

Hampton Park Facility Rental Administration Responsibilities and Procedures

These duties and procedures are in place for the Community Manager and Hampton Park Pool and Facilities Committee members, or whoever is designated by the Committee, responsible for the proper administration of the rental of Hampton Park facilities. Whenever the Community Manager or Committee is mentioned, it should be understood that it refers to whoever is filling the roles as designated by the Community Manager and the Hampton Park Pool and Facilities Committee.

- The Community Manager is responsible for taking reservations, answering questions, and accepting completed rental forms and money. The Community Manager ensures the facility rental calendar is kept up-to-date, and current versions are at Celebration Park.
- The Community Manager is responsible for ensuring the completed form, deposit, and rent money is paid by the due date for the rental. The Community Manager is also responsible for ensuring the proper banquet license is turned in for rentals that will serve alcohol.
- The rental information sheet and blank rental agreement form should be kept up-to-date by the Pool and Facilities Committee. The information sheet and the agreement form should be stored on the Community web-site so residents may read or download and print them. Hard copies should be kept at the Funhouse.
- The Committee is responsible for recommending any changes to rental procedures and agreement forms to the HOA Board.
- The Community Manager should review the basic form of the rental agreements at least annually, or more frequently if it's clear adjustments need to be made to the agreements. Additionally, all rentals should be reviewed from time to time by the Committee to obtain a status on facilities rental, and to ensure agreement forms are being completed properly and to look for any adjustments that should be made.
- The Community Manager should terminate rentals that will not abide by the conditions in the Agreement. Before this step is taken, the Community Manager should make every effort to straighten out the situation with the resident(s) involved. All paid fees should be returned to the renter should an agreement need to be terminated. Only at the Board's direction, may rentals be denied to members who are more than 60 days arrears in their assessments. This situation will be handled confidentially between the Board and the Community Manager.
- The forfeiture of security deposit and fees paid due to late cancellation of a rental is at the Community Manager's discretion. The Community Manager is encouraged to refund paid monies if it seems the rental was scheduled in good

faith, and the renter was not capricious in making the rental then waiting too late to cancel.

- The Community Manager should follow up with the proper pool staff at a regular interval to ensure agreements are kept, and to uncover any damages or suspected violations. Should these be reported, the Community Manager should notify the Committee. The Pool and Facilities Committee should investigate and report problems or recommendations for changes in facility rental procedures to the HOA Board.
- Should there be damages or violations, the Community Manager is responsible for any appropriate follow up and notifying the Board. The Community Manager will follow the proper course of action as stated in the Rental Agreement. Should the Community Manager have problems resolving the issue or receiving money owed, she will report this to the Board. If the Community Manager feels disciplinary action is appropriate, she will notify the Board.
- The Committee is responsible for bringing to the attention of the HOA Board any violation of procedures by employees of the Pool Management or Community Management with respect to the administration of Rental Agreements.

Hampton Park Facility Rental Agreement

Renter Name _____ Membership # _____

Address _____

Phone # (home) _____ (work) _____ (mobile) _____

Purpose of Rental _____

Date _____ Start time _____ End time _____

Of Guests Expected _____

Indicate the facility to rent:

Celebration Pool
 Festival Pool
 Festival Pool & House
 Festival House
 Soccer Field
 Gazebo
 Bonfire Pit
 Skating Rink
 Garden Golf

Exercise mats are available for rent in Festival House for those renters who are qualified to rent them. If you would like to rent mats, please complete the Mat Rental Addendum.

The following rates and conditions apply:

There is a refundable \$200 security deposit for pool and Festival House rentals. When renting Festival House, a Festival House Checklist is posted on the refrigerator which outlines your responsibilities regarding clean-up after your rental. In the event that these conditions are not met, or any other Hampton Park rental facility is not left in a clean and orderly fashion, management reserves the right to deduct a \$60.00 cleaning fee from your security deposit."

Celebration or Festival Pool Only	Festival Pool & House	Festival House, Skating Rink, or Garden Golf	Soccer Field, Gazebo, or Bonfire
\$75 up to 3 hours \$50 any additional	\$125 up to 3 hours	Weekends: \$20 per hour \$75 for 4 hours Weekdays: \$15 per hour \$50 for 4 hours	\$10 per hour

Festival pool is available for rent 9 PM to midnight. Celebration pool is available for rent 8 PM to midnight. When renting the pool, the following lifeguard requirements apply. Lifeguard rates are \$20 per lifeguard per hour. When renting a pool, the renter must also complete Swim Metro's pool rental form.

