

## **WOODLEA MANOR CONSERVANCY**

*C/o TWC ASSOCIATION MANAGEMENT*  
**12110 Sunset Hills Road, Suite 60**  
**Reston, VA 20190**  
**(703) 437-5800 (703) 471-6578 (fax)**  
**twcmanage@aol.com**

April 3, 2009

Dear Woodlea Manor Conservancy Homeowner:

We are in the process of getting ready for the pool season. The pool opens on Saturday May 23<sup>th</sup> at 11a.m. The hours for the season are listed in the enclosed copy the 2009 Rules and Regulations for the Woodlea Manor recreational facilities.

If you have not yet done so, you will need to complete an application so that pool passes and 2009 validation stickers can be issued for your family. A form is enclosed along with a return envelope. Please make sure that you provide all of the requested information including emergency contact information. Don't forget that your pool passes cannot be issued until your account with Woodlea Manor is in full.

If we already received your pool pass application, the 2009 pool stickers for your family members are enclosed.

Please note that you will need to present your pool pass in order to enter the facility. This policy will be strictly enforced, so please remember to bring your passes with you. The cost to replace a lost or damaged pool pass is \$5.00. If someone in your family needs a new pass, please let us know.

Please take some time to read the pool rules and regulations and to go over them with your family before the season begins.

We are looking forward to an exiting and enjoyable summer.

Sincerely,

Pamela Ward, Managing Agent for  
Woodlea Manor Conservancy

**WOODLEA MANOR CONSERVANCY  
RECREATION FACILITIES**

**RULES AND REGULATIONS  
2009**

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Section 15 - GENERAL

Woodlea Manor Clubhouse and Pool  
1430 Hague Drive SW  
Leesburg, VA 20175

Mailing Address:  
C/o TWC Association Management  
12110 Sunset Hills Road, Suite 60  
Reston, VA 20190  
703-437-5800 703-471-6578 (fax)  
twcmanage@aol.com

**WOODLEA MANOR CONSERVANCY  
RECREATION FACILITIES**

**RULES AND REGULATIONS**

**2009**

The following rules and regulations are for the benefit and protection of all members and their guests. They have been established by the Board of Trustees to ensure the safe and sanitary operation of the facilities and to provide enjoyable recreation for the members and their guests. Infractions by an individual member or guest may result in suspension of pool privileges. These rules are in compliance with the Swimming Pool Ordinances and Regulations of Loudoun County, Virginia.

**Section 1 - Pool Management**

The Board of Trustees has delegated authority to a Pool Manager for the daily maintenance and cleanliness in and around the pool area, for supervising the lifeguard staff, and for proper enforcement of the Rules and Regulations established by the Board of Trustees. The Pool Manager or the guards will be in full charge of the pool facilities at all times.

**Section 2 - Enforcement of Pool Rules and Regulations**

Each member of the Pool Management Staff has responsibility for the enforcement of the rules and regulations. Parents are asked to remind their children to observe all rules and regulations and to obey the instruction of the manager and staff. Children and adults are expected to show the guards proper respect and cooperation at all times. The management staff shall take such action as deemed necessary for the safe and orderly operation of the facilities.

Lifeguards, as agents for the Board of Trustees, have authority to temporarily suspend pool privileges for breaking rules. Grievances and complaints must be referred, in writing, to the Board of Trustees c/o TWC Association Management, 12110 Sunset Hills Road, Suite 60, Reston, VA 20190. The Fax number is 703-471-6578. You can send E-mail to twcmanage@aol.com.

**Section 3 - Pool Facilities**

The facilities consist of:

- a. One Olympic size pool,
- b. A wading pool,
- c. Men's and women's locker rooms with showers and rest room facilities,
- d. An office area for use by the pool management company,
- e. A clubhouse that is available for rent by resident members.
- f. A shade structure.

