

Kingston Chase Homeowner's Association
PO Box 332 · Herndon, VA 20172

KCHOA Clubhouse Use Guidelines

KCHOA Clubhouse Contract

If you have been issued a clubhouse key, do not duplicate the key and please make every effort to ensure it is kept secured and safe. You are responsible for the clubhouse key and may not give the key to anyone or give anyone access to the clubhouse while the key is under your supervision. You could be held responsible for any damages to the clubhouse caused by unauthorized access. If the key must be transferred to someone else on a permanent basis, report this to the Administrative Assistant so a new key contract can be completed. If you have borrowed the clubhouse key for a one-time use of the clubhouse, return it to the Administrative Assistant immediately after use of the clubhouse.

There is a \$50 refundable damage deposit required for use of the clubhouse payable to KCHOA upon receipt of the key. Any extra cleaning, damage, trash removal, or unnecessary expenses incurred during use of the clubhouse may be charged to the damage deposit. The damage deposit will be returned by mail once review of the clubhouse is complete and no damages are found. Lost key charges may be made payable to KCHOA and will be determined based on the cost to change and/or re-core locks if necessary.

Users of the Clubhouse agree to perform the following tasks each time they use the clubhouse:

Upon entering:

1. Inspect all areas of the clubhouse and immediately report to the Administrative Assistant anything found out of order or items damaged.

While utilizing the facilities:

2. Do not tack anything to the walls or hang anything from the ceiling. Please contact the Administrative Assistant in advance for permission if you would like to request to hang any items. You are responsible for any damages incurred when posting or upon removal of items. Temporary items must be removed at the end of your event.
3. Be careful to protect the tables and carpet from paint, glue, food and drink, or other damaging products.
4. Do not allow boisterous behavior or roughhousing in or around the clubhouse.
5. You are responsible for obtaining any necessary state or county licenses and permits, including a liquor license if alcohol will be served.
6. The use of the clubhouse may not be used for profit ventures.
7. Do not allow anyone to smoke inside the clubhouse.

Before leaving:

8. Return all furniture so that the clubhouse is set up as it was found.
9. If necessary, vacuum the carpet (vacuum is in double closet to right of entry door.)
10. Wipe off or clean table surfaces, if necessary (cleaning products are located under the sink in the bathroom).
11. Ensure that toilet is flushed and bathroom is reasonably clean.
12. Empty any trash cans if they are full (extra trash bags are in drawers in bathroom) and place them in AAA trash cans at far right side of the clubhouse.
13. Remove all items brought in and used for your meeting, unless prior agreement has been made with the Administrative Assistant.
14. Set the clubhouse temperature to efficient energy use level (see sign near thermostat).
15. Ensure that clubhouse door is locked as you leave the building.
16. Please let KCHOA Board of Directors or Administrative Assistant know of any concerns you have regarding the use or condition of the clubhouse.