	Adult Pool Party (21 & over)	Child or Teen Pool Party
1 – 40 guests	3 guards (\$60 per hour)	4 guards (\$80 per hour)
41 – 75 guests	4 guards (\$80 per hour)	5 guards (\$100 per hour)
76 or more guests	5 guards (\$100 per hour)	6 guards (\$120 per hour)

1. Only residents current in their association dues will be allowed to rent facilities. The renting resident must be present at the party.
2. The deposit, rental agreement, and rental fee must be returned to the Fun House no later one week prior to the event, or immediately for events scheduled within one week of the event. All checks should be made payable to Hampton Park and must be drawn on an account controlled by a Hampton Park resident.
3. If a Festival House event is cancelled, 24 hour's notice must be given. A week's notice must be given for pool events. If proper notice is not given, the security deposit may be forfeited.
4. If alcohol will be served, a one-day banquet license must be obtained from the ABC Board by the renter and turned into the Fun House no later than one week prior to the event. The phone number for ABC is 213-4624.
5. Alcohol may not be served to anyone under the legal drinking age, which is 21 years.
6. If Festival House is rented, no more than 75 guests may be in Festival House at any given time.
7. If Festival House is rented, and the key is not returned, the renter will be charged the cost to re-key the facility.
8. For Festival House only rental, you have rented access to Festival House only. This does not include the swimming pool, pool deck or any other Association property. If you are renting Festival House when the rest of Festival Park is open, you must allow residents who are using other portions of the Park access to the restrooms via the patio. Residents and Hampton Park staff will be asked to stay out of Festival House during your rental.
9. For Festival Pool only rental, you have rented access to the pool and deck only. You have not rented access to the Festival House or Festival House patio or any other Association property. You may walk through the patio to gain access to the Festival House restrooms from the outside doors and return to the pool area. For Celebration pool rental, you have rented access to the pool, deck, and patio only.
10. The start and duration of this function are limited by the reservation. Should the function start early or end late, an extra rental fee as specified in the rate table above may be incurred.
11. All functions must end no later than 12:00 AM.
12. The security deposit will be used if necessary to pay for any and all damages resulting to the rented facility, its contents or any other portion of the property from the renter's actions or any actions of persons present at, attending, or in any other way related to the function. Any charges made against the deposit will be explained. If costs of repairs exceed the amount of the deposit, the renter will pay the Association the full cost of all repairs within ten days of receipt of a written explanation of the damages and a bill from the Association for such repairs.
13. The lifeguards and facility manager have full authority to enforce safety rules and otherwise insure the safety and well being of guests and the facility.
14. Parties are to be private and by invitation only.
15. For children's parties (including teens), one adult chaperone must be present at the party for each 10 children. These parties may not go past 10:30 PM unless each minor's parent or legal guardian is present.
16. After any event, leave the facility as you found it, picking up all trash and debris and returning neighborhood property to its proper location. Take trash to the dumpster if applicable. Straighten chairs and tables if applicable. When renting Festival House, please note the clean-up sheet located on the refrigerator door.
17. When renting a pool, please note that you will be charged for the time the lifeguards spend cleaning up after the event, so plan accordingly.
18. A discount may apply for long-term rentals. Special rates may apply for non-profit and neighborhood organizations. Please contact the Community Manager for more information.
19. No glass containers are permitted inside the fenced area of either pool.

20. The furniture may not be removed from inside Festival House for any reason.

Special note about pool parties at Festival Park: When renting Festival Pool and House for a pool party, you may rent Festival House and Pool, but start your Festival House rental earlier than the 9 o'clock closing time of Festival Pool. Your guests may also use the pool, but your party will not have exclusive use of the pool until after pool closing time when your pool rental time begins. Should you have non-HP resident local area guests, you will incur a \$5/person charge for each such guest.

Please note that if you serve alcohol at your party, the alcohol must stay in Festival House and patio until your pool rental time begins.

If you plan a party where all HP residents invited, you may get special permission to start the pool rental before the regular Festival Pool closing time. Must be approved by the HOA Board.

