

# *Clopper's Mill West Clubhouse*

13665 Ansel Terrace, Germantown, Maryland 20874

[www.cloppersmill.com](http://www.cloppersmill.com)

## **Features:**

- ❖ 10 – 6 Foot Rectangular Tables
- ❖ 1 – 8 Foot Rectangular Table
- ❖ 4 – 4 Foot Round Tables
- ❖ 2 – 5 Foot Rectangular Drink/Gift Table
- ❖ 1 – 4 Foot Rectangular Drink/Gift Table
- ❖ 35 Folding Chairs

*Please note that tables and chairs are provided at no charge; however, there is no guarantee on the exact numbers listed above. Please supplement accordingly.*

## **Kitchen:**

- ❖ Microwave
- ❖ Dishwasher
- ❖ Refrigerator

## **Occupancy:**

- ❖ up to 100 people

## **Keys to Clubhouse:**

Please call Keenan Anderson at TMGA, Inc., (301/948-6666) a few days prior to your event for the combination code to the lockbox (which holds the key). Before leaving the clubhouse, please lock the door and return the key to the lockbox.

## **Damage Deposit:**

Your deposit will be returned to you after the clubhouse has been inspected for cleanliness and for damages.

## **Function Hours:**

All functions and use of the clubhouse must end no later than 12 midnight, which includes cleanup.

## **Proper Disposal of Trash**

Proper disposal of all trash is your responsibility. Please be sure to remove all trash from the clubhouse and take it to the trash area located on side right side of the clubhouse. If your trash is not properly disposed of, the cost to remove the trash will be deducted from your deposit. **DO NOT place it on the HANDICAPPED RAMP!**

## **Parking**

No parking in the townhouse reserved spaces. **YOUR VEHICLE WILL BE TOWED.**

**CLOPPER'S MILL WEST COMMUNITY ASSOCIATION**  
**13665 Ansel Terrace, Germantown, MD 20874**  


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**COMMUNITY ROOM RENTAL AGREEMENT**

The Community Room is available for use by CLOPPER'S MILL WEST RESIDENTS ONLY. (Violation of this rule will result in the loss of rental privileges for 1 calendar year)

**APPROVED USES:**

- Community Association Meetings and Community Social Functions (Association Board & Committee meetings, social events organized by the social committee)
- Clopper's Mill West Swim Team Functions.
- Adult community based nonprofit clubs (card clubs, garden club, etc.)
- Community based nonprofit clubs (Cub, Girl, Boy Scouts, etc.)
- Adult private parties.
- Private parties for individuals under the age of 21 (must be supervised by a minimum of six (6) owner/resident adults).

**\*\* The Community Room MAY NOT be used for profit activities and profit day care\*\***

**FEE AND DEPOSIT SCHEDULE**

Type of Event	Rental Rate	Deposit
Community Association Meetings and Community Social Events	No Charge	No Charge
Clopper's Mill West Swim Team	No Charge	No Charge
Adult Community Based Non-Profit Clubs <i>* Proper documentation reflecting 501(c) 3 status is required and must be submitted with application.</i>	\$25 \$ 250 for the season	\$500 \$1,000 for the season
Youth Community Based Non-Profit Clubs (boy scouts, girl scouts, cub scouts, etc.) Cannot rent Clubhouse more than 12 times per year for free. Charge will be \$25 per usage above 12 times/year.	\$0 \$ 250 for the season	\$500 \$1,000 for the season
Private Parties	\$150	\$500

**Homeowners that have any outstanding balance on their assessment account will not be permitted to use the clubhouse. Please be sure your account is up to date prior to submission of this application.**

**RULES AND REGULATIONS:**

The renter agrees and understands that:

- A. The clubhouse may only be used between the hours of 9:00 a.m. and 12:00 midnight (**Be sure to allow time for cleanup within the allotted period**).
- B. All doors & windows must be locked and the clubhouse key returned to the lock box immediately after the event.
- C. The key must remain on the premises at all times (**Do not take the key home or the next user will not be able to access the facility**).
- D. Clean up of the facility from each event, including the kitchen and bathroom area is the resident's responsibility (**Clean up must be completed no later than 12 midnight**).
- E. This agreement is for the Community Room only. At no time during the rental period is anyone allowed in the Pool or Pool Deck area.
- F. The supplies in the cupboard are not for the use of individuals renting the community room.
- G. NO SMOKING is permitted in the Community Room.
- H. Due to the high ceiling and fans, absolutely no helium balloons are permitted.
- I. **At no time is any tape to be attached to any painted surface.**
- J. **Trash is to be bagged and placed in the trash toters** located on the right side of the building near the bathhouse doors.

*All trash is to be bagged and placed in trash toters. Thank you!*



Treat your Community Room as you would your home. Please note that the facility must be left in clean condition, all tables and chairs properly stored, and all party items and trash removed from the premises.

**DEPOSIT AND FEES:**

- A. The type of event for which the Community Room is being reserved and the day of the week being scheduled determine the fees and deposits for the given event (**See fee Chart**).
- B. The **deposit and fee must be paid in full** before any reservation will be scheduled or confirmed.
- C. NOTE: If the deposit and fee are not paid within 4 weeks of the reserved date (or within 48 weekday hours if event is less than 4 weeks away), the Association has the right to rent out that date on a first-come-first pay basis.
- D. Your deposit check must be a separate check from the rental fee check (Please see agreement page for instructions).

**\*\*The Community Room is rented on a first-come-first served basis.\*\***

**RENTAL DEPOSIT DEDUCTION(S):**

- Not returning the Community Room key to the lockbox
- Damage to facility (interior or exterior) or furnishings within
- Not adhering to rules and regulations
- Including, but not limited to, any occurrence of actions that result in additional cost to the Association.
- Not fully cleaning the room, bathrooms and kitchen on gratis rentals.

The security deposit (part or all) will be refunded as soon as the Community Room has been inspected for damages and/or cleanliness. At that time it will be determined if there will be any deductions from your security deposit. Should any damages occur, you would receive a letter with an itemized receipt of damages.

If damages exceed the deposit, the balance will be applied directly to your Association account and you can submit payment for the difference along with your next regularly scheduled HOA dues payment. Note that the damage(s) amount attached to your Association account and is subject to the same collection procedures as your HOA dues.

**\*\*Note: A \$500 deposit is required even for gratis rentals. The user must still clean everything after their event or the full cleaning fee will be deducted from the deposit and the balance will be returned.**

**AGREEMENT TERMS**

Resident/Owners (s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (work)\_\_\_\_\_ (home) \_\_\_\_\_

(cell)\_\_\_\_\_ (alt) \_\_\_\_\_

Day of Week: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

CHARGE: \$ \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_

I HAVE READ THIS AGREEMENT FOR THE USE OF THE CLOPPER'S MILL WEST HOMEOWNERS ASSOCIATION COMMUNITY ROOM. I FULLY UNDERSTAND MY RESPONSIBILITIES AND AGREE TO COMPLY WITH ALL CONDITIONS SET FORTH HEREIN.

Owner/Resident \_\_\_\_\_ Date \_\_\_\_\_

Management \_\_\_\_\_ Date \_\_\_\_\_

Completed applications along with your two (2) checks should be mailed or delivered in person to:

Clopper's Mill West Homeowners Association  
c/o The Management Group Associates  
20440 Century Blvd., Suite 100  
Germantown, Maryland 20874

Attn: Clubhouse Rental Coordinator

Questions, please call Keenan Anderson or Ravi Parkhie at (301) 948-6666.

**FOR OFFICE USE ONLY**

Rental Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Received on \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Received on \_\_\_\_\_

Code: \_\_\_\_\_ Confirmation mailed on \_\_\_\_\_

Damages/Charges \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

IF YES, what were damages/charges \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_