**Section 4 - Pool Admission Requirements**

- a. Admission to the facilities shall be granted only to those members in good standing with assessments and membership fees paid in full.
- b. Each member in good standing and their children over 3 years old will be issued a permanent pool pass that must be revalidated each season with a new yearly sticker. Pool passes should not be discarded when the season ends, as a \$5.00 replacement fee per pass will be charged (see Section 4d below).
- c. All persons using the facilities are required to identify themselves with a valid Woodlea Manor facility membership card. Pool users must also register with the gate attendant (see Section 9 - Pool Guests).
- d. Lost membership cards should be reported promptly to either TWC Association Management or the gate attendant at the pool. The replacement fee is \$5.00 per card, payable to either Woodlea Manor Conservancy and sent to TWC. Once the card is reported lost and the \$5.00 replacement fee has been paid the new membership card will be mailed to the member's home address.
- e. If a membership card is used by anyone other than the member, the member risks suspension of privileges.
- f. All members, their immediate families and guests shall use the facilities at their own risk.
- g. Only persons 12 years of age or older shall be admitted to the pool unless the conditions specified in Section 8 - Children at Pool are met.
- h. Persons admitted shall agree, for the benefit and protection of all users, to abide by the health and safety requirements as set forth in these regulations (Section 6 - Pool Health and Section 7 - Pool Safety), as directed by the Pool Management.
- i. Entrance shall be only through the prescribed portals.
- j. Persons who are intoxicated will not be admitted on the premises.
- j. Persons baby-sitting children who are not members must purchase guest passes (see Section 8 -Children at Pool) unless other arrangements are made in advance.

**Section 5 - Pool Operation**

- a. The pool opens at 11:00 a.m. on Saturday, May 23, 2009 and closes for the season at 6:00 p.m. on Monday, September 7, 2008. The 2009 schedule is:

- 1. While local Public Schools are in full session, facility will be open:

MONDAY & WEDNESDAY & FRIDAY	4 p.m. to 8 p.m.
TUESDAY & THURSDAY	1 p.m. to 8 p.m.
SATURDAY	10 a.m. to 8 p.m.
SUNDAY	10 a.m. to 8 p.m.
HOLIDAYS	10 a.m. to 8 p.m.

- 2. When local Public Schools close in June, the facility will be open:

MONDAY THROUGH THURSDAY	11 a.m. to 8 p.m.
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FRIDAY	11 a.m. to 9 p.m.
SATURDAY	10 a.m. to 8 p.m.
SUNDAY	10 a.m. to 8 p.m.
HOLIDAYS	10 a.m. to 8 p.m.

- b. Upon daily pool closing, all persons must promptly leave the pool area, clubhouse and locker rooms. Anyone loitering in these areas more than twenty minutes after closing without sufficient reason may be subject to suspension of privileges.
- c. The pool may be closed without notice for emergency maintenance, inclement weather, when the air temperature reading is below 65 degrees, unsanitary water conditions, or whenever such action is necessary in the judgment of the Pool Manager or his representative. Loudoun County Health Regulations will determine when the facility can reopen. **For safety reasons, the pool must remain closed for 45 minutes after lightening and/or thunder.**
- d. During a 10 minute break every hour, the pool is to be set aside for use by those who are 16 years of age or older. Members under 16 years of age must leave the water at this time.

**Section 6 - Pool Health**

- a. Swimmers and bathers are required to take a soap shower before entering the pool. Without question, this is the **BEST** single means of safeguarding health.
- b. In consideration of your own health, and the health of others using the pool, use of the swimming pool or wading pool during and immediately following any illness is inadvisable. In particular, individuals having infections of the skin, eyes, respiratory or gastrointestinal systems, open lesions, wearing bandages, or having coughs or colds, will be excluded from the pool.
- c. Swimmers will enter the pool deck **ONLY** through the entrances from the locker rooms.
- d. Swimmers must use the footbath to rinse off any clinging grass before entering the pool.
- e. **SPITTING, SPOUTING OF WATER, CHEWING GUM, OR BLOWING THE NOSE** in the pool **ARE STRICTLY FORBIDDEN.**
- f. The Pool Manager may require a person who has become chilled or incapacitated to leave the pool area and take a hot shower to warm up. Such a person may not be allowed to return to the pool immediately.
- g. All injuries occurring on the premises must be reported immediately to the Pool Manager and TWC Association Management at (703)437-5800.
- h. Enforcement of health rules shall be the responsibility of the Pool Manager.

**Section 7 - Pool Safety**

- a. The Pool Manager and lifeguards are in full charge of the pool area and are authorized to enforce all safety rules. Such authority includes the right to restrict the use of such equipment as inner tubes, balls, floats, etc.; the right to restrict water activities; and the right to evict all persons who fail to comply with these rules and regulations.

Situations arising which are not specifically covered by these rules and regulations will be handled by the Pool Manager and reported to the Board of Trustees.

