



**FACILITY USE AGREEMENT (RESIDENT)**

Arlington Ridge Community Development District (ARCDD) and the undersigned Resident(s)/Responsible Party hereby agree on the use of the facility as specified below at no cost, subject to the terms and conditions herein.

**\*PLEASE INDICATE THE REQUESTED FACILITY:** \_\_\_\_\_

**RESIDENT/RESPONSIBLE PARTY INFORMATION:**

NAME: \_\_\_\_\_

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

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FUNCTION INFORMATION:**

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

The scheduled time is inclusive of set-up and clean-up time.

THIS IS A REOCCURRING FUNCTION: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_ CATERING SERVICES TO BE USED (Y/N)? \_\_\_\_\_

ALCOHOL PLANNED TO BE SERVED/CONSUMED (Y/N)? \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD (Y/N)? \_\_\_\_\_

REQUEST TO USE AUDIO VISUAL EQUIPMENT (Y/N)? \_\_\_\_\_ (This use will incur a \$30/hour fee for use)

The Resident(s)/Responsible Party acknowledge that they have read and understand the Facilities Use Policy and the Additional Provisions located on the reverse side of this Agreement, and that it correctly states their intentions.

**RESIDENT(S)/RESPONSIBLE PARTY**

**ARLINGTON RIDGE CDD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

NOTE: The Resident(s)/Responsible Party agrees to leave the facilities used in the same condition as prior to event. The following must be done immediately upon its conclusion:

- i. Remove all garbage.
- ii. Take down all party displays.
- iii. Wipe down table surfaces.
- iv. Return all furniture to original locations.

**OFFICE USE**

\*Requested Facility is Fairfax Hall (Y/N)? \_\_\_\_\_

\_\_\_\_\_ I have read and agree to the terms outlined for Fairfax Hall as indicated in Provision 13.

By initialing above client/responsible party agrees to \$350 (refundable) security deposit, \$250 (non-refundable) cleaning fee and subject to Security Attendant Fee (\$30/hour) if attendance exceeds 50 people, serving alcohol, and/or the event is held outside admin operating hours. If applicable resident agrees to pay Audio Visual Fee of \$30/hour (non-refundable).

**DUE AT TIME OF RESERVATION**

SECURITY DEPOSIT (\$350) RECEIVED BY: \_\_\_\_\_ CSH/CHK NO.: \_\_\_\_\_

CLEANING FEE (\$250) RECEIVED BY: \_\_\_\_\_ CSH/CHK NO.: \_\_\_\_\_

**DUE 30 DAYS PRIOR TO EVENT**

SECURITY ATTENDANT FEE (\$30/HOUR) RECEIVED BY: \_\_\_\_\_ AMOUNT DUE: \$ \_\_\_\_\_

AUDIO VISUAL FEE (\$30/HOUR) RECEIVED BY: \_\_\_\_\_ AUDIO VISUAL FEE AMOUNT DUE: \$ \_\_\_\_\_

CSH/CHK NO.: \_\_\_\_\_

## ADDITIONAL PROVISIONS

- 1) Reservations for rental of Arlington Ridge Community Development District Facilities, can be made at the Administrative Office, are on a first come first serve basis with reservations for non-resident functions subject to the current published rental rates. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Rental for all facilities includes the use of the Facility, Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 3) In the event that catering services are desired for the Function, the Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grille may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grille requires a separate agreement with the restaurant.
- 4) CDD Facilities are available to be used between the hours of 9:30 am and 11:00 pm with the exception of New Years' Eve or if special arrangements have been approved by management. Function rooms are assigned according to the guaranteed minimum number of persons to be in attendance. Rental time frames are inclusive of set-up and break down times with the facility cleared of all attendees.
- 5) The Function must be contained within the area reserved.
- 6) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 7) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 8) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 9) Client/Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 10) Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 11) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 12) When alcohol is planned to be served/consumed or sold at a Function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in the CDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the Function, and the number of non-residents planned to attend the Function.
- 13) For events at Fairfax Hall that require set up/clean up the Client/Responsible Party is required to pay a \$350 (refundable) security deposit and a \$250 (non-refundable) cleaning fee for use of the facility at the time of reservation. In Addition, the Client/Responsible Party is required to pay a Security Attendant Fee for an event that exceeds 50 people, if alcohol is being served, and/or if the event is being held outside of administrative operating hours. This fee is charged at \$30 per hour (non-refundable) from the time the first guest arrives until the last vendor leaves. An Audio Visual fee is charged at \$30 per hour (non-refundable) for an event where the equipment is reserved for use. Security attendant fee and Audio Visual fees are due no later than 30 days prior to the scheduled event date.