

TRURO COMMUNITY CENTER (TCC)

MANUAL OF RULES AND INFORMATION (January 2012)

ADDRESS AND TELEPHONE NUMBERS

Truro Community Center
4146 Elizabeth Lane
Annandale, VA 22003
(703) 978-3040 - (Pool)
(703) 764-8011; recordkeeper@trurohomes.info (Membership)
Information and updates: www.trurohomes.org

TCC FACILITIES

TCC facilities include:

- (a) clubhouse;
- (b) two pools;
- (c) four tennis courts;
- (d) one basketball court;
- (e) parking lots in front of and on both sides of the clubhouse;
- (f) ornamental vegetation and lawn areas surrounding these facilities (bounded by Elizabeth Lane, Ann Fitz Hugh Drive, and Truro park paths).

OWNERSHIP AND MANAGEMENT

TCC facilities are owned and managed by the Truro Homes Association (THA). Though membership in TCC is available to THA members and non-members alike, only THA members (whether or not they are also TCC members) have voting rights concerning the management and operation of TCC and its facilities. Membership in TCC confers only the right to use TCC facilities in return for annual dues based on the cost of operating and maintaining the facilities.

TCC is governed by (a) the "Truro Homes Association Declaration of Covenants, Conditions and Restrictions", (b) the "By-Laws of Truro Homes Association", and (c) the rules and policies adopted by the THA Board of Directors.

TCC COMMITTEE

The Truro TCC Committee is a standing committee. Members of the committee schedule annual recreational and social activities for the community. The TCC Committee also acts in an advisory capacity to the THA Board of Directors regarding matters affecting:

- a) the physical Community Center and its surrounding grounds, and
- B) various reaction programs of social/rental, dive, swim, or tennis.

Matters concerning the above areas of responsibility and action may be initiated by the Committee or referred specifically by the THA Board for consideration.

Membership in the TCC Committee is comprised of the following: Pool Committee Chair, Swim and Dive Representatives, Social Committee Chair, Clubhouse/Pool Reservations Rep, Tennis Committee Chair, a representative from the Landscape Committee and the Architectural Control Committee Chair.

AUTHORIZED USERS

The use of TCC facilities is limited to TCC members, their children living at home and guests. Use is conditional upon full payment of all dues, penalties, other assessments and compliance with TCC rules.

RESPONSIBILITIES OF TCC MEMBERS

TCC members are responsible:

- (a) For the safety and welfare of themselves, their dependent children and their guests (or children's guests) at all times while these persons are using or are on the premises of TCC facilities.
- (b) For informing themselves, their dependent children and their guests (or children's guests) of the TCC rules relating to conduct, attire, safety, and procedure while using TCC facilities.
- (c) For ensuring that they, their dependent children and their guests (or children's guests) abide by all TCC rules and policies while using TCC facilities.
- (d) For the prompt payment of all assessed TCC dues, fees and penalties.
- (e) For the prompt payment for damage done to THA/TCC property by themselves, their dependent children, or their guests (or children's guests).
- (f) For promptly notifying the THA Recordkeeper of changes in their billing address.

TCC ANNUAL DUES

Each year the owner of a TCC membership is responsible for paying TCC annual dues in an amount approved for that year by the THA members. See "TCC Dues and Fees". The amount is equivalent to the owner's share of the annual cost of operating and maintaining TCC facilities. The annual dues must be paid whether or not the owner or his family intends to use the facilities, whether or not the owner is in the process of trying to sell his TCC membership, or whether or not the owner leases his membership.

Failure to pay TCC annual dues is governed by Article XVII, Section 5, of the THA By-Laws and the rules established by the THA Board. Failure to pay results in the following:

- (a) The member and family are not allowed to use any TCC facility.

(b) If the dues are not paid within one year of the date due, the Board may repurchase the membership, less the amount of unpaid dues. (Adopted 5/20/82).

(c) If the amount of unpaid dues exceed the "TCC membership purchase price", the Board may declare the entire membership forfeited.

Annual dues must be submitted by check to "Truro Homes Association" at 4146 Elizabeth Lane, Annandale, VA 22003. The annual dues must be received by TCC or postmarked by May 1st of that year. Annual dues not received or postmarked by May 1 must be accompanied by a late fee equal to 10% of the annual dues. TCC members are responsible for providing the THA/TCC Recordkeeper their current billing address.

TRURO COMMUNITY CENTER (TCC) USER FEE COLLECTIONS PROCEDURE

November – TCC User fee amount approved at annual general membership Budget Meeting

February 15 – THA Assessment/TCC Combination Invoices mailed to all THA homeowners who also own TCC memberships

March 8 -- TCC invoices mailed to all TCC Members living outside of Truro

April 1 -- Due date for TCC User Fee payments from members who are requesting THA to lease out their TCC memberships if possible.

