



Shadowood Condominium Association
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Rules of Use of the Shadowood Clubhouse

Air Conditioning/ Heating: You may adjust the Clubhouse temperature as you desire. Please be sure to follow the directions posted by the thermostat.

Alcohol/ Drugs: The possession, consumption, or presence of any alcohol inside the Clubhouse, or anywhere outside in the common areas, is strictly prohibited. Violation of this prohibition will result in the loss of your security deposit and of any future privileges to use the SCA Clubhouse.

Alterations/ Decorations: You agree not to make any alterations, whether temporary or permanent, to the Clubhouse or to any other SCA property. You agree not to affix anything to the walls, ceilings, doors, windows, or any other SCA property, including by using any tape or pins.

Cancellation: Function must be cancelled at least one week before event, or the rental fee will be retained by the Association. If the deposit and rental fee is received less than one week before the event and you then need to cancel, the rental fee will not be returned.

Clean Up: You agree to leave the Clubhouse in a clean and sanitary condition, including appliances used and the public bathrooms. You agree to provide your own equipment and supplies for clean up of the Clubhouse. It is your responsibility to ensure that all trash and recycling materials are placed in proper receptacles and that all of your or your guest's property is removed from the Clubhouse at the conclusion of your function.

Deposit: A deposit of \$350 is required. The deposit check is kept with application and returned after the function if no damages are caused. However, if damages are discovered, the deposit check will be submitted to the bank for payment. You will be issued a refund check for the balance minus the damage-repair costs, or in the event the damages are a greater amount than the deposit, your account will be assessed the difference.

Emergencies: In case of an emergency, please call 703-620-5444. The answering service will page the on-call engineer when the office is closed. An additional charge of \$35 will be posted to your account, along with any overtime expenses the Association incurs.

Fees: All fees and deposits must be paid prior to your use of the Clubhouse. The daily rate during Monday through Friday is \$100 each day, and \$200 for either Saturday or Sunday. Checks should be made payable to "SCA." There will be a charge for checks returned by the bank for whatever reason (a \$45 bank charge and a \$35 SCA administrative fee), which will be posted to your account.

Inspections: You agree to inspect the Clubhouse prior to use and report unsatisfactory conditions immediately. The Clubhouse will be inspected by a representative of SCA as soon as reasonably possible, and any damages found will be assessed against you. SCA contractors or Board members may enter the premises during the scheduled hours for the purpose of inspecting the premises, and accessing the office area.

Noise: Your function is to be contained within the building. Music shall be kept to a minimum, and in no way be able to be heard from the outside.

Parking: Visitors may park in guest spaces until the completion of your event, but are subject to towing, at vehicle-owner's expense, if parked after 11:00 PM. The SCA does not reimburse for towing or storage expenses under any circumstances.

Seating Occupancy Limits: Per fire code regulations, the following occupancy limits are in effect:

If Table and Chairs are Used – 59 People

If Chairs-Only are Used – 127 People

Any violation of the occupancy limit will cause the function to cease immediately, and the unit owner will lose future use of the Clubhouse.

Set-Up: It is your responsibility to set up the room as you wish, and your responsibility to return the room to the normal set-up.

Smoking: Smoking is NOT permitted anywhere inside the Clubhouse, or anywhere outside in the common areas.

Sub-Lease: You agree not lease or sub-lease any part of the Clubhouse to others. Schedules may not be changed or traded with any other individual or organization without prior written consent from SCA.

Time: All events must be over no later than 10:00 PM. You and your guests must leave the Clubhouse at the ending time specified in this Agreement.

Usage: Use of the Clubhouse Living Room, Kitchen and Bathrooms to include furnishings currently available. You must provide any pots, pans, cups, plates, detergents, paper towels, napkins, silverware, coffee, coffee filters, any other dinnerware, and any other consumable items. **The Lobby television must remain turned off, and shall not to be used for any reason.**