



Exhibit "A" to EQUITY RESOLUTION No.8
KING FARM CITIZENS ASSEMBLY, INC
COMMUNITY CENTER RENTAL APPLICATION

Resident's Name: _____
Resident's Address: _____ Rockville, MD 20850
Phone Number: _____ (Cell) _____ (required)
Email: _____

YOU MUST LEAVE A PHONE NUMBER WHERE YOU CAN BE REACHED THE DAY OF THE EVENT

PLANNED EVENT:

Date: _____
Start Time: _____
Ending Time: _____

Note: The event may only be scheduled for a maximum of 7 hours and must include the setup and breakdown time.

Number of Guests: _____

Max allowance is 100 – Saddle Ridge Community Center

Description of Event: _____

Alcohol served: YES / NO (circle one)

FOR ASSOCIATION OFFICE USE ONLY

Checks and signed agreement received by Management? YES / NO

Property Manager _____ Date of Approval _____

Pre-event Inspection: Date _____ Time _____ Inspected by _____

Post-event Inspection: Date _____ Time _____ Inspected by _____

Deposit returned: Date _____ Amount returned \$ _____

Reason Deposit was withheld _____

MANAGEMENT WILL CHARGE \$250 FOR EVERY 30 MINUTES OVER 11 PM

ALL RENTAL EQUIPMENT/SUPPLIES MUST BE CLEARED OUT OF THE ROOM THE SAME DAY AS OF THE PARTY.

Please mail or deliver to: KFCA at 300 Saddle Ridge Circle, Rockville, MD 20850.



CLEAN-UP LIST

After each event the community center should have the following items addressed by the resident renting the room:

1. Vacuum all carpets **ONLY. DO NOT BLEACH OR USE HARMFUL CHEMICALS ON CARPET. You will be charged for carpet cleaning if necessary.**
2. Empty trash and replace liner (provided by association), then place bagged trash in refuse carts on side of the building.
3. Mop up any spills.
4. Clean kitchen if used (sweep, clean countertops, remove any used dishes).
5. Report any damage caused by homeowner or their guests.
6. Check and clean restroom (sweep, empty trash, clean countertop).
7. Remove all decorations (**tape and other adhesives are not allowed on the walls in the community center, if your decorations damage the paint the cost of repair will be deducted from your deposit**).
8. If changed during event, return the refrigerator/freezer and heating/ac system to their original settings.

NOTE: Management has an inventory of all new items in Community Center. Any items broken or missing you will be charged for replacement of that item.

_____ Initial

RESIDENTS PLEASE REMIND YOUR GUESTS TO USE THE PARKING LOT BEHIND THE COMMUNITY CENTER DURING THE FUNCTION.

_____ Initial

Note: All homeowners and guests must be out of the community center by 11:00 p.m. Failure to do so will result in charges of \$250 for every 30 minutes over 11pm.

AGREED TO AND ACKNOWLEDGED BY:

Homeowners Signature

Date