April 10 – Mail “Invitation to Lease” letters to prospective season-only members

May 1 -- Due date for TCC User fee for members

May 15 – Due date for Summer-only lease fees

May 15 - Mail past due notice to non paying TCC members

June 15 – Mail second past due notice to non paying TCC members

Non-payment of User Fee: The unpaid balance carries over to the following season (year) and is added to the current year's user fee. If the amount of unpaid dues exceed the "TCC membership purchase price", the Board may declare the entire membership forfeited.

SWIMMING POOL RULES

A. The daily guest fee (after the first 10 free guest passes are used) is \$5.00 per day per person to use the pool facilities.

B. Individuals who are house guests of a TCC member are given a special rate of \$15.00 a week to use the pool facilities.

C. Authority of the Pool Staff

The Pool Manager and lifeguards are expected to enforce all TCC pool rules. Remember, these rules express the will of the community, so please expect them to be enforced in every case.

(a) The Pool Manager and life guards are expected to eject anyone from the pool premises for unsafe or unruly conduct which offends others and may deny their re-entry into the pool premises for periods of up to 72 hours per infraction. The THA Board may impose periods of more than 72 hours, if warranted.

(b) The Pool Manager may close the pool immediately at any time he feels the health or safety of those using the pool is endangered by bad weather, lightning, faulty equipment, or other causes.

(c) The Pool Manager may restrict the use of portions of the pool during swimming or diving lessons.

D. Denial of Admission to Pool Premises

(a) Failure of the TCC member to pay all dues, fees, penalties, and property damage assessments.

(b) Having been ejected from the pool premises while the ejection period is still in effect. See "Authority of the Pool Staff" in this manual.

(c) Damaging THA/TCC property. See the section by that name in this manual.

(d) Being under the influence of alcohol or drugs.

(e) Not being a TCC member, dependent, or guest.

E. Hours and Dates of Operation

The pool opens on the first day of the Memorial Day weekend and closes on the last day of the Labor Day weekend. The schedule is as follows:

(a) General hours: 11:00 AM to 9:00 PM daily.

(b) The THA Board may authorize the opening of the pool at times other than during the Memorial Day - Labor Day season. The hours of operation and other conditions will be set by the Board.

(c) On occasion, general use of the pool may be temporarily restricted to permit the holding of special events and programs authorized by the THA Board.

F. Privileges for Adults and Older Children

(a) Two lap lanes are installed in the pool at all times for the sole use of serious lap swimmers. Adults and young people of 13 years and older have priority. An additional lane divider may be installed from 11 - 12 NOON and 8 - 9 PM.

(b) All persons 14 or younger are prohibited from using the pool for a fifteen (15) minute "break" each hour. When a "break" is called, those 14 or younger MUST leave the pool promptly.

G. Supervision of Children

(a) Children under eight: Must be under the constant supervision of a parent or the parent's authorized sitter.

(b) Children from eight to eleven: Must be supervised by either a parent or a parent-authorized sitter **or** meet the following requirements:

- (1) Swim 25 meters without stopping.
- (2) Tread water for one minute.
- (3) Know all the pool rules for safety and conduct.
- (4) Know all rules for the safe and proper use of the diving board.
- (5) Meet other requirements imposed by the Pool Manager.
- (6) Upon qualifying, the child is issued an identification badge or bracelet.

(7) A Medical Release Form on file is strongly recommended to be on file in the Pool Office for all children, as well as for adults, in case of a medical emergency.

(c) All children under the age of twelve (12) MUST successfully complete the swimming test given by the pool staff before they will be allowed on the diving boards. THE SWIMMING TEST IS GIVEN BY THE POOL STAFF. Exception: Children who have not passed the swim test may use the diving board only if under the direct supervision of parent or guardian.

H. Swimming and Diving Lessons

(a) Children: Group lessons are provided at a nominal fee for children of TCC members. Registration is at the Pool Office. Lessons begin shortly after schools close for the summer. Children taking swimming lessons are grouped according to their size and swimming ability. Parents are encouraged to remain OUT OF THE POOL AREA during lessons; however, if necessary, they may sit quietly in the roped-in grassy area.

(b) Adults: Group lessons can be offered for adult TCC members. For information, contact the Pool Office or call 978-3040.

(c) Private: Private lessons are offered for adults and children. For information, contact the Pool Office or call 978-3040.

I. Attire

Appropriate swimming attire MUST be worn in the pool. Shorts, cut-off jeans, or other clothes not designed as swim wear are not permitted in the pool. The Pool Manager's decision on swimming attire is final.

J. Conduct

(a) Running, pushing, wrestling, using bad language, or causing any undue disturbance in or around the pool is prohibited. Such actions may result in ejection from the premises.

(b) Smoking is prohibited as follows:

Pool: in the pools, on the concrete deck areas, the enclosed pool area, and the grassy areas in the pool enclosure

Clubhouse- no smoking in clubhouse facility, including the entrance way to the clubhouse

Tennis area: No smoking on the courts or in the tennis gazebo.

