



HOA Management  
ACS WEST Inc.  
P.O. Box 11361  
Richmond, VA 23230  
TEL (804) 282-7451  
FAX (804) 282-9590

## FFVHOA CLUBHOUSE RENTAL

### RENTAL APPLICATION - 8301 FIVE FORKS LANE

Management reserves the right to amend club rules or policy without prior notice.

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ANY QUESTIONS CONTACT ACS WEST HOA MANAGEMENT

Read carefully.

#### General Rules

1. Clubhouse rental hours of 10:00 a.m. to 11:00 p.m. includes set-up and clean-up time.
2. Unpaid balances on your HOA account prohibits clubhouse use.
3. Smoking is prohibited anywhere inside the clubhouse or on the front or back decks. The only authorized place to smoke is in the front parking lot and all butts must be picked up and disposed of properly.
4. Excessive noise is prohibited in and around the clubhouse.
5. The clubhouse may not be used for commercial business purposes.
6. At **NO** time will unsupervised minors be allowed to use the clubhouse.
7. Do not exceed the maximum occupancy rate of 74 people inside the clubhouse or 25 people outside on the rear deck.
8. While in possession of the clubhouse, access to the pool area is prohibited to all guests. This includes before and after regular hours.
9. The property owner who signs the rental agreement must be present at the clubhouse during the entire function, and agrees to be responsible for any and all injuries during the function and holds the Association harmless against any claims.
10. By signing this application, you agree to adhere to all the rules and regulations governing the clubhouse rental.

#### Rules and Procedures for Private Use

1. To reserve the clubhouse for private use, a deposit fee of **\$200 is due with this application**. It is fully or partially refundable depending on the condition of the clubhouse after your rental.
2. The clubhouse rental fee is **\$250.00**. This rental fee is due no less than 3 weeks prior to your event. If not received within this time frame, your event will be canceled and your deposit forfeited.
3. Payment must be made online or via a Cashier's Check or Money Order, and must contain the homeowner's name and be made out to the **Five Forks Village HOA**.

NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.



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4. During your pre-walk through, you should inspect for any previous damage. If there is any damage, it should be noted at the pre-walk through. Otherwise, we will assume the damage occurred during your reservation time. The damage will be fixed, and you will be issued a check for the difference up to your deposit fee. If the damage is over **\$200.00**, you will be billed for the amount over the deposit.
  
5. When you have finished using the clubhouse, clean it according to the clubhouse checklist that is provided upon rental. **A full refund of the deposit requires the clubhouse to be fully restored to its initial condition or you will be charged a cleaning fee that will be deducted from your deposit.**
  
6. You are to arrive at the clubhouse *promptly* at the time scheduled to pick up the key and go over the clubhouse rules and procedures.
  
7. Once you have possession of the key, which you will be given at your pre walk through, you are responsible for the clubhouse and all of its contents until the key is returned.
  
8. Return the key immediately after your party into the white drop box located outside the clubhouse doors.
  
9. Secure all doors! Failure to do so and if damage occurs, you will be held accountable for any additional expenses and your deposit will not be returned.
  
10. Violation of any of these rules may lead to suspension of clubhouse privileges, as well as restitution for damages, if applicable.

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### RENTAL APPLICATION - 8301 FIVE FORKS LANE

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PLEASE PRINT

Date & Time of Party:

\_\_\_\_\_

Type of Event (ex: child's birthday party, anniversary party)

\_\_\_\_\_

Number of attendees (maximum is 74) \_\_\_\_\_

Person Making This Reservation:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Home Phone Cell/Other Phone: \_\_\_\_\_

Email Address:

\_\_\_\_\_

I have read the rules and procedures above, pertaining to use of the Clubhouse and agree to abide by them.

\_\_\_\_\_  
**Signature/Date:**

**Deposit this form with payment to the Five Forks Village HOA (white box to right of clubhouse door) or if paying online <http://www.acswest.org>, or fax the form to ACS West HOA Management (804) 282-9590.**

\_\_\_\_\_  
**For Office Use Only:**

Rental Fee Received: \$ \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\$200.00 Security Deposit Received Date: \_\_\_/\_\_\_/\_\_\_