

COLLINGTON STATION RECREATION ASSOCIATION
BOWIE, MD 20721

- Please fill in all blanks, sign, and date the Clubhouse Lease Agreement (**must be a resident in good standing of Collington Station HOA or Collington Manor**).
- Please read the CSRA Regulations and understand the document, **initial each page (three pages)**.
- Please keep the Collington Station HOA/ Collington Manor Homeowner Checklist for your rental day and fill out **before** your event.
- Return the complete CSRA lease, regulations application and checks made payable to Collington Station Recreation Association to the address below:

Collington Station Recreation Association c/o
Potomac Valley Management LLC,
P.O. Box 4337, Largo, Maryland 20775

Email to the following:

CUSTOMERSERVICE@PVMGT.COM

The deposit, full rental fee and your insurance company's endorsement must be received by Potomac Valley Management before your event can be reserved. **Please send your check or money order to Potomac Valley Management at least 3-4 weeks prior to your event date.**

Rules and Procedures are subject to change by approval of the Board of Directors. Any questions, please call Potomac Valley Management at 301-390-4090.

Thank you. Enjoy the Clubhouse and your Special Event.



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THIS AGREEMENT, made this _____ day of _____, 20____, whereby the Collington Station Recreation Association (CSRA) agrees to lease the clubhouse facilities at Collington Station to:

(Name of Collington Station HOA/Collington Manor Homeowner)

(Address of Collington Station HOA/Collington Manor Homeowner)

(Contact Number & Email of Collington Station HOA/Collington Manor Homeowner)

on _____ from _____ a.m./p.m. to _____ a.m./p.m.

for a fee of \$ _____.

The CSRA facilities are being leased for what specific function?

It is understood there will be _____ persons in the CSRA facility for this event.
Maximum Capacity is 100. (# Of attendees)

Please check areas to be used by Resident(s) and their guests or visitors:

Pool NA Deck Area NA Clubhouse Kitchen
(pool & deck are not being leased in 2021)

Check this box if you would like the furniture removed from the sitting area prior to your event. *Additional \$50 to the rental fee. Yes

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- It is understood that alcohol will will not (check one) be served at the CSRA Facilities. Any unreasonable use of intoxicants resulting in abusive behavior, profane language or a breach of the peace will not be allowed and offenders will be required to leave the CSRA premises.
- The use of propane and charcoal grills is *prohibited* on or around the clubhouse property.
 - It is understood that the Lessee(s) will supply to CSRA a copy of a One Day Event Endorsement from your own insurance company, naming Collington Station Recreation Association and Potomac Valley Management as an additional insured for the contracted event.
- It is understood if the event is being held in the evening, all music must be inside the clubhouse and all doors must be shut to avoid loud music disturbing the homes near the clubhouse. Breaking this rule will result in loss of the clubhouse rental amenity, it could also result in the Lessee(s) loss of the security deposit.

The Resident has read and agrees to abide by all conditions and restrictions outlined in the CSRA LEASE REGULATIONS and acknowledges that no oral representations of any kind have been made to him/her by the CSRA or its representatives. If the Resident does not agree with the contract in whole or in part, please consult CSRA before signing.

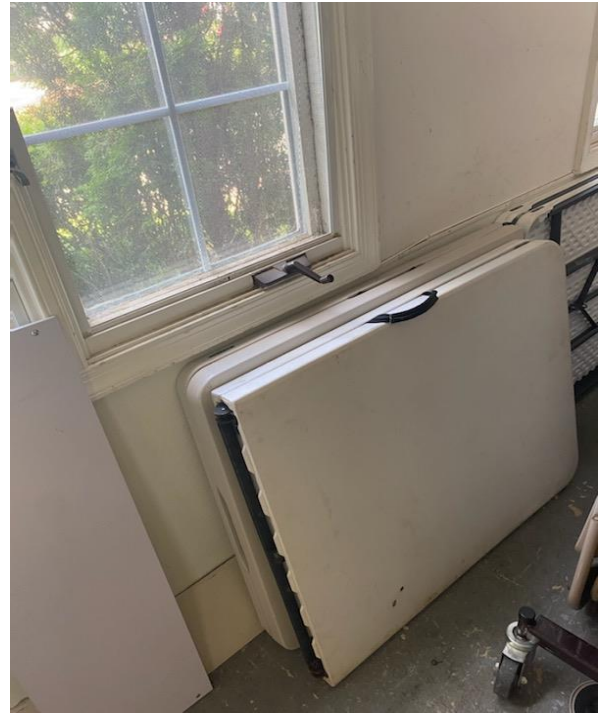
RESIDENT NAME (PLEASE PRINT)