Playgrounds areas in the Truro parklands:

No smoking on the playgrounds or the mulched area around the playgrounds.

(c) Eating and drinking **MUST BE CONFINED** to the grassy areas and wading pool, except at THA/TCC sponsored events. Littering is prohibited.

(d) Standing on furniture or benches is prohibited.

(e)(1) As Virginia law precludes the possession or consumption of alcoholic beverages on the TCC facilities as well as THA owned properties, absent a banquet license from the Department of Alcoholic Beverage Control, this activity is prohibited on any TCC or THA facilities or properties in the absence of a license.

(e)(2) Excessive drinking of alcoholic beverages is prohibited.

(f) All bathers must shower on the premises before entering the pools.

(g) **NO CHEWING GUM will be permitted.**

K. Pool Equipment, Personal Belongings, and Pets

(a) GLASS bottles and any BREAKABLE items are **NOT** allowed in pool area; including glass snorkels and glass swim masks.

(b) Bicycles, scooters, skateboards and hockey sticks may not be brought into pool premises or into the Community Center. Bicycles must be parked in one of the bike racks. A bike lock is recommended.

(c) Baby carriages or strollers are permitted within the pool premises. Call 978-3040 so a staff member can open the Elizabeth Lane fence gate for you.

(d) Pets are not permitted on/in the pool premises. Further, do not allow them to run free outside the pool fence or tie them to the pool fence, a tree, or any other object on THA/TCC property.

L. Pool Safety

(a) Anyone over six years of age who cannot swim is restricted to the shallow end of the main pool and **MUST** be accompanied by a parent or authorized baby sitter.

(b) No swimming in the diving area when that area is being used for diving.

(c) Diving in the main part of the pool is permitted **ONLY** if the dive is shallow and flat. No diving is permitted in the shallow part of the main pool or in the wading pool -- diving or attempting to dive in these areas is grounds for immediate ejection from the pool premises. No warnings or exceptions.

(d) Tennis balls, inner tubes, rafts, and other articles which the Pool Manager finds are a safety hazard are not permitted. Play items must be approved by the Pool Manager. Normally, small "Nerf" balls are the only play articles allowed and only when the pool is not crowded.

(e) Swim equipment containing glass is **NOT** permitted.

(f) Diving into/over lap lanes or swimming across lap lanes is **NOT** permitted.

(g) Standard diapers may not be worn in the pool. Children who are not yet toilet trained or adults wearing adult-protective underwear, diapers or protective undergarments, i.e. Depends, must wear snug fitting plastic pants covered by a bathing suit or a special swim diaper. For public health concerns, waist and legs on the plastic pants or swim diaper or undergarments must be snug enough to contain solid matter than could contaminate the pool water.

(h) Persons having skin infections, open sores, inflamed eyes, colds, nasal or eye discharges, communicable diseases, severe sunburns, bandages, or casts are not permitted to enter either pool.

(I) No diving masks or snorkels shall be permitted, except for adults using the lap lanes. In no case may equipment containing glass be used.

M. Diving Board Safety

Use of diving boards can be very dangerous and result in serious injury. Anyone violating the following rules will not be allowed to use the boards until demonstrating a familiarity with them:

(a) Only one person at a time will be permitted on each diving board and its ladder.

(b) When climbing the ladder, use both hands to hold on.

(c) Begin your dive only after the previous diver has cleared the area.

(d) One bounce only per dive is authorized.

(e) Dive only off the end of the boards into deep water; NEVER off the side of the board. Do not dive too far out toward the more shallow part of the pool.

(f) Keep your arms extended after entering the water so that, if you touch the bottom, you will touch it with your hands.

(g) After diving, promptly swim to the nearest ladder and climb out of the water. Do not swim from the diving area to the swimming area.

(h) The diving area is normally used only for diving from the diving boards. Exceptions must be approved by the diving area lifeguard or Pool Manager on duty.

(i) Divers must not attempt dives beyond their individual skill level. It is every diver's responsibility to know what dives he/she can perform SAFELY. New dives and techniques should not be attempted. Practice of dives by members of the Truro Dive Team is allowed; however, the Dive Team coaching staff will make the pool staff aware of the skill level of individual team members.

(j) On issues of safety and conduct, the "Authority of the Pool Staff" (see section so titled in this manual) applies with the following exception: During Dive Team practices, meets, and dive-related activities, the Dive Team Coach is responsible for diving safety and the conduct of team members.

N. Wading Pool Safety

(a) The wading pool is intended for the use of non-swimming children six (6) years old and under and ONLY with the careful supervision of their parent or the parents' authorized baby sitter. Any other members wishing to use the wading pool are required to obtain permission from the Pool Manager.