\* **Except for approved safety equipment, floats, balls, toys, water wings, inner tubes, etc. may only be used in the pool at designated times.**

- b. Each member shall provide an emergency phone number or numbers to be on file in the clubhouse where a responsible friend or relative can be reached should a situation occur which affects the member's safety while at the pool.
- c. No swimming or entering the pool area or locker rooms is allowed during non-pool hours and/or in the absence of a lifeguard. Pool privileges for the remainder of the season may be revoked for illegally entering the pool or clubhouse.
- d. Swimmers shall direct their attention to the lifeguard **IMMEDIATELY** upon hearing the lifeguard's whistle and clear the pool upon a call to do so. Lifeguards have full authority to clear the pool of swimmers in cases of emergencies.
- e. No running, pushing, acrobatics, wrestling, ball playing (except for approved activities at designated times), raucousness or causing undue disturbance is permitted in or about the pool, locker rooms or clubhouse.
- f. Standing jumps and diving from the side of the pool will be allowed in deep water only.
- g. No glass containers of any kind will be allowed on the pool deck.
- h. Smoking will not be allowed on the pool deck or elsewhere within the pool facilities or clubhouse.
- i. **Alcoholic beverages are not permitted on the pool deck or within the pool facilities during regular pool hours.**
- j. Street shoes will not be allowed on the pool deck.
- k. All swimmers must wear proper bathing suits. Cutoffs and street clothes are not allowed.
- l. Animals or pets will not be allowed within the pool enclosure.
- m. Profanity will not be allowed within the pool facilities or clubhouse.
- n. Individuals in wet bathing suits may not enter the clubhouse lounge, kitchen or upper level.
- o. Children under 18 are not allowed in the clubhouse lounge, kitchen or upper level unless they are attending a specific function.

**Violations of the pool rules and regulations may result in temporary or permanent suspension of privileges.**

### **Section 8 - Children at Pool**

- a. Children under 10 years of age will not be admitted unless a responsible person at least 16 years of age accompanies them.

- b. Unaccompanied admission for children between the ages of 10 and 12 shall be allowed only if the two following conditions are met:
  - 1. Written consent of the child's parent or legal guardian for unaccompanied admission to the pool must be on file at the pool office.
  - 2. The child must successfully pass a swim test as prescribed by the Pool Manager.
- c. Parents and legal guardians are advised to refrain from using the pool as a "**baby sitter**". The privilege of unaccompanied admission for their children shall be revoked if a responsible person is not available for consultation at the emergency phone number as required in **Section 7**.
- d. To prevent fatigue, a **ten (10) minute rest period for children under the age of 16 will be observed every hour.** Children under 16 years of age will be required to vacate the pool and will not be allowed to re-enter until the rest period is over.
- e. The wading pool is limited to use by children **UNDER 6 YEARS OF AGE**. Children using the wading pool **MUST BE SUPERVISED AT ALL TIMES** by an accompanying person 16 years of age or older.
- f. The Association will not furnish lifeguard service at the wading pool. Parents or those delegated by the parents to be in charge of their children, **SHALL BE SOLEY RESPONSIBLE FOR** children in the wading pool.
- g. Children who cannot swim will not be allowed to venture into deep water in the adult pool unless they are under the close **SUPERVISION OF THE PERSON IN CHARGE OF THE CHILD.**
- h. For health reasons, children who are not potty trained **MUST** wear snug fitting plastic pants specifically designed for use in swimming pools over their diapers when they are using either the wading pool or the adult pool.

### **Section 9 - Pool Guests**

- A. Guest Passes may be purchased from the gate attendant at the pool. The rates per person per day are: Adults (18 or older) - \$3.00, Children (3-17) - \$2.00, Children under 3 - FREE. The weekly for 7 consecutive days are: Adults (18 or older) - \$15.00, Children (3-17) - \$10.00. For passes longer than a week, please contact TWC Association Management. Special rates are available for long term guests.
- b. No more than six guests per household are permitted to use the facilities at the same time unless special arrangements are made in advance with TWC Association Management.
- c. Each guest is limited to 12 visits during the 2008 pool season. If you have a relative staying with you for an extended period of time that would like to use the recreation facilities, please contact TWC Association Management.
- D. Rules governing Pool Guests:
  - 1. Guest privileges shall consist of admission and use of the Association facilities. The member sponsor assumes full responsibility for his guests. The Association will not be responsible for any accident or injury in connection with use of the facilities by guests.
  - 2. Guests are subject to the same rules and regulations as members.
  - 3. Guests must be registered at the gate prior to admission.