DATE

RESIDENT SIGNATURE

HOME TELEPHONE

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Fifty-five (55) chairs, Two (2) Folder Tables, and Six (6) long tables



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Set up for a function on September 25, 2021

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1. CSRA REGULATIONS ADDENDUM TO LEASE AGREEMENT

FEES:

Security Deposit: \$200.00

SECURITY DEPOSIT

The Owner has deposited with the CSRA the sum of \$200.00 as a security deposit for the faithful performance of and compliance with all terms, covenants, and conditions of the Lease Agreement and Regulations. It is expressly understood and agreed that the sum herein deposited shall belong to the CSRA as a breach of the terms of the Lease Agreement and Regulations. If the amount of damages exceeds the security deposit, the Owner shall be responsible for and pay the overage within 5 days. If upon inspection, the Owner is found to have met all the conditions, the deposit will be returned to him/her within 7-10 days of inspection. Please note that deposit is returned only after a written report is received by the cleaning company contracted by CSRA. Please allow at least three (3) weeks for refund of deposit.

Hourly Rental Fee: \$100.00 (Minimum 2 hours rental).

CLEANING FEE: \$150.00

The owner understands that they shall pay CSRA a sum of \$150.00 for the post function cleaning & sanitizing of the center to reduce the potential spread of the corona virus or any variants thereof. Patrons are required to remove all trash from the premises.

The Deposit and Rental fee shall be made separately by Check or Money Order to Collington Station Recreation Association.

Initial _____

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CLUBHOUSE POLICIES:

- Rental hours cannot exceed (4) hours and will be limited to a minimum of (2) hours for each event.
- One hour is allotted for set up and cleanup prior and directly after the event.
- The facilities may not be used after 12:00 a.m.
- Only (1) Clubhouse event will be permitted per day.
- Capacity: 100 persons standing, 60 persons seated.
- No music, speakers, or microphones outside clubhouse after 10:00 p.m.
- Reservations will not be confirmed until all fees are paid. Dates will not be held.
- CSRA reserves the right to deny the use of the Clubhouse to any homeowner not in good financial standing with the Collington Station HOA and/or Collington Manors HOA.
- All functions will be approved by the CSRA Board of Directors at the Boards sole discretion.
- The Lessee shall be responsible for the conduct of his/her guests and shall not permit anything to be done in or about the premises, which shall interfere with the privacy and quiet enjoyment of other residents within the Collington Station development and shall not obstruct or interfere with the rights of other residents or their property.
- The Lessee shall not use or permit the premises to be used for any unlawful, immoral, or illegal purposes, nor shall he/she allow his/her guests to commit any unlawful or illegal act, in, upon or about the premises.
- The Lessee shall not charge any admission fee to the event, whether it is a cover charge, donation, food sales, or any other source of income.
- It is understood that the use of the premises will be under the direct

Initial _____

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supervision of the Lessee always and may not be used for commercial purposes of any kind whatsoever. There can be no admission charge for admittance to the Clubhouse or Pool.

- The Lessee shall take good care of the personal property, fixtures, and appointments on the premises and shall be charged for whatever damage or injury resulting from misuse or neglect by the Resident or his/her guests.
- The Clubhouse and Pool area are No Smoking Facilities.
- Appropriate attire is required to be worn at all times within the leased facilities.
- No one may be permitted to enter the Clubhouse while wearing wet bathing attire.
- Minors using the Pool or Clubhouse area(s) must be always under the direct supervision of an adult.
- The Lessee shall be responsible for leaving the facilities in the same condition as received. All trash/refuse, including but not limited to party décor, food, plates, beverages, etc., shall be removed from the premises and placed in the trash dumpster located on Clubhouse property immediately after the party. The Lessee must clean EXCESSIVE dirt, carpet stains, kitchen, rest rooms and Clubhouse if needed. Chairs and tables must be placed back in the storage room.
- ALL doors and windows shall be closed and locked. It shall be the responsibility of the Lessee to return any keys to the coordinator within 24 hours of event.

