



## Community Clubhouse Rental

### DON'T FORGET THE KEY



You must make an appointment with the Community Manager to pick-up the key to the clubhouse during regular business hours, before noon on the Friday before the event or the day before the event if it is on a weekday.

When your party is over, deposit the key and the checklist into the drop slot at the front door of the clubhouse.

**REMINDER:** Please dispose of all trash and do not put any trash or trash bags in or adjacent to any public receptacle on the property. You must take the trash with you to be disposed of properly.





11315 Appledowre Way, Germantown, Maryland 20876

Office Phone: 301-540-0150 Fax: 301-540-0151

[www.GFAB.INFO](http://www.GFAB.INFO)

**Application for Rental of Clubhouse**

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Greenfields at Brandermill Owner: \_\_\_\_\_

Greenfields at Brandermill Tenant: \_\_\_\_\_

If tenant, lease on file? Yes \_\_\_ No \_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Anticipated Number of Persons: \_\_\_\_\_ Type of Event: \_\_\_\_\_

The Greenfields at Brandermill hereby agrees to permit \_\_\_\_\_ (hereafter referred to as the "User"), to reserve the use of the Greenfields at Brandermill clubhouse as noted above. The rental time shall include any time the user needs for purposes of setting up before the function and cleaning up after the function. In consideration of this reservation and permission to use the Clubhouse, the user has deposited with Greenfields at Brandermill the sum of **one hundred dollars (\$100.00) as a security deposit AND a rental fee of \$25.00 per hour for those parties that end by 5:00 p.m. and a rental fee of \$50.00 for those commencing at 5:00 p.m. or later.** The user agrees to abide and be bound by the Greenfields at Brandermill Rules and Regulations for Use of the Clubhouse, a copy of which is attached hereto and made part hereof.

In the event that it becomes necessary for Greenfields at Brandermill to retain legal counsel to enforce any of the terms and conditions of this agreement, the user agrees to pay court costs and reasonable attorney fees incurred by Greenfields at Brandermill.

The user agrees to be on the premises of the Clubhouse at all times during the period of authorized use. The user will indemnify Greenfields at Brandermill for all damages, including legal fees and costs, resulting from any injury to person or property, which may occur at the Clubhouse premises during the period of use. The user agrees that he/she shall hold the Greenfields at Brandermill, the Board of Directors, the Committee, and any individual representative, director, employee or agent of Greenfilelds at Brandermill harmless as to any such injury or damage.

The user agrees that alcoholic beverages, if served, will be limited to beer or wine. If alcoholic beverages will be served, the homeowner must provide a certificate of insurance from their homeowner's insurance carrier listing Greenfields at Brandermill as an additional insured. **Such certificate of insurance must be submitted with the completed rental agreement.**

SIGNED: \_\_\_\_\_, User Date: \_\_\_\_\_

If the user is a Greenfields at Brandermill tenant, the homeowner's authorization is required to utilize the clubhouse.

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Greenfields at Brandermill: \_\_\_\_\_ Date: \_\_\_\_\_  
By Management Agent or Authorized Greenfields at Brandermill representative

**BOARD/MANAGEMENT USE ONLY**

Deposit received: \$ \_\_\_\_\_  
Fee received: \$ \_\_\_\_\_

Check/Money Order No. \_\_\_\_\_  
Check/Money Order No. \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Community Room Rental Agreement

I \_\_\_\_\_, am renting the Community Room on  
(date) \_\_\_\_\_ for the purpose of hosting \_\_\_\_\_.

I will abide by all the Rules and Regulations relating to the use and rental of the Greenfields at Brandermill Clubhouse and any other applicable Montgomery County and Condominium law and rules regarding the holding of a public event.

I will be fully responsible for enforcing the regulations by all the guests anywhere on Greenfields at Brandermill property including inside and outside the clubhouse.

If the police department is called to the event, my deposit will be forfeited and will be denied the right to use the clubhouse for a period set by the Board of Directors.

I will be fully liable for all damages from my party.

I will release the Greenfields at Brandermill Condominium Association from all responsibility and liability.

I will clean the room after my use and will be responsible for any charge due if excessive cleaning is necessary. I will clean and fold all tables and chairs and place the chairs against the chair rail on the back wall.

I will dispose of all trash and I will not put any trash or trash bags in or adjacent to any public receptacle on the property. I must take the trash with me to be disposed of properly.

