



PINEY ORCHARD COMMUNITY ASSOCIATION

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RECREATIONAL FACILITY RENTAL REGULATIONS

I. RESERVATIONS

- A. Any Piney Orchard Homeowner or legal Tenant, with valid Piney Orchard Community Association (POCA) ID, may request use of the Recreational Facilities by executing a Reservation Request form, copy of which is attached.
- B. All reservations must be made in person at the POCA office – no reservations will be accepted over the telephone. Reservations cannot be made more than **three (3)** months prior to the requested date.
- C. Reservations will be granted if:
- (1) Homeowner is current in assessment payments;
 - (2) Facility is available at the time requested,
 - (3) Use to which the facility is to be reserved for is appropriate; and
 - (4) **Renter shall be required to obtain and supply copy of current HO6 insurance policy; as same may be used by POCA to cover any property damage, accidents and/or injuries directly due to the negligence of Renter and/or guests during his/her contracted rental hours of POCA facilities.**
- (5) Deposits for use of the recreational facility must be submitted by check or money order by the Piney Orchard Homeowner or legal tenant with a valid POCA ID. All deposits will be returned via check to the POCA resident listed on the contract which shall match the check or money order. Refundable deposits are due when submitting the rental application and will be cashed. The deposit amount will be returned within 30 days of the event, as long as room is completely cleaned and no damage was found during the final inspection.

II. RENTAL FACILITIES INFORMATION

Multi-Purpose Room (MPR)

MINIMUM RENTAL IS THREE (3) HOURS. MAXIMUM RENTAL IS FIVE (5) HOURS. All events must be held during office business hours. Please note there is no refrigeration or cooking facilities. POCA provides the tables and chairs for your use. Clean-up shall include but not be limited to removing all decorations, trash, breaking down and returning tables and chairs to the storage closet. **Decorations should not damage walls. Tape, pin or nail holes, staples, etc. will be considered damage.** No furniture from other areas of the Community Center may be moved into the MPR. Only candles on a cake are permitted.

POCA resident rental fee: \$150.00 refundable deposit due at time of reservation
\$15.00 per hour for rental fee - due at contract signing prior to event

Businesses/Organizations Rental of premises for commercial reasons and/or personal financial gain is not allowed.

Available hours: Sunday through Saturday, 11:00AM through 5:00PM

Clean-up must be completed by 5:00PM.

Occupancy limits:

Maximum of forty-five (45) people

CONTINUED ON REVERSE SIDE

Indoor Pool

MAXIMUM RENTAL IS LIMITED TO FOUR (4) HOURS. Clean-up shall include but not limited to removing all decorations and trash. Decorations should not damage walls. Tape, pin or nail holes, staples, etc. will be considered damage. No furniture from other areas of the Community Center may be moved into the indoor pool area. Only candles on a cake are permitted. NOTE – pool facilities may be used by other residents during your reserved time.

POCA resident rental fee:

\$150.00 refundable deposit due at time of reservation

\$25.00 per hour for rental fee - due at contract signing prior to event

Available hours:

Check with Community Center front desk for times and availability

Occupancy limits:

Maximum of twenty-five (25) people

No more than ten (10) children under the age of sixteen (16) permitted per party

Community Center Outdoor Pool Area

MAXIMUM RENTAL IS LIMITED TO FOUR (4) HOURS. Clean-up shall include but not limited to removing all decorations and trash.

POCA resident rental fee:

\$150.00 refundable deposit due at time of reservation

\$25.00 per hour for rental fee - due at contract signing prior to event

Available hours:

10:30AM – 7:30PM (Memorial Day through Labor Day)

Occupancy limits:

Maximum of twenty-five (25) people

No more than ten (10) children under the age of sixteen (16) permitted per party

For indoor and outdoor pool rentals, resident must check in at Community Center front desk in order to get party wristbands. All party guests, including non-swimmers and POCA residents, will wear green wristbands showing party name/date/and time - example: "Smith, 12:00 – 2:00 6/15/09".

ALL pool rules apply to those attending the party as well. If the child (ren) has not passed the swim test, they are NOT allowed in the 4 – 5 ft water and must be accompanied by an adult. If the guards have the time to administer the swim test and it is passed, they will be issued a red band to wear during the party and collected at the end. If it is too busy for the guards to administer the test, the child (ren) may not go in the 4- 5 foot end of the pool.

NOTE: In case of inclement weather, refunds will only be issued if pool is closed PRIOR to party start time. Closure of outdoor pool does not constitute use of indoor pool.



RESIDENT TO RETAIN FOR REFERENCE

APPLICATION FOR USE OF PINEY ORCHARD COMMUNITY CENTER RECREATIONAL FACILITY

Date of Application _____

First Name: _____ M/I: _____ Last Name: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (H) _____ (W) _____ (C) _____

Rental Date: _____ Start Time: _____ am/pm End Time: _____ am/pm

Nature of Event: _____

Please check one of the following:

Indoor Pool

Outdoor Pool and Patio

Multi-Purpose Room

Occupancy Limit:

Indoor and Outdoor Pool: Maximum of twenty five (25) people. No more than ten (10) children under the age of 16 permitted per party.

Multi-Purpose Room: Maximum of forty-five (45) people.

Reservation is pending final approval.

Homeowner/Tenant Signature: _____ Date: _____

Office Use Only

Deposit Received: \$ _____ check# _____ Credit _____ money order# _____ Date/Initials _____

C3 Account: Approved Denied Lease Expiration: _____ Date/Initials _____

HO6 copy received: Date/Initials _____

Manager: Approved Denied Date/Initials _____

Reserved in Calendar: Date/Initials _____ Agreement Received: Date/Initials _____

Rental Fee Received: \$ _____ cash check# _____ money order _____ credit _____ Date/Initials _____

Entry Card/Key Received: Date/Initials _____ Entry Card/Key Returned: Date/Initials _____