The Lessee, for himself/herself, guests, invitees, and their successors release and hold the CSRA harmless from any claims of bodily injury or property damage arising by reason of the Lessee rental and usage of the premises. The Lessee further agrees to defend and indemnify the CSRA, its Directors, Officers, and Agents from such claims and shall pay all costs associated reason for the Lessee's use of the premises, the Lessee agrees to be solely responsible for payment of any deductible attributed to such claim(s).

No vehicles shall be driven or parked on the walkway or brick pavers for unloading or any other purpose.

Initial _____

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INSURANCE REQUIREMENT:

Lessee(s) shall be required to obtain a One Day Event Endorsement policy from their own homeowners' insurance company, naming Collington Station Recreation Association and Potomac Valley Management, as an additional insured for the contracted event. An additional cost for the Endorsement will be at the sole expense of the Lessee(s). This Endorsement policy must be sent with the rental deposit and rental fee at least three (3) weeks prior to the date of the event. There are no exceptions to this requirement and failure to provide this Endorsement will cause the event to be cancelled.

FURNITURE:

The clubhouse furniture will be inspected before and after each event. The Lessee is encouraged to inspect the leather furniture before and after their scheduled event. Any damage to the furniture, and/or the cost for repairs shall be the sole responsibility of the Lessee (s).

PENALTIES:

The penalties shall include a loss of privileges to be decided by the CSRA Board of Directors up to and including 2 years for violating one (1) or more rules or regulations. The Lessee may appeal the penalty imposed by filing a letter within 30 days of notice of penalty. Appeals can be mailed to: Collington Station Recreation Association, C/O Potomac Valley Management, P.O. Box 4337, Largo Maryland, 20775.

Initial _____

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Acknowledgement of the Bowie Noise Ordinance per Sec.19-126

Sec. 19-126. Noise in a residential area.

(a) No person, who has been ordered by a police officer to cease using, operating, or permitting to be played or operated any radio, television set, tape or disk recorder, phonograph, musical instrument, or any other machine, equipment, or tool which produces or reproduces any sound or noise which is audible more than fifty (50) feet from the source of the sound or noise, shall continue to use, operate, or permit to play or operate the device causing the sound or noise.

(b) This Section shall apply only to a sound or noise, which is audible in a residential area between the hours of 9:00 P.M. and 7:00 A.M. of the next day. Residential area is an area located within a residential zone listed in Section 27-109(a)(1) of this Code.

(c) This Section shall not apply:

(1) To any sound resulting from the emergency operation of a public service company as defined in Article 78, Section 2(o), Annotated Code of Maryland.

(2) To any sound resulting from the operations of an instrumentality of the Federal, State, or County government, or of a municipality.

(3) To a sound resulting from the operation of farm equipment or aircraft.

(4) On private property for which a use and occupancy permit has been issued for purposes of sporting, recreational, entertainment events, or for any other event to which the public is invited; or

(5) To an event or activity which takes place on property owned by the United States, the State, the County, the Board of Education, a bi-county agency, or a municipality.

(d) Any person who violates any provision of this Section shall, upon conviction, be guilty of a misdemeanor and subject to a fine not exceeding \$250 for a first offense, and \$500 for each subsequent offense or imprisonment not exceeding thirty (30) days, or both such fine and imprisonment.

(CB-79-1986; CB-84-1987; CB-45-1998)

Initial _____

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***TO ENSURE THAT THE CLUBHOUSE IS CLEAN, PLEASE COMPLETE THE CHECKLIST BELOW
BEFORE AND AFTER YOUR SCHEDULED EVENT***

PRE - Review			POST - Review		
AREA/ITEM	YES	NO	YES	NO	COMMENTS
KITCHEN:					
Floors					
Microwave					
Oven					
Refrigerator					
Cabinets wiped down					
REST ROOMS:					
Sinks					
Toilets					
Trash emptied					
Soap in dispensers					
GRAND ROOM:					
Vacuum					
Leather couches (2) and one (1) cloth chairs please check for ripped/torn material)					
Wood tables (total of 5). Check for scratches.					
OTHER:					

By accepting the key and signing this form, the Lessee acknowledge(s) that they understand the alarm procedures and are liable for the charges which occur due to improper setting of the alarm. The key ~~must~~ be returned to the coordinator within 24 hours of the Collington Station Clubhouse rental, or penalty may be charged, and privileges may be reviewed by the Board of Directors and could be suspended. Lessee also acknowledge(s) that they are the titled homeowner(s) in good standing with the HOA and CSRA of the community and agree(s) to leave a photocopy picture identification with this agreement.

Signature

Printed Name

Date of Rental

Key Number