4. The Pool Manager has the authority to restrict guest privileges whenever deemed necessary for the safe and orderly operation of the facilities.
5. The Pool Manager may restrict or suspend all guest privileges as required to alleviate overcrowding of the pool or recreation area.

#### **Section 10 - Pool Lost and Found**

- a. To preclude the possibility of lost articles, all clothing, and towels brought to the pool or recreation area should be marked so they are readily identifiable.
- b. The Association is not responsible for loss or damage to personal belongings, bicycles, or automobiles on the Association premises.
- c. Lost articles may be claimed by applying to the Pool Manager. Articles not claimed within 30 days will be disposed of at the discretion of the Pool Manager and the Board of Trustees.

#### **Section 11 - Swimming Lessons**

Rules and Regulations governing swimming lessons (if available) will be posted separately, and information concerning swimming lessons will be available at the registration desk.

#### **Section 12 - Pool Parking**

**Parking in the recreation facilities' lot is strictly prohibited UNLESS it is for the purpose of attending an authorized function or to use the pool, basketball court or tennis courts during scheduled hours. Unauthorized vehicles found in the lot are subject to towing, without further notice, at the vehicle owner's risk and expense.**

#### **Section 13 - Community Room/Pool Rental**

The community room and pool are available for rental by Woodlea Manor residents. A copy of the application form is enclosed herein. The Managing Agent will provide further details upon request.

#### **Section 14 - Tennis Court Regulations**

- a. The tennis courts are private. They are exclusively reserved for members in good standing of Woodlea Manor Conservancy, and authorized guests. Trespassing on the courts and/or use by unauthorized individuals is prohibited.
- b. All players shall observe tennis etiquette as stated in the USTA code.
- c. Time on the courts may be reserved by signing up on the reservation sheets posted at the courts. If no reservations have been made, play is on a first come first served basis.

- d. Monday through Friday from 5:00 p.m. until dusk, children (ages 16 and under) may only play with an adult member or when no adult members are waiting to use the courts.
- e. Children may reserve court time except Monday through Friday from 5:00 p.m. until dusk.
- f. Excluding organized activities approved by the Recreation Committee (such as a tennis tournament or social), each resident or member may use the courts for a maximum of 2 consecutive hours at a time. Any member who wishes to organize and host a tennis tournament or social should contact the Recreation Committee for approval and scheduling.
- g. Before beginning to play, at least one player must display proof of residency (a driver's license showing a Woodlea Manor address) or membership card by using the clips which are attached to the fence for this purpose. The ID must remain on display during the entire playing time as proof of residency or membership. If no ID is displayed and no player can present evidence of residency or membership, the player(s) must vacate the courts if asked to do so by a member. The court is then available to members on a first come first served basis.
- h. Users must vacate the court at the end of the two hour time period if there are others waiting to play.
- i. Court #1 is located closest to the gazebo. Court #2 is farthest from the gazebo.
- j. A resident or member may hire an individual, such as a tennis pro, to give him or her lessons on the tennis courts. No member, resident or guest may use the courts more than 2 hours per day for profit by teaching tennis lesson unless first receiving written permission from the Board of Trustees. The Board reserves the right to revoke this privilege at any time. A violation may result in suspension or loss of membership privileges.
- k. No more than 4 individuals are permitted on a tennis court at any time.
- l. The tennis courts are to be used for tennis only. All other activities are prohibited on the courts.
- m. Bicycles, roller skates, roller blades skateboards, baby carriages, playpens and radios are not allowed on the courts.
- n. Climbing is not permitted on the gazebo, on the brick wall by the tennis courts, on the inclined landscaped area behind the courts, or on any landscaping.
- o. Appropriate attire will be worn on the courts, including proper flat-soled tennis shoes. Hard-soled shoes, cleats, jogging shoes and soccer shoes are prohibited.
- p. Glass bottles, alcoholic beverages and food are prohibited on the courts, but are allowed in the gazebo.
- q. Each user must remove all paper, debris and personal belongings from the court(s) and gazebo area upon departure.
- r. Pets are not permitted on the tennis courts at any time.
- s. Damage to the court surface, net, gate, fence, gazebo, etc. should be promptly reported to TWC Association Management at (703) 437-5800.
- t. It is important to everyone's enjoyment of the facilities that these rules and regulations are observed. Violations may result in suspension of membership privileges. Violations should be reported to TWC Association Management.

