

WOODLEA MANOR CONSERVANCY

c/o TWC ASSOCIATION MANAGEMENT

12110 Sunset Hills Road, Suite 60

Reston, VA 20190

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CLUBHOUSE RENTAL & CLEANUP RULES

1. The Clubhouse must be thoroughly cleaned after each event. Cleanup must be completed prior to the time set for the post-event inspection that will be conducted by the Clubhouse Coordinator. Clean up must include all of the following items:
 - A. **All trash generated by the event must be removed from the clubhouse grounds. If trash is not removed by the renter, a fee will be charged and subtracted from the security deposit.**
 - B. The floors in the great room and entrance hall must be swept and, if necessary, mopped, and the carpet on the stairs must be left clean. Woodlea Manor has an vacuum cleaner that can be used on the floors. It is stored in the closet next to the kitchen and should be returned to the same location.
 - C. The kitchen counter, sink and appliances must be cleaned and wiped down. Please note that the conservancy does not provide cleaning supplies or trash bags.
 - D. All food, drinks, condiments and supplies brought in for the party must be removed, and the refrigerator must be cleaned out.
 - E. The bathrooms must be cleaned and left as they were found.
 - F. Tables and chairs belonging to Woodlea Manor must be folded and neatly replaced in the storage closet.
 - G. In order to prevent damage to the walls, decorations may not be taped, nailed or glued to any painted or finished surface inside the clubhouse. All decorations must be removed from the clubhouse as part of the cleanup process.
 - H. Windows must be closed, lights turned off and all doors must be locked.
2. The thermostats are to be left at 65 degrees in the winter and 75 degrees in the summer (if instructions are given to leave the air conditioning on). You may be asked to turn the air conditioning off.
3. For daytime parties, cleanup must be completed prior to 5:00 p.m. For evening parties, the facility will be inspected by 10:00 a.m. the next morning.
4. If the clubhouse is not appropriately cleaned by the time of the follow-up inspection, a deduction will be made from the security deposit to hire the professional cleaning company under contract with the association, and the remaining balance will be refunded within ten days. Cleaning charges will range from \$150.00 to \$350.00, depending on the amount of work required. Carpet and floor damages will be assessed separately. The decision of the Clubhouse Coordinator will be final.
5. If damages exceed the amount of the security deposit, the homeowner sponsoring the event will be billed for the difference.
6. Keys to the clubhouse must be returned to the Clubhouse Coordinator at the time of the post-event inspection.
7. Decorating and other preparation before an event can be done as long as these activities don't conflict with another event. Decorations may not be hung in such a manner that they damage or soil paint, wall board or windows. Helium filled balloons may not be used unless they have long enough strings attached so that they can be retrieved if they escape to the ceiling.
8. Any special exceptions to this policy must be obtained in writing from TWC Association Management in order to avoid penalties.