No tacks, pins, or nails may be used on the walls or ceilings. Only scotch tape that will not damage paint may be used but must be removed at the end of the event.

The Management Company, a Board Member, or the Community Manager will inspect the premises after the event is over and prior to my one hundred dollar (\$100) deposit being returned.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: (print) \_\_\_\_\_

DAY TIME PHONE:  
\_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

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MANAGEMENT AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: (print) \_\_\_\_\_



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## Community Room Parking Instructions And Building Security Rules

I \_\_\_\_\_, have received from the Community Manager of Greenfields at Brandermill, instructions not to park in front of the townhouses on Appledowre Way during the use of the Party Room.

I understand that all visitors may **only** use the parking area on the poolside of the Community Room and the unreserved side parking area on Fruitwood Way.

In addition, I understand that the front entrance door is not to be left open at any time nor should it be propped open. I am also aware that it is my responsibility to make sure the property is secured before leaving the building. All doors must be closed tightly and locked.

I will obtain the key to the clubhouse from the Community Manager before noon on the Friday before the event or the day before the event if it is on a weekday. When the party is over I will drop the key in the drop slot at the front door of the clubhouse.

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I have read and agree to follow the above parking rules and building security rules and accept responsibility for any infraction.

Renters Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Site Manager's Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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## Community Room Use and Balcony Use

1. The balcony cannot be used after Montgomery County quiet time, which begins at 9:00 p.m. The door must be closed to prevent noise from spilling out into the community.
2. Any damage to the pool area or the building as a result of the use of the balcony will be billed to the person(s) renting the room in addition to any other penalties imposed by the Board.
3. All clean up costs resulting from the use of the balcony and pool area will be billed to the renter of the facility.
4. Smoking is allowed on the balcony. Cigarettes must not be thrown into the pool area or left on the balcony. The person(s) renting the room must provide for smoker's needs. There can be no smoking on the balcony after 9:00 p.m.
5. Please observe the posted maximum weight load for the deck.

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I have read and agree to follow the above use rules and accept responsibility for any infraction.

Renters Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES AND REGULATIONS FOR USE OF THE GREENFIELDS AT BRANDERMILL CLUBHOUSE**

1. Use of the Clubhouse is restricted to groups of 99 people or less. The use of the balcony is restricted to 48 people or less.
2. An individual hereafter referred to as the "user", for a private function, may use the Clubhouse. Greenfields at Brandermill homeowners current in all Greenfields at Brandermill fee assessments shall be charged a user fee as determined by the Board of Directors. Only the individual who is actually renting it for the particular function may use the clubhouse. Neither a Greenfields at Brandermill homeowner nor renter may sponsor a non-resident who will be the actual user.
3. The Clubhouse Committee (hereafter "Committee") or the Board of Directors of Greenfields at Brandermill shall exercise the right of authorization or denial of the use of the Greenfields at Brandermill Clubhouse. They further reserve the right to impose conditions and restrictions on a particular user agreement, in addition to those specifically enumerated in these Rules and Regulations, if they believe that such conditions and restrictions are reasonable and necessary to protect the property interest of the Greenfields at Brandermill Condominium Association (hereafter referred to as the "Association") and to ensure that the use of the Clubhouse will not disturb the peace and harmony of the community. Any denial of a user application or the imposition of a condition or restriction not enumerated in these Rules by the Committee may be appealed by the applicant to the Board of Directors with ten (10) days of the denial or imposition of the conditions or restrictions.

The appeal must be made in writing to the management company of the Association. The Board of Directors may affirm, reverse, or modify the decision or imposition of the conditions or restriction.

4. User applications must be submitted to the Association at least (7) days prior to the scheduled activity. The Committee reserves the right to waive the seven (7) day requirement.

A refundable security deposit of \$100.00 and the appropriate rental fee must accompany the user application. User of the Clubhouse will be considered confirmed upon signature of the of all application documents by both parties and payment of all fees and deposits. Two separate payments must be made for the security deposit and user fee. If the bank returns either of the "User's" checks for any reason, in addition to the amount of the check, the user shall pay a \$25.00 return check fee.