## **Section 15 - General**

- a. The facilities of the Association including the physical plant, decorations, signs, equipment, trees and plant life are an expensive asset of the Association. Willful destruction or damage of Association property by individuals is an encroachment upon the rights and investment of the entire membership. Property damage will be charged to the responsible members of the Association.
- b. Trash and litter shall be discarded in the containers provided. Please help **KEEP YOUR ASSOCIATION FACILITY CLEAN.**
- c. Food and refreshments may be consumed only in designated areas.
- d. Children using the tot lot equipment located within the pool enclosure must be supervised by an accompanying person 16 years of age or older at all times.
- e. The Loudoun County Police are authorized to enter the Association facilities at any time and exercise the same authority as in any public place.
- f. The use of profanity or other offensive language will be justification for eviction from the premises.
- g. The Board of Trustees for Woodlea Manor Conservancy shall act upon situations not specifically covered in these rules and regulations. The Board of Trustees is also empowered to amend, add or delete rules as they deem appropriate for the good of the membership.
- h. All complaints or concerns regarding the pool or tennis courts and their management should be in writing and mailed to the Board of Trustees, Woodlea Manor Conservancy, c/o TWC Association Management, 12110 Sunset Hills Road, Suite 60, Reston, Virginia 20190.

**Attachments: Clubhouse/Pool Rental Applications**

**THIS IS YOUR ASSOCIATION - USE IT - ENJOY IT - SUPPORT IT!**

**MANAGING AGENT** - TWC Association Management  
12110 Sunset Hills Road, Suite 60  
Reston, Virginia 20190  
(703) 437-5800  
(703) 471-6578 (fax)  
E-mail: twcmanage@aol.com

# WOODLEA MANOR CONSERVANCY

*C/o TWC ASSOCIATION MANAGEMENT*

12110 Sunset Hills Road, Suite 60

Reston, VA 20190

(703) 437-5800 (703) 471-6578 (fax)

twcmanage@aol.com

## RULES FOR POOL PARTIES

1. Reservations must be made at least two weeks in advance by contacting:  
TWC Association Management  
12110 Sunset Hills Road, Suite 60  
Reston, Virginia 20190  
(703) 437-5800
2. The pool is available for private parties from closing time (8:00 p.m.) until midnight on normal operating days and until 1:00 a.m. on Fridays and Saturdays.
3. The fee for use of the pool, locker rooms and clubhouse is \$250.00 **plus** the hourly fee for lifeguards. A minimum of four guards must be present at each pool party, and one of them must be a certified pool operator.
4. Only lifeguards employed by the current pool management company may be hired for pool parties. The member renting the facility must make arrangements for lifeguards directly with the pool management company, and payment for their services is due in advance. A paid receipt must be presented to the TWC Association Management prior to the pre-event inspection.
5. A refundable security deposit of \$400.00 for damages and cleanup is required. The security deposit is due at the time of the reservation. If the event is canceled with less than 72 hours notice, \$50.00 of the deposit will be forfeited, except in cases of inclement weather.
6. Pool parties are limited to 100 persons.
7. No live music is allowed. All radios and recorded music must be kept at a reasonable volume so that the neighboring homeowners are not disturbed.
8. In the event of bad weather and party cancellation, the Conservancy will work with renter to schedule an alternate date at no additional charge.
9. You must be a Woodlea Manor homeowner in order to rent the facilities, and you must be present for the entire event. The Association reserves the right to refuse rental of the facilities at any time.
10. The rules for clubhouse rental apply to pool parties. The published pool rules also apply to private pool parties.
11. In the event of rowdy or inappropriate behavior in the clubhouse or on the recreational facilities grounds, the Board of Trustees reserves the right to terminate a private event.

