHIBITED \*\*\***

**No person may enter the pool area during your event.** Failure to adhere to this requirement will subject you to immediate forfeiture of the security deposit and your opportunity to rent the Milestone Clubhouse in the future may be permanently suspended. The owner assumes all liability for any damages or injuries that occur if a guest enters the pool deck during their event.

### **PERMISSIBLE LIST:**

- If alcohol will be either consumed or served during your event, a one-day banquet license from the Virginia Alcohol Beverage Control (ABC) is required, at the expense of the renter. A copy of the banquet license must be provided to the MOA Office prior to your function. A banquet license can be obtained online at <https://www.abc.virginia.gov/>. Please note: The Virginia ABC requires the banquet license application to be submitted at least 2 weeks prior to your event.
- Alcohol IS NOT permitted outside of the building.
- Use of existing interior lighting is permitted.
- Furniture may be moved around the room as long as it is returned to the original place and configuration without any damage.
- Music loud enough for the guests to enjoy is permitted, but not so loud as to offend the neighboring residents.
- Doors are only permitted to be propped open during set-up or clean-up.
- **Delivery and pick-up of rental items is permissible only during your allotted rental time. MOA does not assume responsibility for any items delivered or not picked up, which is the sole responsibility of the Renter.**
- **Any Clubhouse rental will require full compliance with the Form and shall not extend past the scheduled end of the reservation and cannot be later than 11:59 PM on the day of the event.**

## 2024 Milestone Clubhouse Rental Agreement - Continued

### ITEMS NOT PERMISSIBLE:

- Entering the facility prior to your rental day or time for any reason (unless prior arrangements are made).
- Smoking or vaping inside the facility or on the pool deck is not permitted.
- Pets and/or animals of any kind inside the facility (Except service animals).
- Wet Swim attire is forbidden in the clubhouse.
- Removal of any furniture or other items from the building for any reason without express written permission.
- Birdseed, rice, or confetti is not permitted to be tossed on the premises.
- Alcohol IS NOT permitted outside of the building.
- Glass containers are NOT permitted anywhere in the pool area. This includes all areas located inside the fencing surrounding the pool and is inclusive of all pool decking as well.

### REQUIRED CLEAN-UP AND END OF RENTAL PROCEDURES

- **\$150 fee and possible loss of future rental privilege if cleaning is not completed. Additional cleaning fees may be assessed if the facilities require extensive cleaning efforts to be made.**
- Clean up must be completed during scheduled rental time.
- Cleaning products are under the sink. Broom, mop and bucket are in the storage closet located off the Great Room.
- Clean sink, countertops and tables – do NOT use bleach or ammonia-based products. 409 (or similar) is supplied under the sink.
- Wipe clean the stovetop, inside the oven and inside the microwave, if used.
- Sweep and damp mop the floor in the kitchen and great room and down the hall.
- Vacuum all carpeted areas and area rugs (the vacuum is in the storage closet located off the Great Room).
- All furniture and decorations must be put back in their original place and configuration.
- Remove ALL items from the refrigerator and freezer and clean if needed.
- Make sure the TV remotes are put back on the table near the big screen television.
- Clean sinks and wipe counters down in the bathrooms as needed.
- Check the bathroom floors to be free of any toilet paper or paper towels.
- Make sure all toilets are flushed (and cleaned if needed – toilet brush is in the bathroom and cleaner is under the kitchen sink).
- Take all trash outside and place it in the cans located behind the clubhouse. Replace trash liners in all trash cans.
- Turn off all lights as well as fans (including ceiling fans, kitchen exhaust and bathroom) upon leaving.
- **If the fireplace was used it must be turned off prior to leaving.**
- **Check to be sure ALL windows and exterior doors are locked (\$50 fee for each door or window left unsecured).**
- **Close and Lock the 2 hallway doors (between the office and the bathrooms) (\$50 fee if left unsecured).**
- **Securing the doors and windows when leaving is the responsibility of the renter. Any damage that occurs due to unauthorized entry through doors or windows that are left unlocked is the responsibility of the renter.**
- **Leave COMPLETED Pre-Rental Inspection Form and key fob in the drop box outside the front door. (\$250 fee if key fob not returned)**

Renter hereby agrees to indemnify Milestone Owners Association, its officers, directors, agents and employees, from and against any and all claims, actions, damages, loss, liability, and expenses, including without limitation, reasonable attorney's fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the use by renter of the property or any other part thereof or any other part of Milestone, to the extent occasioned by an act or omission of Renter, its agents, employees, contractors, guests, or invitees.