5. The user agrees to be on the premises of the Clubhouse at all times during the period of authorized use. The user will indemnify the Association for all damages, including legal fees and costs, resulting from any injury to person or property, which may occur at the Clubhouse premises during the period of use. The user agrees that he/she shall hold the Association, the Board of Directors, the Committee, and any individual representative, director, employee or agent to the Association harmless as to any such injury or damage.
6. The user will be solely responsible for thorough clean up after use of the Clubhouse, and agrees to leave the Clubhouse in the same condition he/she found it. The trash bags are to be provided by the User. The time allotted for clean up should be included in the rental period.
7. The User will be fully responsible for the conduct and action of all persons using the Clubhouse during period of authorized use.
8. No animals are permitted in the Clubhouse unless it is for guide dog purposes.
9. No smoking is permitted in the Clubhouse.
10. No User shall permit persons under the age of eighteen years to use or occupy the Clubhouse with out the on-site supervisor of the Clubhouse Renter who is twenty-one years of age or older.
11. All functions shall be over no later than 11:30pm. The Clubhouse and surrounding property must be cleaned and vacated with all exterior doors and windows locked no later than midnight.

12. State and County Codes must be adhered to with regard to music. Music may be played at a function only with all the windows and doors in the clubhouse completely closed. Music must also be played at a volume low enough so that it cannot be heard by the residents of nearby homes. No music may be played on the deck at any time.
13. The Committee, the Community Manager/ Management Agent or two Board members reserve the right to terminate a function in progress for the violation by the user of any term(s) of the signed user agreement. In the event that the Committee terminates a function in progress the user shall not be entitled to a refund of any portion of the user fee or the security deposit.
14. State and County Codes must be adhered to with regard to sale of food or beverages. The Clubhouse holds no license for the sale of food or beverages. No alcoholic beverages may be served or consumed by any persons under the age of twenty-one.
15. The security deposit will not be promptly returned to the user when the Committee has confirmed the existence of any violations of the Rules and Regulations, or any damage to the Clubhouse, its furniture, fixtures, or the surrounding area. Only persons authorized by the Committee shall make repairs to the premises.
16. Damage and cleaning fees assessed to the user will be based on the actual cost of cleaning and repairs, plus: consequential damages.
17. The Committee shall return any refundable portion of the security deposit within forty-five (45) days after the use of the Clubhouse. Any appeal by the user of damages determined and/or assessments made by the Association must be made in writing to the management company of the Association within ten (10) days of the notification of such damage determination or assessment. The appeal will be heard by the Board of Directors, which may affirm, reverse, or modify the determination of the Committee.
18. An additional assessment will be made if the cost of repair and/or cleaning exceeds the security deposit, and such assessments will be due and payable upon notice to the user. Failure to pay these fees will result in legal action. Attendant legal fees and costs incurred by the Association will be paid by the User.
19. In the event of emergency, the User shall contact the Association's Management Company directly; the User shall also contact the Community Manager.
20. These rules are adopted in accordance with all sections of the Maryland Condominium Act.
21. TV in lobby is for demonstrative purposes only. Not to be use by person(s) renting the Clubhouse.



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**Please return this completed checklist with the keys at the end of the event**

- \_\_\_\_\_ All chairs and tables are cleaned and neatly stacked against chair rail on the back wall.
- \_\_\_\_\_ Party Room, as well as downstairs lobby, hallway, and stairs are vacuumed.
- \_\_\_\_\_ Kitchen area is cleaned, including appliances.
- \_\_\_\_\_ Bathrooms are cleaned, including floors.
- \_\_\_\_\_ Upstairs doors to leading outside are locked. Double check back door. Also, check to ensure safety bars are in locked position on the sliding glass doors.
- \_\_\_\_\_ Balcony is free of trash and debris.
- \_\_\_\_\_ All lights are turned off.
- \_\_\_\_\_ Thermostat is set to 72.
- \_\_\_\_\_ Entrance door handle is returned to locked position.
- \_\_\_\_\_ All trash is taken out with you.
- \_\_\_\_\_ Building keys and this checklist are deposited in drop box.

**Please note if items on the checklist are not completed, charges will apply as follows:**

- Chair and tables not clean \$20**
- Chairs and tables not stacked along far wall against chair rail \$15**
- Carpet not vacuumed \$25**
- Bathrooms not cleaned \$20 per bathroom**
- Kitchenette not cleaned \$15**
- Trash Removal \$20 per bag**

**Damage to carpet is based on type of stain(s) and difficulty of removal and/or repair.**

**Homeowner signature:** \_\_\_\_\_

**Homeowner address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please contact site office on the following business day regarding deposit.**