

**CLUBHOUSE LEASING AGREEMENT**  
**PRINCE WILLIAM COUNTY CENTER OWNERS ASSOCIATION**

This Lease Agreement is hereby entered on (date) \_\_\_\_\_  
between Prince William County Center Owners Association (PWCCOA) and  
Resident/Print Name: \_\_\_\_\_  
Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
**DATE OF RENTAL:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**LEASING CONDITIONS**

CLOSING HOURS: The Clubhouse must be cleaned and vacated immediately following the event (the key must be returned to PWCCOA the next business day). Hours for rental are Friday 5:00 pm to Midnight; Saturday 10:00 am to Midnight; and Sunday, 10:00 am to 11:00 pm. No re-entry is permitted as the electronic door lock will be set to automatically arm at the specified time.

OCCUPANCY/USE – MAXIMUM CAPACITY of the Clubhouse is 75 persons (Prince William County Code). No use of the pool, weight room/fitness area or grounds is permitted during rental.

**Should any party exceed maximum capacity the renting party may be subject to additional charges and/or revocation of community use privileges.**

REQUIREMENTS AND RESTRICTIONS:

1. The Lessee is responsible to leave the Clubhouse and grounds in the same condition as they were prior to use by the Lessee.
2. The Lessee is entitled to inspect the Clubhouse and grounds prior to use. The condition of the Clubhouse will be inspected the following day/business day by a PWCCOA representative.
3. Cleanup must include, but is not limited to, removal of all rental and catering equipment, wiping down all kitchen counters, clearing all trash and returning furniture to the original position.
4. All trash must be removed from the premises and discarded in the provided trashcans outside. If the trashcans are full, the trash must be discarded at the Lessee's residence.
5. **THIS IS A SMOKE FREE CLUBHOUSE.** Any evidence of smoking in the facility will result in forfeiture of the entire deposit.

LESSEE RESPONSIBILITIES:

1. The Lessee will be held responsible for the conduct of his/her guests at all times.
2. Any use of the Clubhouse must be strictly in accordance with all applicable PWCCOA Rules and Regulations as well as all laws and ordinances of Prince William County and the Commonwealth of Virginia.
3. Any sale or resale of alcohol is strictly prohibited.
4. Any disturbance resulting in a legitimate complaint will be cause for the immediate termination of the Lessee's use of the Clubhouse. Future use of the Clubhouse by the Lessee, if granted, will be subject to any special provisions deemed necessary by the Board of Directors/Management.

5. The Lessee agrees to hold harmless PWCCOA and its Management from any and all liabilities and actions by the Lessee and his/her guests resulting from the use of the Clubhouse and its facilities. The PWCCOA and Management will not be held responsible for any loss or damage to any personal property of any kind.
6. **THE CLUBHOUSE MUST BE RE-SECURED AFTER USE.** If the facility is found to be un-secured after any reservation this will result in forfeiture of the entire deposit.

**FINANCIAL CONSIDERATIONS:**

1. The rental fee is **\$175**. This Leasing Agreement will not be considered effective, nor the rental date be reserved, until receipt of the rental fee. This fee covers the rental space along and contracted cleaning after each use. A **\$250 SECURITY DEPOSIT** is required. Payments acceptable via **check, cashier's check or money order** (cash will not be accepted by PWCCOA personnel). The security deposit check will be held and not cashed. The deposit is fully refundable, after use of the Clubhouse, only if the Lessee has met all leasing conditions. The deposit may be applied against any damages, discrepancies, or violations. In the event the Lessee leaves the facility in a condition that requires more than a standard re-inspection, the Lessee will be liable for the hourly charge(s) for the additional time expended by PWCCOA staff and/or janitorial contractor in connection with redemption efforts concerning the facility. This may include, but is not limited to, contractor coordination, subsequent inspections, accounting procedure, cleaning, etc. If the PWCCOA incurs damages which exceed the amount of the security deposit, it reserves the right to assess that amount against the lot of the Lessee in accordance with the provisions of the Declaration of PWCCOA, including but not limited to, Section 12.2. Any such assessment may include reasonable attorneys' fees, administrative costs, and any other charges that the Board of Directors of PWCCOA deems reasonable.

**SECURITY SURVEILLANCE:** The facility is monitored by security cameras both inside the Clubhouse, the entrance to the Clubhouse, and the parking lot.

My signature below certifies that I have read and agree to abide by all rules of this Leasing Agreement and will abide by all stated requirements. I understand that any discrepancies, damage, or violation of these requirements by myself for any of my guests may result in the loss of my deposit, immediate termination of my privileges under this Leasing Agreement, suspension of my future use privileges, and, if appropriate, collection action.

Signature of Lessee: \_\_\_\_\_

Signature of PWCCOA Representative: \_\_\_\_\_

Date Rental Fee Paid: \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_

Date Key/Key Card Issued: \_\_\_\_\_ Date Key/KeyCard Returned: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Amount of Deposit Returned: \_\_\_\_\_

**NOTE: THE RENTAL FEE OF \$175 IS NOT REFUNDABLE UNLESS THE LESSEE CANCELS THE EVENT AT LEAST TEN (10) DAYS PRIOR TO THE SCHEDULED DATE OF THE EVENT.**