(b) The parent or authorized baby sitter must be physically within the wading pool enclosure at all times with the child.

(c) NO DIVING in the wading pool. Violation will result in immediate expulsion from the pool premises.

(d) "Safe" toys may be permitted in the wading pool at the discretion of the Pool Manager.

O. Suggestions

YOUR SUGGESTIONS CONCERNING POOL RULES AND OPERATIONS ARE ENCOURAGED. PLEASE CALL 978-3040 OR WRITE THE TCC COMMITTEE AT THE ADDRESS IN THE FRONT OF THIS MANUAL.

PURCHASE, SALE, AND LEASE OF MEMBERSHIPS

A. TCC Dues and Fees Explained

The following terms are used throughout this manual to describe certain fees and charges. The amounts are subject to change. Additional information is available at 703-764-8011.

(a) "TCC membership purchase price". This is what a buyer would pay for a TCC membership purchased through THA.

(b) "TCC annual dues". This is what each TCC member pays as his share of the annual cost of operating and maintaining TCC facilities.

(c) "Late fee". This is the fee which must accompany payment of TCC annual dues that are received by THA or postmarked after the May 1 deadline. The amount is based on 10% of the TCC annual dues.

(d) "TCC membership transfer fee". This is what the SELLER of a TCC membership pays THA for transferring the membership to the new owner.

(e) "TCC membership lease fee". This is what a non-TCC member pays THA to lease a TCC membership for one season. The amount is based on the TCC annual dues plus a premium, currently \$50.00 per year.

(f) "TCC membership lease service charge". This is the fee charged over and above the "TCC annual dues" when the TCC member requests THA to lease his membership. If the membership is leased, the remaining dues are then returned to the member less the leasing fee.

B. Sale or Transfer of a TCC Membership - Members' Procedures

The sale and transfer of TCC memberships are governed by Article XVII, Section 2, of the THA By-Laws. The two basic categories are summarized below.

(a) Transfer by THA Home Owner to Home Buyer. The THA home owner may transfer his TCC membership directly to the home buyer at whatever price he negotiates with the buyer. If the THA home buyer accepts, the THA seller must notify THA in writing of the THA buyer's name, the address of the home being sold, and the expected closing date AND enclose the "TCC membership transfer fee". If the THA home buyer does not accept, the seller may follow the procedure in paragraph (b) below.

(b) All Other Sales. For all other situations (e.g., sale by a THA member to someone other than his Truro home buyer; sale by a NON-THA member), the TCC membership **MUST FIRST** be offered to THA. THA will act upon the request within sixty (60) days by either buying the membership itself, by selling the membership to a non-TCC member on TCC's Waiting List to Buy (if anyone is on the list), or by notifying the TCC member that he may sell it on his own.

If THA buys the membership itself or sells it for the member, THA will pay the seller the "TCC membership purchase price". If THA does not buy the membership itself or does not find another buyer within 60 days, the TCC member is free to sell or transfer the TCC membership to whomever he wishes at whatever price he negotiates. The seller **MUST** notify THA in writing of the buyer's name and address and enclose the "TCC membership transfer

fee". While the member is trying to sell the membership himself, he may leave his name on THA's waiting list to sell.

NOTE: When a TCC membership is transferred or sold, the "TCC membership transfer fee" and all unpaid TCC annual dues, TCC membership lease service charges, late fees, TCC guest fees, and other charges against the membership must be paid before THA will transfer the membership to the new owner.

NOTE: Members (and their children) who sell their TCC membership MAY NOT use TCC facilities as guests of other TCC members.

C. Purchase of a TCC Membership - Non-Members' Procedures

THA may sell TCC memberships owned by THA or offered to THA for sale. THA's sales price for a TCC membership is the "TCC membership purchase price". (See "TCC Dues and Fees Explained").

Only regular (continuing) memberships under Article XVII, Section 1(a), of the THA By-Laws are offered for sale.

A three-month payment plan for purchase is available at an annual simple interest rate of 10 percent.

Memberships are offered for purchase on a first-come, first-served basis on the following priorities:

(a) Priority #1 - THA members.

(b) Priority #2 - non-THA members who have rented a home in TRURO and have had use of the owner's TCC membership; non-THA members who have leased a TCC membership.

(c) Priority #3 - all others.

D. Lease of a TCC Membership - Members' Procedures

The THA By-Laws provide for two types of leasing arrangements in Article XVII, Section 3. They are summarized as follows:

(a) Leasing by the TCC Member to His Tenant. The TCC member may lease his TCC membership directly to his tenant at any price as long as the member has paid his "TCC annual dues" to THA and notifies THA of the lease.

