For Office Use Only:
Last Name
Event Date

Little Rocky Run Homeowners Association
6201 Sandstone Way, Clifton, VA 20124
703-830-0411 (phone)
703-830-4658 (fax)
hoa@littlerockyrunhoa.org (email)
www.LittleRockyRunHOA.org

Recreation Center Usage Administrative Agreement

Please read the enclosed Operating Guidelines for use of the Recreation Centers. After reading the Operating Guidelines please complete ***Section A*** and sign the ***Administrative Agreement*** in the space provided.

SECTION A: Permit for Use of the Recreation Centers

The Permit assigns responsibility for the Recreation Center reservation and must be signed by an adult resident of Little Rocky Run HOA over the age of 21. You may be required to provide proof of residency (i.e. VA Driver's License showing LRR address).

Name			
Address			
If this is a LRR Organization or Group, please give the name of the group.			
Do you plan to SELL alcohol at your event?	☐Yes ☐No	***Note:** If you plan to **SELL** alcohol, you must provide the Association with a copy of your Virginia Liquor License.*	
Daytime Phone Number		**Evening Phone Number**	
Email Address			

SECTION B: Security Deposit and Recreation Check List:

If there is any problem with the Recreation Center upon arrival please call our Maintenance Supervisor for instructions or assistance, 571-259-0947. Please complete and return the attached ***Check List*** .. Please note that you should check the facility before and after your event. Please be sure to write your name, the rental date and the Recreation Center used in the space provided. **Security deposits are refunded subsequent to facility check list and keys are returned to the HOA Office. The security deposit WILL BE HELD if keys are not returned promptly.** Your deposit will be mailed 1-2 weeks after your event date if all of the before and after event requirements have been met. **All recreation centers are Smoke Free including the areas within 50 feet of the buildings.**

SECTION C: Reservation Summary

Recreation Center	☐ **#1** (13775 LRR Circle) ☐**#2** (6201 Sandstone Way) ☐**#3** (13900 Stonefield Dr.)			
Event Day & Date			**Security Deposit**	$200.00
			Inspection Fee	$50.00
Event Time	Start	Finish	**Rental Fee**	$___/hr x ___ hrs = $_____ $___/hr x ___ hrs = $_____
			Total Due & Payments	Amt. Due $_____ Amt. Paid $_____
Key Pick Up Date (Mon-Fri, 9 am-6 pm)			**Balance Due**	Balance Due $_____

SECTION D: The Agreement

I the undersigned, certify that I have read and fully understand the rules and regulations for the rental of the Little Rocky Run Recreation Center(s). I accept FULL RESPONSIBILITY to assure that these rules will be adhered to and that any infraction of the permit regulations will cause me to incur charges for damages or cleaning accordingly and the security deposit in part or in full may be forfeited to cover such expenses. **I further acknowledge that non-compliance with the policies and procedures, regarding the use of the Recreation Center(s), may cause future reservations not to be accepted until payment has been received by the Association from the responsible party. Repeated offenses may result in permanent suspension of rental privileges.**

_____ _____
LRR Member Signature date

_____ _____
HOA Staff Signature date

Return original to the HOA Office. Please keep yellow copy for your records.