

Georgetown South Community Council, Inc.
9444 Taney Road, Suite 100
Manassas, VA 20110
P (703) 361-4500 F (703) 229-4332
E-mail: office@georgetownsouth.org

Pavilion Application

This form is designed to be completed electronically or in pen printing all information clearly.			
Applicant:	Date:		
Address:			
Owner:	Renter:		
Telephone Home:	Work	Cell	
Email:			
Rental Date:			
Rental Period:	Start:	End:	

Alcohol use is regulated by VA Code §4.1-308 which prohibits the possession or consumption of alcoholic beverages in a public place.

Please check one of the following:

- Organization approved by Board of Trustees**
Name of Organization _____
- Organization wanting approval from Board of Trustees**
Name of Organization _____

Nature of Event:
Additional Information:

Cancellation: Rental fees are non-refundable if the reservation is cancelled ten (10) or fewer business days prior to the reserved use date. Reservations cancelled more than ten (10) business days prior to the reserved use date will receive a full refund of all rental fees and deposits minus a \$25 processing fee.

Signature of Applicant:

Office Use Only

Pavilion Assigned to:			
Deposit Received:	Date/Initials	Rental Fee Received:	Date/ Initials:
Deposit Returned:	Date/Initials		

Georgetown South Community Pavilion

Number of attendees:	
Number over 18	Number under 18

Renters must be prepared to leave promptly at the ending time of their event. All clean-up should have already been completed so that the staff's site inspector can check the location. SECURITY DEPOSIT is \$100.00 and Rental Fee is \$25.00 per hour. This security deposit will be refunded if no damage or cleanup costs have been incurred to the rental facility.

***FULL REFUND will be given with a minimum ten-day cancellation notice.**

Rental Money Order #	Amount	Security Deposit Money Order #	Amount

**Georgetown South Community Council, Inc.
Pavilion Rental Agreement**

I/We, the undersigned Applicant, hereby rent from the Georgetown South Community Council, Inc. (GTS) the “Pavilion” upon the terms and conditions set forth in Georgetown South Community Council, Inc. Policy Resolution GTS COMMUNITY PAVILION RENTAL POLICY AND PROCEDURES, a copy of which is attached hereto and incorporated herein as terms of this Agreement.

I/ We acknowledge responsibility for the use of the Pavilion on the date and times listed below:

Date	Start Time	End Time

I/We hereby acknowledge that I/we have read and understand the policies and procedures for the rental of the Pavilion. I/We understand that failure to comply with any or all of the rules stated herein may result in the immediate termination of the function for which we are renting the Pavilion, denial of further use of the Pavilion, loss of security deposit, the imposition of an Individual Assessment and the possible imposition of a fine by the Association.

If you are a tenant, you must obtain unit owner’s signature acknowledging that they are in agreement with these rules.

Unit Owner’s Name (Printed)	Unit Owner’s Signature & Date
Applicant Signature	Date

Georgetown South Community Council, Inc.	
GTS Representative	Date

GTS Contact Phone Number:

Monday – Friday 8:30 AM – 5:00 PM (703) 361-4500
 Meg Carroll (Community Manager) 571-264-3386
 Jesus Martinez (Maintenance Supervisor) 571-991-7606

**GEORGETOWN SOUTH COMMUNITY COUNCIL, INC.
FACILITY INSPECTION**

This form will be used immediately following your event to evaluate the condition of the facility. Please note inspection details and associated fees. We appreciate your patronage and thank you in advance for your cooperation.

	Complete	Not Completed	Fees
<i>If the event has not ended by the time agreed in this contract a \$50 fine will be charged for each additional half hour.</i>			
Pavilion			
Trash disposed of properly**	_____	_____	\$15
Picnic tables wiped down	_____	_____	\$10
Grills cleaned out properly	_____	_____	\$25
**Immediate area cleared of cigarette/cigar butts, etc.	_____	_____	\$50
Total Amount Due:			

Event date and time: _____ Name of contact holder: _____

Facility inspected by: _____ Date and time: _____

GEORGETOWN SOUTH COMMUNITY COUNCIL, INC.
POLICY RESOLUTION
Georgetown South Community Council, Inc
USE OF COMMON AREAS: COMMUNITY PAVILION

Date: July 13, 2004 (**Revised May 2011**)

WHEREAS, Article 4. Section (A) of the Governing Documents, Covenants and Restrictions, Articles of Incorporation and Bylaws of the Georgetown South Community Council, Inc. (GTS) states that “The Board of Trustees shall have the power and/or duty to adopt, and publish rules and regulations governing the use of the Common Area, lots and facilities, and the personal conduct of the members and their guests thereon and to establish penalties and / or rules violation charges for the infraction thereof.