(b) Leasing by the TCC Member to a Person Other Than His Tenant. If the TCC member chooses to lease his TCC membership to a person other than his tenant, he must do so through THA. [The By-Laws do not provide for leasing by members directly to non-members, as it does for sales]. At the time the member pays his "TCC annual dues" and "late fee", if applicable, he may request that THA try to lease his membership. TCC members who submit their request and their "TCC annual dues" by the deadline are placed on a list that is arranged each year on a first-come, first-served basis.

TCC members who submit their request to lease after the deadline are placed on a first-come, first-served list and are processed after all of the on-time requests have been satisfied.

If THA is successful in leasing the membership, THA deducts the "TCC membership lease service charge" and refunds the remainder to the TCC member. If THA is not successful in leasing the TCC membership, the THA member retains full rights to the use of TCC facilities until THA is able, if at all, to lease the membership later in the season. A pro-rata sharing of the costs may be applied by THA at that time, with consent of the TCC member and the party wishing to lease from the member.

NOTE: Members (and their children) who lease their TCC membership may not use TCC facilities as

members or as guests of other TCC members during the term of the lease.

NOTE: Leasing is a service provided by THA for TCC members. THA is not liable for TCC memberships that it is unable to lease.

E. Lease of a TCC Membership - Non-Members' Procedures

(a) Tenants. Tenants may lease their landlord's TCC membership, if offered, at any price agreed to as long as the TCC member has paid his "TCC annual dues" for that year and notified the Recordkeeper.

(b) Other Persons. Persons, other than tenants under paragraph (a) above, may lease a TCC membership through THA. THA maintains a list of persons wanting to lease a membership from a TCC member. The list is arranged on a first-come, first-served basis. The non-TCC members pays THA the "TCC membership lease fee".

A lease gives the non-TCC member the right to use all TCC facilities from the effective date of their lease until April 14 of the following year.

DAMAGING THA/TCC PROPERTY

The Board has approved the following guidelines for handling persons who damage THA or TCC property:

(a) If swimming pool property is damaged while the pool is officially open, the Facilities Manager, or an authorized member of the swimming pool staff, will notify the person responsible or, if the person is a minor, will notify a parent or guardian of the minor in order to inform them of the damage/infracton and of any restriction imposed on that person's use of the pool. If the person responsible is not a TCC member, the person shall be prohibited from using the pool for the remainder of the season. The Board may seek full monetary restitution.

(b) If swimming pool property is damaged while the pool is closed or if other THA or TCC property is damaged at any time, a representative of the Board will notify the person responsible or, if the person is a minor, will notify a parent or guardian of the minor to inform them of the damage/infracton and the action to be taken. The Board may press criminal charges and seek full monetary restitution.

(c) Depending upon the circumstances, if the person responsible agrees to promptly pay for the full replacement or repair cost for the property damaged and to observe the restrictions, if any, on that person's use of the pool, the Board may find that further action is unnecessary.

(d) Any action taken in accordance with these guidelines by the Facilities Manager or a representative of the Board will be backed by the Board.

CLUBHOUSE/POOL RESERVATIONS

A. Policy Governing Use

The clubhouse and pool facilities may be used for the following purposes:

(a) THA or TCC sponsored events or activities, such as membership and Board meetings; swim or dive team meets; Truro sponsored organizations' (i.e., the Cub Scouts) meetings; social activities (i.e., Newcomers Party, garage sales, Art-in-the-Park) and other events which the Board determines are of interest or benefit to the general membership. These uses do not require the payment of a rental fee or deposit.

(b) Private use by THA or TCC members for their own personal or social activities, such as Christmas parties, wedding receptions, Bar Mitzvahs, and block parties. These uses require the payment of both a rental fee and a refundable deposit.

TCC facilities MAY NOT be used for the following, without the written permission of the THA Board:

(a) Profit making or fund raising activities of any kind, other than THA sponsored events benefitting the community at large.

(b) Activities which could in any way damage the physical premises, such as square dancing in the clubhouse.

(c) Activities open to the general public, other than THA sponsored events such as garage sales.

The Board reserves the right of final approval of all uses of the clubhouse, pool, or other TCC facility, whether the use is for community or private purposes. In the event a member requests to use the facilities for a purpose that the Reservations Chairman feels may be in conflict with these policies, the Reservation Chairman will refer the matter to the Board for a final decision.

Every effort is made to assure that all reservations, once made, are not later revoked by the Board. However, there may be rare, unavoidable instances in which the Board finds that the facilities are needed at that time for a general membership function. Should such an occasion arise, the person making the reservation will be consulted by the Board before any action is taken.

B. THA/TCC Sponsored Events

When used for a THA/TCC sponsored event, the TCC facilities needed must be reserved through the Reservations Chairman.

C. Who May Make A Reservation

Only THA or TCC membership owners may reserve the clubhouse or pool for their private use. THA members who are not TCC members may reserve **only** the clubhouse. TCC members may reserve the clubhouse or pool. To make a reservation, members must have paid all THA/TCC dues, fees, and other assessments against their membership. The person making the reservation (the Renter) must be an adult owner who will attend the entire event.