I have read the rules and fully understand my obligation to follow such rules. In addition, I understand that any violation of the rules may result in the forfeiture of my security deposit and my opportunity to rent the Milestone Clubhouse in the future will be permanently suspended. Should any damages exceed the security deposit, I understand I will be billed for all additional expenses incurred with full payment being required within 14 calendar days.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Form Completed

Function Date: \_\_\_\_\_, 20\_\_\_\_

S \_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ TH \_\_\_ F \_\_\_ S \_\_\_

**2024 MILESTONE OWNERS ASSOCIATION  
CLUBHOUSE RESERVATION CONTRACT  
804-550-4656**

**Office Use:**

- \_\_\_\_\_ Calendar
- \_\_\_\_\_ Put in Excel
- \_\_\_\_\_ Check Financials
- \_\_\_\_\_ Proof of Status
- \_\_\_\_\_ Email POM for cleaning
- \_\_\_\_\_ Event Key Fob #
- \_\_\_\_\_ Pre-Rental Review
- \_\_\_\_\_ Return Fob
- \_\_\_\_\_ Shred Check

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Non-Profit Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_ \$250.00 Security Deposit Check

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_ \$50.00 (4 hrs) \_\_\_\_\_ check #

Square Charge \_\_\_\_\_ Amount \_\_\_\_\_ Date

\_\_\_\_\_ \$80 Optional Cleaning Fee

\_\_\_\_\_ Date POM was emailed

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Type of Function

\_\_\_\_\_  
# of Guests

\_\_\_\_\_  
\*Rental\* Beginning Time – Ending Time

(Maximum of 25 people attendees will be observed)

\_\_\_\_\_ (Initial) I am not to attach anything to the clubhouse walls, doors, molding or ceiling.

\_\_\_\_\_ (Initial) I understand that entering the pool and/or pool deck area is specifically prohibited. I understand that failure to adhere to this requirement will subject me to immediate forfeiture of the security deposit and that my opportunity to rent the Milestone Clubhouse in the future may be permanently suspended.

\_\_\_\_\_ (Initial) Food must be served in the clubhouse and no entertainment is allowed on the pool deck.

\_\_\_\_\_ (initial) I understand that I am not to prop open any exterior doors or attempt to alter any lock in any way.

\_\_\_\_\_ (Initial) I understand that I must attend the function and am solely responsible for the action of any attendees.

\_\_\_\_\_ (Initial) I understand that my access will be deactivated after my function is over.

\_\_\_\_\_ (Initial) I understand that I, and all of my guests, attending my event are subject to all Clubhouse Rules and Regulations.

\_\_\_\_\_ (Initial) I understand that I, and all of my guests, are obligated to comply with all of the terms and conditions of the Milestone Clubhouse Rental Procedures, which are incorporated by referenced into this Form.

**NOTE: There may be a function scheduled after yours, so please plan to clean & exit the clubhouse by the scheduled time.**

I have read and understand the Milestone Owners Association rules that govern the facility reservations, and I agree to abide by them. My application specifies the entire time I plan to set up and clean up. If I plan to serve alcohol, I understand that I am fully responsible for complying with the applicable laws and will obtain a liquor banquet license. I understand that I may forfeit my deposit and/or be charged for the cost of cleaning/repairs if any items on the cleanup checklist are not completed, the facility is left unsecured in any way, or anything is damaged. I understand that my MOA assessment account must be paid in full in order to rent the facility.

This rental reservation is subject to cancellation due to unforeseen circumstances or possible clubhouse renovations.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Form Completed