

Island Creek Community Center Rules & Operating Guidelines

Policy Statement

The Island Creek Association Community Center (“Center”) is for the exclusive use of the homeowners and residents of the Island Creek Community Association (ICCA) and may be used by them for recreational, social, and cultural activities.

The ICCA Board of Directors, sub-Association Boards and the sanction committees of ICCA and sub-Associations under the ICCA Bylaws Rules and Regulations are entitled to use the Center rent-free. The Center may not be used for any profit making activity, solicitations or political fund raising. The Center is not for ongoing or regularly scheduled meetings that are not comprised of a majority of community members. Nor is holding a business meeting an acceptable use of the facility i.e. sales meeting, non-related board meeting, or other functions related to conducting business. The Board of Directors may grant exceptions upon written request.

Non-compliance with the Procedures, Rules and Regulations may result in deductions from the security deposit. Violations may also result in the loss of the right to use the Center for future events.

Reservations for the Community Center will be on a first come, first serve basis and may be made no more than one year in advance.

Rental Hours:	Sunday – Thursday	9 a.m – 9 p.m.
	Friday & Saturday	9 a.m. – 12 a.m.
Rental Fees:	\$25 per hour with a minimum of two (2) hours per event	
Security Deposit:	\$100	
Center Capacity:	91 people	

Procedure for Rental

Contact the on-site manager at 703-339-6987 and complete and submit a “Rent/Lease Agreement” one (1) month prior to the date of the proposed rental. Exceptions may be made for last minute rentals.

The application must be accompanied by the rental fee and a refundable security deposit of \$100. Make check payable to **Island Creek Community Association**.

Approval or disapproval of rental will be granted within 10 days of the request based upon whether or not the resident is in good standing; the request is in compliance with the policy statement, and the availability of the room.

A pre-inspection will be conducted with the Lessee and an authorized representative of Island Creek prior to rental. No one shall be granted access to the Center prior to the pre-inspection walk through. Any existing damages will be noted on the inspection sheet (attachment A).

A post-inspection walk through will be conducted within the next working day or prior to the next rental, whichever occurs first. Any damages will be noted on the inspection sheet.

Key may be picked up 5 days prior to event and after event put in an envelope and dropped in the black mailbox outside of the Center.

Rules and Regulations

1. To Lease/Rent the Center the homeowner/resident must be a principal household member. A “principal household member” is a person who is the co-owner of the home, or a signatory to a lease of the home
2. The security deposit less any deductions will be mailed to the address shown on the Rent/Lease Agreement within fourteen (14) business days following the event providing the Center is returned to its pre-rental condition and all rules and regulations are followed. Damage expenses and any extra clean up will be deducted from this deposit. Failure to pay for damages will result in a lien being placed on the owner’s property.
3. Cancellations must be made at least one (1) week prior to the event or the rental fee will **NOT** be refunded. No rental fees will be refunded due to early departure. Renters of the Center should self-report if they go beyond the period for which they have leased/rented the room.
4. Returned checks will be cause for denial of Rent/Lease Agreement and a service charge of \$20 will be required of the resident. Failure to comply may result in the resident’s rental privileges being denied.
5. Lessee must notify the ICCA authorized representative of any changes from the original Rent/Lease Agreement for use i.e. type of event, hours, etc.
6. If available, a FREE thirty (30) minute set-up and a FREE thirty (30) minute clean up time will be allowed.
7. No food, beverages, decorations, or rental equipment may be placed in the Center prior to the thirty (30) minute set-up period. Rental equipment may NOT be stored at the Center before or after an event.
8. Any activity where minors are present (under 21 years of age) must be chaperoned and supervised by the Lessee during the lease period. One chaperone, over the age of 21, for each 10 minors must be present at all times. No alcoholic beverages are permitted at any minor activity.
9. The homeowner/resident Lessee must be in attendance during the reserved hours.
10. A copy of the application will be provided homeowners/residents and should be available during the event.
11. The Lessee must be responsible for the conduct of their guests, damage or loss to the building, furniture, furnishings, or equipment within the control of the Lessee. The Center is rented “furnished” and none of the furniture is to be removed from the room without prior approval of the Island Creek Community Association representative.
12. All areas must be returned to pre-rental condition. This includes the entire interior of the Center as well as the outside parking lot and surrounding areas. Trash must be properly secured in plastic bags and placed in trash containers located on pool deck to the right. Do not use paper bags or boxes. All carpeting must be vacuumed and all bare floors swept. Cleaning materials are in the closet next to the refrigerator. Alternative arrangements for cleaning may be made through the on-site property manager.
13. All exits must be kept clear at all times. The exit from the clubhouse to the pool deck should only be used in case of emergency. Entrance to the pool deck when the pool is open cannot be accessed from the clubhouse (Center). Entrance to the pool deck can only be accessed through the bathhouses.
14. The number of persons in attendance shall be no greater than 91.
15. The use of alcoholic beverages shall be in accordance with Fairfax County and the State of Virginia law. Lessee is responsible for all licenses (attachment B), which must be shown prior to the date of the event.
16. The Lessee must comply with Fairfax County Noise and Nuisance Ordinances. Music must be kept at a

moderate level in compliance with the ordinances. The Center doors are to remain closed at all times. Music is not allowed outside. Live bands and DJ's must cease playing by 11 p.m. Stereo equipment may continue to play at a moderate level in compliance with ordinance.

17. Excessive noise, abusive, or otherwise unacceptable behavior resulting in complaints will not be tolerated and may result in an immediate cancellation of your event and forfeiture of your deposit.
18. Guests are strongly discouraged from congregating outside of the Center after 11 p.m.
19. All adult activities must end and guest depart no later than 11 p.m. Sunday through Thursday and 12 a.m. Friday and Saturday.
20. Lessee is to ensure that all guests leave the premises in a quiet and orderly fashion. Shouting or loud behavior is not acceptable.
21. Advertising materials, admission fees and/or cash bars are prohibited
22. This is a smoke free building and the use of tobacco, candles and life products is prohibited inside the Center. Smoking is restricted to the outside front and side areas of the Center.
23. No decorations are to be attached to walls or ceilings, and nothing is to be tied to the ceiling fan or blades. All decorations used in the Center must be fire retardant, and nails and screws or scotch tape are not permitted for hanging decorations. Under no circumstances will the Lessee make any structural or electrical alterations in the building.
24. Lessee must ensure all lights are turned off except the outside lights prior to leaving and that all doors are locked.

4/30/03