D. The Reservations Chairman

The Board appoints a Reservations Chairman who is a member of TCC and the Social Committee. ALL reservations must be made through the Reservations Chairman; NEVER through the THA Record Keeper, a Board member, the Facilities or Pool Manager, or other person. Please keep in mind in making a reservation that the Reservations Chairman is a non-salaried, volunteer who has taken on this duty as a service to the community. The Reservations Chairman is not required to monitor the telephone at all times, so begin your planning well in advance.

E. Rental Fees and Deposits - (See "TCC Dues & Fees")

The following rentals may be requested:

- (a) Clubhouse (upstairs with upstairs bathroom only).
- (b) Clubhouse (upstairs with upstairs and both downstairs bathrooms).
- (c) Pool and lower deck area (including both downstairs bathrooms).
- (d) Both the clubhouse (including all bathrooms) and the pool.
- (e) A deposit is required for each of the above, refundable upon cleanup and compliance with these rules.
- (f) There is an additional fee for one hour beyond the normal closing time of midnight on Friday and

Saturday nights and nights preceding a holiday and 11:00 PM on all other nights.

F. How to Make a Reservation

Call the Reservations Chairman. Schedule a time for your function, give your name, address, telephone number, and describe the nature of your function (dinner party, wedding reception, etc.). Within 24 hours deliver a check, payable to "Truro Community Center", in the amount of the deposit along with the **completed** Reservation Form to the home of the Reservations Chairman.

NOTE: Fairfax County allows only a limited number of noise variances for outdoor events. Truro Social Committee functions take precedence. Renters **MUST** inform the Reservations Chairman of the nature of the party so as to determine if a variance is necessary. The Reservations Chairman and Board of Directors will determine if the rental will be allowed and whether the Renter must obtain a variance. One copy of the noise variance must be in the Reservations Chairman's hands 24 hours before the function. Another copy **MUST** be posted at the clubhouse the evening of the event. A few days before your function, call the Reservations Chairman and arrange to pick up the necessary keys.

Only the adult member who made the reservation (and will attend the entire function) may pick up the keys. At this time, if the Renter has obtained a Fairfax County Noise Variance for the function, the Renter must give the Reservations Chairman a copy of the variance at that time.

G. Cancellations

If the Renter cancels the reservation seven (7) days or more before the scheduled event, the total deposit will be refunded. If the Renter cancels within seven (7) days of the event, only one-half of the deposit will be refunded.

H. Responsibility of the Renter

(a) Renters assume all responsibility for injury to themselves or their guests and for damage done by themselves or their guests to THA or TCC property when setting up for the event, during the event or clean-up. Renters should check their homeowner's or other liability insurance policies for coverage during such functions.

(b) It is NOT the responsibility of THA or TCC to shovel snow, etc., prior to rental.

(c) Renters are responsible for seeing that all applicable rules in this manual are observed by themselves and their guests during the function and the following clean-up. Failure to observe the rules may result in forfeiture of the deposit and the right to rent the facility in the future.

I. Rental rules - General

(a) The Renter (i.e., the adult member making the reservation and receiving the necessary keys) **MUST** be in attendance during the entire function and clean-up.

(b) Only the Renter can make requests of the pool staff or other Truro officials. These requests must in accordance with all THA/TCC rules.

(c) Maximum number of persons allowed according to County of Fairfax and the state of Virginia:

- | | |
|--|--|
| (1) Clubhouse Occupancy Load 1: 98 - Room with Tables and Chairs | |
| (2) | Load 2: 211 - Room (Chairs only or standing) |
| (3) | Load 3: 49 - Upper level Wood deck (chairs only or standing) |
| (4) Pool Level | Facility Load: 223 |
| (5) Main Pool | 197 |
| (6) Wading Pool | 26 |

(d) In general, the facilities must be vacated by midnight on Friday and Saturday nights and on nights preceding a holiday and by 11:00 PM on all other nights. The Renter may request to vacate one hour later but, to do so, requires the payment of an additional fee. (See "Rental Fees and Deposits"). The Renter is responsible for seeing that the facilities are vacated at the appropriate time. Failure to vacate in time may result in forfeiture of deposit.

(e) All youth groups MUST have adult supervision.

(f) Consumption of alcoholic beverages by persons under 21 years of age is PROHIBITED on the premises.

(g) The Renter shall ensure that disorderly guests leave the premises.

(h) After the event is over, the Renter is responsible for cleaning the facilities used. Clean-up must be completed by 12 Noon on the day following the event. The Renter must provide all cleaning supplies. Cleaning is to be done in accordance with the Checklist provided by the Reservations Chairman.

