

INSTRUCTIONS FOR USE OF CLUBHOUSE AND POOL FACILITIES

GENERAL

1. The primary purpose of the Clubhouse and Pool is to provide the residents of New Mark Commons with facilities for community social, cultural and recreational activities. Subject to availability, individual residents may reserve these facilities for private use.
2. Use of the Clubhouse is conditioned upon compliance with Local, County and State laws and regulations. (Maximum capacity: 125).
3. For purposes of these regulations, an adult is any homeowner or renter in the community over the aged 21 or over.
4. The Board of Directors, New Mark Commons Homes Association, Inc., may refuse use of the Clubhouse and/or Pool to any resident or group of residents whose pattern of prior use indicates a disregard of the regulations.
5. The Homes Association, its officers, and its committees do not assume responsibility for other than Association sponsored activities.

USE OF THE CLUBHOUSE AND/OR POOL

1. No use of the Clubhouse shall be permitted other than in accordance with the established rules except with the approval of the Board of Directors. Further, any Committee shall have the right to use the Clubhouse for Committee meetings, provided the Committee Chairperson or Board liaison authorizes the use of the Clubhouse for a designated activity, if due care is exercised and if the Board is informed of the use through the Administrator. Such use may be vetoed by any single Board member pending approval by the entire Board.
2. Any homeowner or renter may reserve the facilities in behalf of another member (including minors) of their family. The adult making the reservation will be responsible for insuring that an adequate number of chaperons (including the adult making the reservation) are present (three are recommended as a minimum) and that all appropriate regulations for use are followed.
3. Any homeowner or renter of New Mark Commons (or non- resident member) may reserve the Clubhouse and/or Pool for their private use. Where a resident desires to reserve the facility for use by a group whose membership is composed primarily of non-residents, the use of the facilities is deemed to be their personal use provided that they is a member of the group, is acting as host to the group, and is present at the Clubhouse and/or Pool during that use.
4. All facilities and equipment within the Clubhouse will normally be available to individuals reserving the Clubhouse. The resident responsible for the function will be held responsible for destruction, vandalism, abnormal wear of equipment, and unnecessary dirtying of the facility and the area around the outside of the Clubhouse. Individuals who plan to utilize sound equipment will be assumed to be knowledgeable of its operation or have made arrangements for a knowledgeable individual to operate the equipment.
5. The rental fees are: May 15 to September 15 - \$350; September 16 to May 14 - \$250. A damage deposit of \$300 is also required. A signed Rental Agreement along with two checks (one check for the rental and a second check for \$300 for the damage deposit), must be given to the Administrator at least two weeks before the date of the event so that the checks will have time to clear. New Mark will refund the deposit (or a portion of the deposit if damages have been assessed) immediately following an inspection of the clubhouse. The Homes Association reserves the right to bill the responsible resident for any additional damage costs that are in excess of the deposit fee.
6. The cleanup of the facility after the event is the responsibility of the renter. Clean-up consists of the following:
 - Kitchen: Clean refrigerator, stove, oven, counters, sink, mop kitchen floor. Empty any trash into your own plastic bags, tie them and TAKE THEM HOME WITH YOU. We have no way of disposing of your trash. The Administrator or the Board member has the right to withhold part of the deposit for trash found in the Clubhouse or on the grounds.
 - Any decorations put up must be removed, including materials used to hold up the decorations such as tape, tacks, etc. NO TAPE should be placed on the light fixtures because the tape will melt. Foreign matter found on the fixtures will result in a replacement at your expense. NO DECORATIONS should be attached to the fans.
 - Chairs and tables used must be neatly returned to storage room.

- Any Clubhouse materials or equipment used must be cleaned and returned to their proper place.
- Clean out fireplace and surrounding area if used.
- Broom all wooden floors.
- Check downstairs; especially in the bathrooms, to make sure that all trash has been picked up; toilets are flushed, sinks are free of debris (such as paper towels, cigarette butts, etc.), and lights have been turned off.
- Lock any doors or windows that were opened and TURN OFF THE FANS. It is a good idea to double-check all the doors whether you have used them or not. A guest may have opened them.
- NO CARS ARE ALLOWED TO PARK ON NEW MARK ESPLANADE. All cars are to be parked in the Clubhouse parking lot.
- Turn *off* all lights except security lights.
- In summer, TURN OFF THE AIR CONDITIONING.

7. All Clubhouse activities will be conducted in such a manner that there will be no undue disturbance to other residents living near the Clubhouse.

8. All outside speakers will be turned off at 11:00 p.m. and all live bands will stop playing at 12:00 Midnight.

9. There is to be NO GRILLING done in the Clubhouse or on the balcony. Grassy area off the kitchen is to be used for this.

Mail the completed rental application a check payable to New Mark Commons HOA to:

Abaris Realty, Inc.,
 Attn: Shireen Ambush
 7811 Montrose Road, Suite 110
 Potomac, MD 20854

For more information on clubhouse rental, contact Community Manager Shireen Ambush,
nmcadministrator@newmarkcommons.net



**APPLICATION FOR USE OF THE
NEW MARK COMMONS CLUBHOUSE**

Mail completed form and check payable to
New Mark Commons HOA to:
Abaris Realty, Inc., Attn: Shireen Ambush,
7811 Montrose Road, Suite 110, Potomac, MD 20854

Date of Party/Meeting: _____ **Approx. No. of Guests:** _____

Scheduled Time: From _____ to _____

Type of Event: _____

I have read and agree to comply with the rules applicable to the use of the New Mark Commons (NMC) Clubhouse. I certify that I am either a resident owner of record or a lessee of property in New Mark Commons.

I understand that the clubhouse is available to me for use pursuant to this application for a private party or meeting only, and that holding an open party where guests are asked to pay admission fees or buy drinks and food will result in the forfeiture of my entire deposit. I will be present at the clubhouse for the duration of the party or the meeting for which this application is made. (Following types of parties are also permitted: bona fide charitable or political fund raisers sponsored by an applicant; private parties where guests contribute food and drinks.)

I understand that clean-up and damage costs will be deducted from the deposit fee, and that I am responsible to promptly pay for damage in excess of that covered by my deposit. Where the deposit fee is forfeited, I will remain liable to promptly pay additional sums for any clean-up or damage.

I will give the Administrator a check for the deposit and rental fee (& lifeguard fees, if a pool party) at least 2 weeks before the date of the party/meeting. I understand that the Administrator will deposit all checks upon receipt.

If it is a pool party, the lifeguard-in-charge may deny use of the pool to any guests conducting themselves in an unsafe or unruly manner. NMC Administrator may restrict the use of audio or sound system that is determined by him/her as causing an unreasonable disturbance to the neighborhood.

The NMC Administrator is authorized by the NMC Board of Directors to deny or revoke permission to hold a party or meeting, or discontinue the same while it is in progress, where she has determined that the same will be in violation of the rules.

Date: _____

Signature: _____

Name: _____

Address: _____

Telephone: _____

\$300 Deposit Received _____	Rental Fee Received _____
Lifeguard Fees Received _____	Damage/Clean-up Assessed _____