



HOA Management
ACS WEST Inc.
P.O. Box 11361
Richmond, VA 23230
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FFVHOA CLUBHOUSE RENTAL

8301 Five Forks Lane ~ Clubhouse hours: 10 a.m. to 11 p.m.

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

Clubhouse User Guidelines

Rental Application & Deposit Fees

- 1. Read ALL rules and guidelines!**
2. Download rental application from the community website, www.5forksvillage.com.
3. Submit completed application along with deposit and rental fees to ACS West Management Company. Mail to address above or contact ACS West to pay fees online or drop in white box located outside of the clubhouse front doors.
4. Homeowner eligibility is verified by management and homeowner is contacted of renting status within 7 days of complete paperwork submission.

Once eligibility verified:

5. Clubhouse Committee Member will contact homeowner for pre walk-through scheduling date and time.
6. Clubhouse Committee Member will conduct 1 post walk-through assessment after rental, and notify homeowner and ACS West Management of deposit refund status.
7. Homeowner will receive deposit (if applicable) within 7 -10 business days after post walk-thru assessment notification.

Fees

1. Deposit fee of \$200 holds your date and is due with rental application (deposit refundable upon agreement compliance).
2. Rental fee of \$250 is due no less than **3 weeks** prior to event. If not received by deadline, you will forfeit your deposit and your event will be cancelled.
3. Payments may be made on-line, <http://www.acswest.org> or via certified funds payable to Five Forks Village Assoc. (Reference your name and street address).
- 4. Cancellations made less than 1 week from the event date will forfeit your \$200 deposit.**
5. No cash or personal checks accepted.