(I) After the clean-up, the facilities must be inspected by the Facilities Manager or other authorized person. The deposit will be refunded if, after the inspection, the facilities are found to be clean and all "shut down" requirements in this manual are met. If further clean-up work is needed, the Renter will be notified. If the Renter is not available, or fails to respond in a timely manner, the deposit is forfeited.

(j) After the clean-up, the Renter must IMMEDIATELY return all keys and the Checklist to the Reservations Chairman.

(k) Charcoal or gas barbecue grills are to be used only on pool concrete deck – not on wooden decks.

J. Rental Rules - Clubhouse

(a) Do not attach masking or other tape to wall surfaces. Thumbtacks may be used **only** on the wooden beams.

(b) Do not use dance powders or other such substances on the floors.

(c) Children at youth functions, such as scout meetings, are not allowed outside of the main room onto the deck or pool area.

(d) Do not use anything inside the kitchen cabinets. The electric coffee pot on top of the cabinets may be used. **Do not put coffee grounds in the sink.**

(e) No smoking in clubhouse facility, including the entrance way to the clubhouse.

(f) After the event, the Renter must clean up the clubhouse and bathrooms used and do the following:

(1) Stack tables in the storage room.

(2) Stack chairs in the chair caddies and leave the caddies in the storage room. Do not block fire exits.

(3) If the kitchen was used, clean and turn off ovens, clean out the refrigerator, stock sink, coffee pot, ashtrays, etc., and wipe off the counters.

(4) Sweep floors. There may be brooms and mops in the upstairs bathroom closet.

- 5) Put all trash into covered trash cans & carry outside to the wooden Truro "trash house" at top of parking lot.
- (6) Turn the thermostat to 55 degrees and leave it on the "auto and heat" settings.
- (7) Turn off all lights. Turn the rheostats for the main room lights until they "click" off.
- (8) Close and lock all windows and doors and close all drapes. The outside and inside entrance doors **MUST** be locked from the **OUTSIDE** with a key.
- (9) If the alarm is activated and the police arrive to check the premises, the renter is liable and responsible to pay the related fee charged by the Fairfax County Police.

K. Rental rules - Pool

(a) The pool may be rented only during the swimming season and only after 9:00 PM. The pool may not be used for a party the evening before a home Swim or Dive Meet, unless agreed to by the appropriate Team Representative.

(b) An Assistant Pool Manager and lifeguards from the TCC pool staff must be on duty for the duration of the event. Arrangements for the services of the pool staff must be made by the Renter through the Pool Manager, who decides how many lifeguards are needed for the event. The Renter must pay for the services of the pool staff on an hourly basis. During the event, the pool staff are employees of the Renter (rather than THA, TCC, or the Facilities Manager) **but staff MUST abide by all THA/TCC rules**. Only the Renter may make requests of the pool staff in accordance with THA/TCC rules.

(c) Friday and Saturday night parties involving guests primarily under the age of 18 must end at 11:30 p.m. as opposed to 12 midnight in order to insure compliance with the Virginia law regarding curfew for drivers 18 and under (no driving from 12 midnight – 4 a.m.)

(d) Smoking is prohibited in the pools, on the concrete deck areas, the enclosed pool area, and the grassy areas in the pool enclosure

TENNIS RULES

A. General:

1. The first and most important rule of tennis is to be considerate of others. You are expected to conduct yourself in a manner that allows others to enjoy their tennis with a minimum of distraction and interruption.

2. USTA rules of tennis are in effect unless otherwise specified.

3. A maximum of 4 players may occupy a court at any one time, except during lessons.

4. Tennis shoes are mandatory. Other types of shoes damage the court surface, increasing our costs and assessments for repairs.

5. Appropriate tennis attire is required.

6. Pets, bicycles, skates, skateboards and all items in general that are not directly involved with tennis must be kept off the courts. This is for safety reasons as well as wear and tear on the court surfaces.

7. Players will enter and exit the courts by the gate nearest their court when others are playing.

8. Close all gates behind you. This is important for safety as well as courtesy.

9. Keep the courts clean. Take everything you brought into the courts out with you or put it in the trash containers adjacent to the courts.

10. Instruct new players about tennis customs and courtesies by reminding them of the appropriate rules. Please report persistent inappropriate behavior to the Tennis Representative.

11. All teaching professionals are subject to approval by the Truro Board of Directors.

12. The use of the courts is limited to TCC members only and their guests unless otherwise permitted within these guidelines. Unauthorized tennis court users should be reported to the Tennis Committee Chairman Representative.

13. No smoking on the courts or in the tennis gazebo.

TENNIS COURT RESERVATIONS

1. During the tennis season, a reservation Sign-up Sheet will be posted every morning (normally by 7:30 a.m.) to reserve courts for the next day. Authorized users may sign up to reserve courts for any time available subject to stated restrictions.

2. Each TCC Membership may reserve one court for one hour of play per day. Reservations must be made in person; they may not be made for another household except when reserving for a two hour doubles match. (The only exception is tennis lessons as covered in #7).