**AGREED:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

**WOODLEA MANOR CONSERVANCY**

*C/o TWC ASSOCIATION MANAGEMENT*  
12110 Sunset Hills Road, Suite 60  
Reston, VA 20190  
(703) 437-5800 (703) 471-6578 (fax)  
twcmanage@aol.com

**POOL RENTAL REQUEST**

Name: \_\_\_\_\_

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

Phone Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Date Requested (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Hours: (From) \_\_\_\_\_ am/pm (To) \_\_\_\_\_ am/pm

Number of Persons Attending: \_\_\_\_\_

Type of Function or Activity: \_\_\_\_\_

Deposit: \$400.00 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Rent Check Received:**

\_\_\_\_\_ **Date** **Amount**

**Security Deposit Received:**

\_\_\_\_\_ **Date** **Amount**

**Premises Inspected:**

\_\_\_\_\_ **Date** **By**

**Security Deposit Refunded**

\_\_\_\_\_ **Date** **Amount** **Check No.**

# WOODLEA MANOR CONSERVANCY

*C/o TWC ASSOCIATION MANAGEMENT*

12110 Sunset Hills Road, Suite 60

Reston, VA 20190

(703) 437-5800 (703) 471-6578 (fax)

twcmanage@aol.com

## RULES FOR CLUBHOUSE RENTAL

Members in good standing of Woodlea Manor Conservancy may rent the clubhouse for private parties under the following conditions:

- A. Reservation requests must be made in writing in advance of the event. Contact TWC Association Management to schedule the date. Send this application with deposit to:

**Woodlea Manor Conservancy**

C/o TWC Association Management

12110 Sunset Hills Road, Suite 60

Reston, Virginia 20190

(703)437-5800 (703)471-6578 Fax

- B. The rental fee is \$150.00 to use the Clubhouse from 6:00 p.m. until midnight. The fee is \$50.00 for a two hour event that ends by 5:00 p.m. Payment of the rental fee and the security deposit must be made two weeks prior to the event.
- C. A refundable \$350.00 damage and cleanup deposit is required. The deposit must be received at least two weeks before the event begins in order to guarantee the reservation. If the deposit is not received, the reservation will be cancelled, and the Clubhouse may be rented by others. The deposit check will be cashed, and the money will be held until the Clubhouse can be inspected for damage and for missing items. The deposit may be higher, depending upon the activity.
- D. Keys to the facility will be given to the renter at a pre-arranged check-in inspection with the Clubhouse Coordinator. Cleanup must be completed by 10:00 a.m. on the day following the event unless the Clubhouse is reserved for a subsequent event on the same day. In this case, cleanup must be completed by 5:00 p.m. The clubhouse will be reinspected by the Clubhouse coordinator after the event, and the security deposit will be refunded based on the inspection report.
- E. Furniture may not be moved from the room upstairs, nor may any of the pool deck furniture be brought inside the clubhouse. All activities are limited to the lower level of the clubhouse.
- F. TWC Association Management must be advised if alcoholic beverages are to be served and/or if live entertainment or a disc jockey will be featured.
- G. Activities are restricted to the Clubhouse. The pool deck may not be used unless prior arrangements for lifeguards have been made.
- H. You must be a Woodlea Manor homeowner to rent the facilities. If you rent the facility, you must be present for the entire event. The Board of Trustees reserves the right to refuse rental at any time.
- I. DURING THE WINTER MONTHS, THE PARKING AREA AND SIDEWALKS MAY NOT BE PLOWED OR SHOVELED PRIOR TO THE EVENT. USE OF THE FACILITIES DURING THAT TIME WILL BE AT THE RENTER'S RISK.
- J. The Loudoun County occupancy permit limits the number of people in the clubhouse at one time to 60.
- K. *I HAVE READ THE ATTACHED REGULATIONS AND CLEANUP RULES AND I AGREE TO ABIDE BY THEM.*

AGREED:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

Printed Name

Date

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(703) 437-5800 (703) 471-6578 (fax)

twcmanage@aol.com

## CLUBHOUSE RENTAL REQUEST

Name: \_\_\_\_\_

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

Phone Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Date Requested (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Hours: (From) \_\_\_\_\_ am/pm (To) \_\_\_\_\_ am/pm

Number of Persons Attending: \_\_\_\_\_

Type of Function or Activity: \_\_\_\_\_

Deposit: \$350.00 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Rent Check Received:**

\_\_\_\_\_ **Date** **Amount**

**Security Deposit Received:**

\_\_\_\_\_ **Date** **Amount**

**Premises Inspected:**

\_\_\_\_\_ **Date** **By**

**Security Deposit Refunded**

\_\_\_\_\_ **Date** **Amount** **Check No.**