WHEREAS, Article 8, Section Amendments of the Bylaws of the Georgetown South Community Council, Inc. stipulates the Bylaws may be amended or repealed by the vote of a majority of the whole number of Trustees, at any time serving, at any meeting of the Board of Trustees, and the Board may:

“Adopt and amend any reasonable Rules and Regulations not inconsistent with the Georgetown South Community Council, Inc. Documents.”

WHEREAS, The Board of Trustees deems it necessary and desirable to establish certain rules, procedures, and guidelines for the use of the Georgetown South Community Council Inc. Community Pavilion.

NOW, THEREFORE, BE IT RESOLVED THAT the following Rules and Regulations for the use of the Community Pavilion be adopted:

I. ELIGIBLE USE

- A. The GTS Community Pavilion shall be for the exclusive use of GTS residents, owners and their guests. Only GTS residents or owners (referred to as Applicant) may rent the Community Pavilion. To reserve the Community Pavilion, owners (including owners of a rental property whose tenants wish to use the Community Pavilion) must be current in their assessment payment, with no outstanding violations of the Association Documents or rules and regulations.
- B. First priority for use of the Community Pavilion will be given to the governing bodies of the GTS such as GTS committees with regularity scheduled meetings or functions. Otherwise, scheduling of the Community Pavilion for approved events and activities shall be on a first-come, first-served basis through the GTS office.
- C. The Community Pavilion may be reserved by owners or residents in GTS. **The reserving resident or owner must be in attendance for the full duration of the event.**
- D. No two events may be held simultaneously in the Community Pavilion.
- E. Non-profits, community groups, civic organizations, etc. may be allowed to use the Community Pavilion at the discretion of the GTS Board of Trustees. Use may be at no fee, reduced fees or full fee. Security fees and cleaning fees may be levied at the discretion of the GTS Board of Trustees.

II. FEES, DEPOSITS AND AVAILABLE TIMES OF USE

- A. **Security Deposit** for use of the Community Pavilion: \$100.00

The security deposit shall be paid at the time of reservation by separate Money order payable to GTS.

B. **Facility Rental Fees** for use of the Community Pavilion: (Minimum Rental time is 4 hours)

4 hours

8 hours

Entire day

III. **HANDLING OF DEPOSITS IN THE EVENT OF DAMAGE/OTHER**

GTS reserves the right to deduct from the security deposit an amount necessary to pay the cost of clean-up, if warranted (fee schedule attached) and to deduct the costs of repairs or replacement of any property damaged during the rental period. If the security deposit is not sufficient to pay these costs, the Applicant will be assessed for the difference as an Individual Assessment, and use of any Common Area facilities shall be denied until the Individual Assessment is paid. If not paid, the individual Assessment may result in a lien being placed against the Homeowner's Lot and/or a lawsuit filed against the homeowner. Tenants are required to obtain written permission with signature from the unit owner to rent the Community Pavilion.

If the Applicant fails to comply with rules and regulations of this Resolution and the Facility Rental Agreement or if the Applicant and guests fail to comply with the established policies and rules, GTS Documents or Government Regulations, the Board of Trustees or its managing agent reserve the right to retain the paid security deposit made by the Applicant. In addition, further use of the Community Pavilion may be denied for a period of time determined by the Board of Trustees or its managing agent until such time as the Board of Trustees can act.

IV. **CANCELLATION**

Rental fees are non-refundable if the reservation is cancelled ten (10) or fewer business days prior to the reserved use date. Reservations cancelled more than ten (10) business days prior to the reserved use date will receive a full refund of all rental fees and deposits.

The Board of Trustees shall review all questions regarding retention of funds and make a determination. Decisions of the Board shall be final.

V. **PRE-USE AND POST-USE INSPECTIONS**

There will be a pre-use inspection of the Pavilion by the reserving resident or owner and a designated representative of the GTS. All Pavilion defects within the space to be used will be noted.

Following the reserved use of the Community Pavilion, a representative of GTS will conduct a post-use inspection. (The Applicant is urged to be present) The Applicant will be notified of any reported damage. The judgment of the GTS designated representative with respect to damages shall be final, unless reversed or modified by the Board of Trustees upon appeal. (See attached Inspection Form).

