

LANSDOWNE WOODS OF VIRGINIA COMMUNITY ASSOCIATION, LLC

POLICY RESOLUTION #8

RESERVATION, RENTAL, AND USE OF CLUBHOUSE ROOMS

WHEREAS, Section 4.1(b) of the Third Amended and Restated Declaration for Lansdowne Woods of Virginia ("Declaration") provides that Lansdowne Woods of Virginia Community Association, LLC ("LWVA") shall be managed by the Board of Members ("Board"), and Section 4.1(a)(5) authorizes LWVA to adopt and amend reasonable Rules and Regulations not inconsistent with the Governing Documents;

WHEREAS, Section 3.6(a) of the Declaration provides that each Owner has a non-exclusive right and easement of use and enjoyment in common with others of the Common Area, except as otherwise provided in the Declaration;

WHEREAS, LWVA provides certain rooms, meeting spaces, and other reservable areas within the Clubhouse (collectively, the "Rooms") for the benefit and enjoyment of residents and to support social, recreational, educational, and community-related activities;

WHEREAS, fair and consistent rules governing the reservation, rental, and use of Rooms are necessary to ensure equitable access, prevent conflicts, and protect LWVA property;

WHEREAS, misuse, overuse, or damage to the Rooms may result in increased maintenance costs and disruption to the community; and

WHEREAS, the Board desires to establish procedures governing the reservation, rental, and use of Rooms in order to promote appropriate use, accountability, and fairness.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the following policy which shall supersede and replace any previously adopted policies and procedures relating to the same or similar subject:

I. ELIGIBILITY

The following entities and persons may reserve Clubhouse Rooms, subject to availability and compliance with this Policy Resolution:

- A. LWVA, including the Board of Members, committees, working groups, management, and staff acting on behalf of LWVA.
- B. Member Condominium Associations and the Vistas at Lansdowne Homeowners Association.
- C. LWVA-approved clubs, groups, and organizations.

D. Residents for private functions as provided in Section III of this Resolution.

II. GENERAL RULES AND REQUIREMENTS

- A. Clubhouse Rooms shall be available only for use when such functions do not interfere with LWVA operations, programs, or activities.
- B. Regular and special Clubhouse meetings and activities, as determined by the Board, General Manager, or Activities Director, shall have priority over all other reservations.
- C. Reserving a Room authorizes access only for the period and purpose approved by LWVA.
- D. Reservations shall be limited to normal Clubhouse operating hours unless otherwise approved by the Board or General Manager.
- E. No Clubhouse space shall be used for fundraising purposes without prior written approval from the General Manager.
- F. A guest list shall be provided to the Gatehouse no later than one business day prior to any event involving outside guests.
- G. LWVA property, furniture, equipment, or supplies shall not be removed from the Clubhouse without prior approval from the General Manager.
- H. Any chairs, tables, equipment, or furnishings moved by the reserving party shall be returned to their original locations or designated storage areas prior to the conclusion of the reservation period.
- I. LWVA equipment may be used only when specifically requested and approved as part of the reservation.
- J. Decorations, banners, signs, or similar materials shall not be taped, nailed, stapled, or otherwise affixed to walls, ceilings, doors, windows, or furnishings.
- K. Any furniture, equipment, decorations, or other items brought into the Clubhouse must receive prior approval from the General Manager or Activities Director.
- L. Sound levels shall be maintained at a reasonable level and shall not interfere with other Clubhouse activities or disturb residents.
- M. Rooms shall not be used for any unlawful purpose. The reserving party shall not permit any disorderly, disruptive, or inappropriate conduct, excessive noise, or any activity that unreasonably interferes with the rights, comfort, convenience, or safety of other residents or users of the Clubhouse.

- N. The reserving party shall be responsible for all event setup and cleanup and shall leave the Room in a clean and orderly condition acceptable to LWVA. All personal property, food, beverages, decorations, and trash shall be removed prior to the end of the reservation period, and any tables, chairs, equipment, or furnishings moved during the event shall be returned to their original locations or designated storage areas. All cleanup activities must be completed, and the Room must be ready for inspection by LWVA staff, prior to the expiration of the reservation period.
- O. Security deposits, rental fees, administrative charges, and other fees may be established and revised from time to time by the Board, General Manager, or Activities Director.
- P. The General Manager and Activities Director shall have authority to administer this Policy Resolution, approve reservations, establish administrative procedures, and interpret the provisions contained herein.

III. PRIVATE RESIDENT FUNCTIONS

Residents may reserve Clubhouse Rooms for private functions subject to the following requirements:

- A. The resident shall complete all required reservation forms and pay any applicable fees or deposits prior to approval of the reservation.
- B. The requested Room must be available and not otherwise reserved or scheduled for LWVA use.
- C. Any resident who engages a caterer, food service provider, bartender, or similar vendor in connection with a private function shall use only vendors that are properly licensed and insured, as applicable. Such vendor shall provide LWVA, upon request, with proof of required licenses and a certificate of insurance naming LWVA as an additional insured, and shall comply with all applicable Governing Documents, Rules and Regulations, and any operational requirements established by LWVA.
- D. The resident shall be personally responsible for ensuring that all attendees comply with the Governing Documents, Rules and Regulations, and this Policy Resolution.
- E. The resident making the reservation shall remain present at the event for its entire duration.
- F. The resident shall be responsible for any loss, damage, cleanup costs, or expenses resulting from the actions of attendees.
- G. The resident shall permit LWVA staff to inspect the Room before and after the event.
- H. Security deposits shall be refundable provided no damage, excessive cleaning, or policy violations occur.

- I. Reservation cancellations shall be made as far in advance as practicable. LWVA reserves the right to retain all or a portion of any rental fees, deposits, administrative charges, or other fees in accordance with procedures established by the General Manager or Activities Director.

IV. ALCOHOLIC BEVERAGES

- A. The use, service, and consumption of alcoholic beverages shall comply with all applicable federal, state, and local laws.
- B. The reserving resident shall be solely responsible for obtaining any permits or licenses required by law.
- C. The sale of alcoholic beverages within the Clubhouse or any Room is prohibited unless expressly authorized in writing by LWVA and all required licenses and permits have been obtained.
- D. The reserving resident agrees to indemnify, defend, and hold harmless LWVA from any claims, liabilities, damages, costs, or expenses arising from the service or consumption of alcoholic beverages at the event.

V. ENFORCEMENT

- A. Violations of this Policy Resolution, reservation agreements, or applicable LWVA rules may result in suspension or revocation of reservation privileges.
- B. LWVA may assess charges for damages, excessive cleaning, repair costs, or other expenses resulting from violations of this Policy Resolution.
- C. LWVA may pursue any additional remedies available under the Governing Documents or applicable law.
- D. If the General Manager, Activities Director, or other authorized LWVA representative determines that an event is being conducted in violation of this Policy Resolution, the Governing Documents, applicable laws, or the terms of a reservation agreement, LWVA may require the event to cease immediately and may take any additional action deemed necessary, including contacting law enforcement when appropriate.