Celebration Park is located at 15736 Hampton Forest Drive. Celebration Park contains the Celebration Pool, Fun House, Garden Golf, Skating Rink, Bonfire Pit, Soccer Field, and Gazebo. The phone number for the Fun House is 639-1800. This is also the Hampton Park office of the Community Manager and the Pool Manager.

Festival Park is located at 8201 Hampton Green Drive. Festival Park contains Festival Pool and the Festival House. Festival House does have a phone that is for outgoing emergency calls only.

Notice of Liability:

1. I assume all responsibility, risks, liabilities and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents and members, present, past and future from any and all claims, costs, causes of action and liability for personal injury or death and damage to or destruction of property arising from my use of Festival House and its appurtenances. I agree that no alcoholic beverages will be served to anyone under the age of twenty-one (21) years of age. If the Association determines or observes intoxicated guests or minors being served alcohol, the Association reserves the right to terminate the function and ask your guests to leave.
2. I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents and members present, past and future from any and all charges, claims, costs, causes of action, damages and liabilities (including, but not limited to attorney's fees) for any and all injuries to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association or any other person which arise from or are in any way related to the above activity, rental or use of Festival House.
3. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Hampton Park Declaration, Bylaws and Rules and Regulations. Failure to comply may result in forfeiture of my deposit.

4. I understand that I am being granted exclusive use of the rented facility for the time period described above, subject to the right herein reserved by the Association to enter the facility and terminate my use thereof should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property.
5. I am at least twenty-one (21) years of age and will be in attendance at my function. I hereby agree and represent that the rented facility will be used for lawful purposes only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Festival House under this Agreement shall terminate and the Association shall have the right to take possession of the Festival House and instruct my guests to leave the property.
6. I agree that all deposits, fees and expenses incurred by the Association as a result of the use of Festival House under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectable as provided for by the Association's Bylaws and relevant Virginia statutes. Subject to the noted deductions, the deposit will be refunded in whole or in part. I also agree that I will be responsible for all clean up and trash removal after my function. I will leave the facility exactly as it was left for me.
7. I understand that my reservation of the facility on the aforementioned date will not be confirmed nor will this Agreement be binding until such time as this Agreement has been executed by the Association or its agent. I have carefully read and understand this rental form and agree to be bound by its terms.

Total Rental Amount Due _____

In consideration for the exclusive use of the Hampton Park facility/facilities specified above for the private function outlined in this agreement, I, the renter named above and undersigned here, agree to the statements and terms specified above.

CONFIRMING AS FOLLOWS:

Signature

Name (Please Print)

Approved by (HP agent printed name)

Approved by (HP agent signature)

Deposit Received

Amount _____ Date _____ Received by _____

Hampton Park Mat Rental Addendum

Renter Name _____

Membership # _____

Address _____

Phone # (home) _____ (work) _____ (cell) _____

Purpose of Rental _____

Date _____ Start time _____ End time _____

of Guests Expected _____

The following conditions apply:

****Stephane Keller or the Community Manager will demonstrate, prior to any person using the mats for the first time, how to take the mats down from storage, move and place the mats, and how to get them back into storage. ****

All users must abide by the following rules:

- 1. No shoes on the mats.*
- 2. No eating on the mats.*
- 3. Stains shall be cleaned only with water.*
- 4. Before the mats are returned to storage, they must be vacuumed.*
- 5. The mats may be used only inside of Festival House. They may not be taken outside for any reason.*
- 6. A minimum of two adults is required to move the mats into and out of storage (Stephane excepted).*

Rates are as follows:

One Time Mat Rental	Recurring Mat Rental (up to 8 weeks)	Recurring Mat Rental (over 8 weeks)
\$ 10.00	\$5.00 per session	\$3.00 per session

- The security deposit that is given for Festival House rental also applies to the mats.
- You may book the mats for one time use or for recurring sessions.
- All requirements for rental and notice of liabilities required for rental of Festival House also apply to the rental of the mats.

Total Rental Amount Due _____

In consideration for the exclusive use of the Hampton Park mats specified above for the private function outlined in this agreement, I, the renter named above and undersigned here, agree to the statements and terms specified above.

CONFIRMING AS FOLLOWS:

Signature

Name (please print)

Approved by (HP agent printed name)

Approved by (HP agent signature)

Deposit Received

Amount _____ Date _____ Received by _____