3. Singles reservations are for one hour only. Consecutive reservations for two hours for the same two singles players are prohibited even if two different memberships are involved.

4. A reservation becomes void ten (10) minutes after the scheduled start time if the court has not been occupied.

5. Team Representatives may reserve some team practice and match time. If a scheduling error is made and a conflict occurs with a community sponsored event, members may be asked to concede court time. Conflicts that require members to give up court time will be reported to the Tennis Representative.

6. Courts that have not been reserved, or that have not been claimed within the allotted ten (10) minute grace period, are available for use on a first-come basis. (Note: If people are playing on an unreserved court, it is not legal to sign up for the court and then ask them to leave).

7. As a way to facilitate tennis lessons, each membership may reserve one court for a one hour tennis lesson without it counting toward that membership's one hour limit as long as the lesson reservation is NOT after 5:30 p.m. on weekdays. This exception allows families to schedule one (1) lesson for juniors while still retaining the option of adult play.

TENNIS LESSONS

TRURO arranges for a Professional Tennis Instructor for the year (Tennis season) through the Tennis Committee.

The Pro's duties include organizing and teaching the Junior and Adult Tennis Lesson Program, assisting with the Junior and Adult Tennis Teams, and being available to provide tennis instruction to other groups as schedules allow. The details regarding lesson schedules, plans, and programs will be published in the Truro Trails.

Tennis lessons are for TCC members and children of TCC members. Non members may participate to the extent that members are not excluded and they help fill out a balanced tennis clinic at various levels.

TENNIS TEAMS

TRURO normally sponsors several tennis teams that compete in local league play. Past teams have included the Juniors (only those juniors in the Lesson Program may play), Under 21, Mens, Ladies, and Mixed Doubles. These teams exist depending on interest and the necessary volunteers to make them work. Membership is open to TCC MEMBERS ONLY and maximum participation is encouraged. Contact the Tennis Representative for details and look for announcements in the Truro Trails.

TOURNAMENTS AND SOCIAL EVENTS

Special tennis tournaments and social events will be scheduled throughout the tennis season as interest and need occur.

2012 TCC DUES & FEES

TCC Membership purchase price	\$650.00
** TCC annual user fee (due May 1)	\$445.00
** Late fee (10% of user fee)	\$ 44.50
TCC Membership transfer fee	\$ 25.00
** TCC Membership lease fee	\$495.00
TCC Membership lease service charge	\$ 25.00

TCC BOND PURCHASE (3 month plan):

Bond Purchase + User Fee + Late Fee = \$650+445+45=\$1140/3=\$380/MO FOR 3 MOS

** Subject to annual change

TCC LEASE FEE SCHEDULE:

<u>MONTH</u>	<u>REFUND TO OWNER (includes lease fee deduct)</u>	<u>CHARGE TO LESSEE</u>
May/June	420.00	495.00
July	345.00	415.00
August	245.00	291.00
September	145.00	180.00
October	105.00	125.00
November	80.00	100.00

2012 RENTAL FEES & DEPOSITS*

DEPOSIT for Clubhouse	\$100.00	
DEPOSIT for Clubhouse & Pool		\$400.00
DEPOSIT for Pool	\$300.00	
DEPOSIT for Clubhouse, Half-Day	\$ 50.00	

(Refundable upon inspection & compliance with Manual rules & payment of guards' salaries per Manager if renting pool)

RENTAL for Clubhouse	\$ 150.00	
RENTAL for Pool, deck, & lower bathrooms (plus guards' salaries per Manager)-includes all guest fees		\$ 200.00
RENTAL for Clubhouse (upstairs & downstairs) & pool/deck (plus guards' salaries per Manager)- includes all guest fees		\$ 250.00
HALF-DAY RENTAL for Clubhouse (Labor Day Weekend – Memorial Day Weekend) 9am – 12 pm OR 1 – 4 pm		\$ 75.00
USE OF AIR CONDITIONER with Clubhouse Rental		\$ 50.00

*See TCC Manual for Occupancy Maximums

There is an additional \$25.00 fee for one (1) hour beyond the normal closing time of midnight on Friday and Saturday nights, and nights preceding a holiday, and 11:00 PM on all other nights. Renter is responsible for obtaining any required County Noise Variance prior to key issuance. If a noise variance has been obtained, be advised it applies to the time at which the noise created by the sound equipment must cease. The limit on noise from the sound equipment must not exceed 55dBA as measured by a sound meter at the property boundary of the noise source or at any point within any other property affected by the noise.

If the renter desires to serve alcohol at a party and an entrance fee is charged, a banquet license (liquor license) must be obtained IN ADVANCE from the Department of Alcoholic Beverage Control. Excessive consumption of alcohol is prohibited. See TCC Manual Swimming Pool Rules (K)(e)(1) and (K)(e)(2).