VI. **RESERVATION PROCEDURES**

Any owner or resident wishing to reserve the Community Pavilion for private use shall follow the procedures described below:

- A. Contact the management office to check availability for the requested date and time. The Owner or resident (Applicant) shall complete and sign the rental agreement, and submit a check a personal check or money order to be held as a security deposit. All checks should be made payable to Georgetown South. Note: The reservation will not be honored until the agreement and security are received. The management will send the Applicant a copy of the Agreement to confirm the reservation date and time.
- B. An authorized person (GTS employee/Board member) will open and close the Pavilion for the applicants. Applicants will only be allowed to enter the Pavilion at their reserved time. If the applicant is not here at the reserved time **event will be canceled**. If the applicant and persons associated with the event have not left the Pavilion by the time agreed in the contract, they may be asked to leave by a Georgetown South Board member or a staff representative.

VII. GENERAL CONDITIONS OF USE

- 1. Any event or activity to be attended by a majority of persons younger than 18 years of age must have a minimum of two chaperones over the age of 21 in attendance. Chaperones for such events are required at the rate of one (1) adult over 21 for every ten (10) persons under 18 attending the event. The Agreement holder executing the rental contract must be present for the duration of the event. **Absolutely no alcohol is permitted at such events.** The Applicant and the chaperones shall be equally responsible to enforce this restriction. Failure to do so shall result in the summary and immediate termination of the event and a suspension of the right of the use of the facility by the Owner/resident.
- 2. Under no circumstances shall chairs, tables or other equipment belonging to GTS be removed from the facility.
- 3. Absolutely no objects such as nails, tacks, tape or substances which may cause permanent damage may be affixed to the posts, floor, tables, ceilings, grilles or trash receptacles. Any and all decorations must be fireproof and removed immediately following use of the Community Pavilion. Under no circumstances shall any structural or electrical alterations be made to the Pavilion.
- 4. Paints, acids, and all other supplies and materials which present a potential for damage are prohibited from the Pavilion at all times.
- 5. All refuse and personal property of the Applicant and their guests shall be removed from the Pavilion immediately following the event.
- 6. The Applicant is responsible for knowing the location of and proper use of the Pavilion's fire extinguishers.
- 7. The City of Manassas noise ordinance prohibits loud noise at any time, which might disturb the surrounding community. The Applicant is required to adhere to the requirements of the ordinance. ***If an Applicant intends to have a DJ perform at the event, that DJ shall present a list of equipment to be used to the GTS office no later than 48 hours prior to the event. Over wattage equipment is prohibited.**
- 8. A designated GTS representative may attend an event to monitor compliance with the rules and regulations governing the use of the Pavilion. ***Police, authorized staff members, and any**

board member are hereby authorized to immediately and summarily terminate any event in case of excessively loud music. No consumption of alcohol permitted.

10. Smoking is prohibited in the Pavilion.
11. Parking is restricted to the street.
12. No pets or animals are allowed, except those assisting people with disabilities.
13. The Applicant hereby understands that emergencies should be reported immediately to the Police or Fire/Rescue (as appropriate) by dialing 911. Next, the designated GTS representative for the function/event must be notified. The GTS representative is responsible for completing an Incident Report documenting the emergency and / or accident. All accidents, no matter how small, should be logged and explained in detail on an incident Report. The procedures that appear on the reverse side of the report form must be strictly followed.
14. The Community Pavilion Rental Agreement cannot be assigned or transferred by the Applicant. Any attempt to do so shall void the agreement.

VII. LIABILITY/INDEMNIFICATION

GTS, its trustees, agents, officers and employees assume no responsibility for the person or property of anyone using the Pavilion. Applicants shall remove all their personal property from the premises at the conclusion of the function.

The Applicant and all guests will be responsible for compliance and adherence to the GTS Community Council, Inc. Documents including all amendments thereto, the Rules and Regulations of the Council, and all specifications of the Rental Agreement.

In consideration of the use of the Pavilion, the reserving Applicant agrees to indemnify GTS, its trustees, officers, agents and employees and hold them harmless from and against any and all liability, damage, expense, cause of action, suits, claims or judgments arising from or related to injury to persons or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the GTS ownership and management of the premises, or from any action or omission of the Applicant, its agents, employees, guests, or licensees, or from any cause whatsoever.

VIII. ALCOHOL

Alcohol use is regulated by VA Code §4.1-308 which prohibits the possession or consumption of alcoholic beverages in a public place. The breach of this restriction shall result in the summary and immediate termination of the event by any Board member, the GTS management agent, or GTS Staff.

**GEORGETOWN SOUTH COMMUNITY COUNCIL, INC.
FACILITY INSPECTION**

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Total Amount Due:			

Event date and time: _____ Name of contact holder: _____

Facility inspected by: _____ Date and time: _____