

# LAKE VISTA COMMUNITY CENTRE RENTAL AGREEMENT

Lake Vista Property Owners Association  
200 Lake Vista Drive  
Forest, VA 24551

NAME OF USER \_\_\_\_\_ RESIDENT \_\_\_\_\_ NON-RESIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

RESERVATION DATE \_\_\_\_\_ TIME OF USE FROM \_\_\_\_\_ TO \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ NUMBER ATTENDING \_\_\_\_\_  
*Social or Business*

PHONE (DAYTIME) \_\_\_\_\_ EMAIL \_\_\_\_\_

## FOR OFFICE USE ONLY

SECURITY DEPOSIT \$ \_\_\_\_\_ PAID BY CHECK # \_\_\_\_\_ FROM \_\_\_\_\_ ON \_\_\_\_\_  
*Name on check* *Date*

RENTAL FEE \$ \_\_\_\_\_ PAID BY CHECK # \_\_\_\_\_ FROM \_\_\_\_\_ ON \_\_\_\_\_  
*Name on check* *Date*

Payments can be made by cash or two separate checks only, one for the deposit and one for the rental. Checks should be made payable to LVPOA.

KEY # \_\_\_\_\_ GIVEN TO \_\_\_\_\_ BY \_\_\_\_\_ ON \_\_\_\_\_  
*Name of person responsible for key* *LV Office Staff* *Date*

KEY RETURNED BY RENTER ON \_\_\_\_\_  
*Date*

### SECURITY DEPOSIT RETURNED BY LVPOA

\_\_\_\_\_ YES BY \_\_\_\_\_ MAILED? TO \_\_\_\_\_ ON \_\_\_\_\_  
*LV Office Staff* *Name & Address where check was mailed* *Date*

\_\_\_\_\_ NO OR PARTIAL RETURN- GIVE DETAILS AS TO WHY KEPT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ BY \_\_\_\_\_  
*LV Office Staff*

*I have received a copy of the Lake Vista Community Centre rules and regulations and have read and understand them. I understand that a violation of any of these rules may result in an immediate and automatic forfeiture of the security deposit and that damage to the facility or theft of Association property will result in further expenses, and that I may be billed amounts, in addition to the forfeited deposit, for any damage caused.*

**Signature below indicates acceptance of all terms in the Lake Vista Community Centre Rules and Regulations:**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

# LAKE VISTA COMMUNITY CENTRE RULES AND REGULATIONS

Lake Vista Property Owners Association  
200 Lake Vista Drive  
Forest, VA 24551

The Lake Vista Property Owners Association (hereinafter called "owner") agrees to make the designated Community Center facility and amenities available for use by lessee (hereinafter called "user") subject to the following terms and conditions:

## CONTRACT, DEPOSIT AND RENTAL FEE OBLIGATIONS

1. The *Lake Vista Community Centre Rental Agreement* and *Lake Vista Community Centre Rules and Regulations* will be mailed to user upon reservation of centre.
2. User has 5 days to review contract and return the signed *Lake Vista Community Centre Rental Agreement* with a deposit of \$100.00 to hold their reservation. If *Agreement* and deposit are not received in 7 days, owner reserves the right to give reservation to another user.
3. Lake Vista reserves the right to hold one-half (\$50.00) of deposit if cancellation of reservation is made less than two weeks prior to reservation date.
4. Rental fee will be due no less than two weeks prior to the reservation date. If rental fee is not received by this time, Lake Vista will make one attempt to contact user for payment. After this, it will be assumed that user has cancelled their reservation, upon which one-half of deposit will be returned to user and reservation may be given to another user.

## OWNER AGREEMENTS

5. Owner agrees to make the Lake Vista Community Centre available to User on the date(s) and time(s) specified on the Rental Agreement, the use and access to which shall be limited to the main floor areas of the building.
6. Amenities/appliances included with use of the premises shall be: kitchen, including refrigerator, microwave and dishwasher.
7. Owner reserves the right to refuse any request for use of premises which it deems to be inconsistent with rights, privileges and welfare of Lake Vista Property Owners or which it considers to be inappropriate for this special neighborhood setting.

## USER AGREEMENTS

8. THE LAKE VISTA POOL IS NOT FOR USE BY USER OF THE COMMUNITY CENTER UNDER TERMS OF THIS CONTRACT.
9. The User releases the Lake Vista Property Owners Association, its officers, agents, and the individual property owners that make up Lake Vista Property Owners Association from all liability, claims, demands, losses or damages caused or alleged to be caused in whole or in part by the negligence of anyone directly or indirectly related to the renting of the Community Centre.
10. An ABC license must be obtained if any alcoholic beverages will be on the premises including beer and/or wine. User shall obtain all necessary licenses for its function including ABC license, which shall be posted inside the building. Alcoholic beverages may be served but not sold on the premises.

Under no circumstances may alcoholic beverages be served to or consumed by persons under the age of 21. Call 434.582.5136 for information on obtaining an ABC license.

11. Events involving minors (under 21) must have continuous adult supervision with no less than one adult present for each ten minors.
12. Lake Vista is, first and foremost, a family-oriented residential neighborhood which looks to LVPOA for wise management of the premises consistent with their rights, privileges and welfare as residents. The User agrees that the premises will be used for the purpose stated in the agreement only, in a manner that will not disturb the neighbors or damage the premises. User agrees to pay for any and all damages to the premises, or adjacent areas.
13. The User is responsible for the conduct of the guests and must be on the premises throughout the event. Loud music, or offensive revelry, or any dangerous conduct will be grounds for owner to ask user to end function immediately – with no refund of any monies whatsoever. User is liable for all damages to the premises or adjacent areas, including any damages exceeding the amount of the previously obtained security deposit, and agrees to pay for same.
14. Parking along Lake Vista Drive or in any area other than designated parking lots is strictly prohibited. Vehicles in violation may be towed at vehicle owner's expense.
15. Sidewalks, entries, and hallways shall not be obstructed in any way that would inhibit quick entrance and exit.
16. Supplies may be delivered to the premises only by driveways and walkways designed for that purpose. No vehicles shall be permitted on grassy areas of lawns or roadside.
17. No candles or other live flame devices (kerosene lamps, etc.) may be used as a form of lighting or other illumination. The ONLY exception shall be birthday candles on a cake properly supervised by a responsible adult.
18. SMOKING IS PROHIBITED INDOORS. The User assumes full responsibility for making sure their guests comply with this rule.
19. Decorations may be used but they, along with any tape, etc. used, must be promptly and completely removed from the premises by the user. Nails, staples, thumb tacks or any other penetrating fasteners may not be used to affix decorations anywhere on the premises inside or out.
20. No persons using the Community Centre may charge admission or engage in any form of gambling.
21. All areas must be returned to pre-rental condition. Trash must be secured and removed from the premises, using user provided bags, at the end of the event. No cans, bottles or other debris may be left anywhere on the premises. Tables and counter tops shall be clean and free of crumbs or sticky surfaces. Return all tables and chairs to original location. Floors shall be vacuumed in all areas used.