

Truro Community Clubhouse
4146 Elizabeth Lane
Annandale, Virginia 22003

Thank you for your interest in using the Truro Community Clubhouse for your event!

This is a community-owned, volunteer-coordinated facility. Please keep your responsibilities as a renter and THA/TCC member in mind when planning your event. While this is not a "turn-key" event facility, advance planning for potential needs including banquet licenses and lifeguard services will ensure that you are able to adequately prepare for and enjoy your event along with your guests.

If you decide to rent the Truro Community Clubhouse or pool —or if you have additional questions or would like to tour the space, please contact the current Clubhouse Reservations Chair at clubhouse@trurohomes.org. The Reservations Chair will work with you to find an available date on the master calendar for your event. Following that, the Reservation Form must be completed and submitted to the Clubhouse Reservations Chair along with the appropriate fees and a deposit check made out to the Truro Homes Association in order to securely reserve a date for an event.

Good luck planning your event.

Attachments: Reservation Form
Rental Rules and Contacts
Post-event Checklist

Truro Community Clubhouse Rental Guidelines and Contacts

1. Concerning beer, wine and spirits:

- a. A banquet license is needed to serve beer, wine or spirits at an event if an entrance fee or admission charge is assessed. This license must be obtained by the renter through the state prior to the event. (Renters should plan on a minimum of seven business days for the process of obtaining a banquet license and contact <https://www.abc.virginia.gov/licenses/get-a-license>).
- b. When no admission charge/entrance fee is charged, then no banquet license is required even if the host provides alcoholic beverages to his/her guests or if guests/attendees bring their own alcoholic beverages to the facility.
- c. No one under the age of 21 may consume alcoholic beverages on the property.
- d. Renters are responsible for ensuring that alcoholic beverages are not served to intoxicated guests on the property.

2. Concerning noise:

- a. All renters must abide by Fairfax County noise regulations. A summary chart detailing the county noise regulations is [available here](#).
- b. On request, a meter for measuring noise will be provided to renters by the Clubhouse Reservations Chair.
- c. Once an event is underway, Fairfax County police have jurisdiction in adjudicating disputes about noise.

Reminder: Our neighbors live near the Clubhouse, a shared resource. Please be mindful and courteous as you plan your event, considering its impacts on these neighbors especially. Thank you for not abusing their hospitality.

3. Concerning use of the pool and pool deck:

- a. The pool and pool deck are rented together but are not included in the Clubhouse rental fee.
- b. The pool and pool deck are available for a pool rental fee (payable to Truro Homes Association) for hours outside their use for community-wide events and the pool's standard operating hours schedule between Memorial Day and Labor Day.
- c. The rental of the pool and pool deck—due to county regulations—requires the contracting of lifeguards through NV Pools, the TCC's pool management company.
- d. Payment for the requisite lifeguards and pool managers (determined by NV Pools at its sole discretion) is payable to NV Pools but delivered to the Clubhouse Reservations Chair at the time of the submission of the Reservation Form, deposits and rental fees.
- e. When the pool is closed, no one is allowed on the pool deck or in the pool.

4. Concerning maintenance and facilities:

- a. THA/TCC renter assumes all responsibility for injury to persons and/or damage to property while using the facility and agrees to save and hold harmless the Truro Homes Association. (Please check your homeowners liability insurance for coverage.)
- b. Facilities must be vacated in accordance with rental reservation form agreement/contract.
- c. Charcoal or gas-fueled barbeque grills or smokers in the clubhouse and/or on the wood deck, stairs, porch or walkway is strictly PROHIBITED.
- d. Do not use any substances on the hardwood floor.
- e. Do not put tape or thumb tacks on the walls.
- f. Do not use foggers inside the clubhouse.
- g. Smoking is not allowed inside the clubhouse, its kitchen or its restrooms.
- h. Do not put coffee grounds in the sink's garbage disposal.
- i. Air Conditioning:
If selected, the thermostat will be set remotely to 72 degrees 90 minutes before your set up or event. Please be advised that on hot summer days the room may not cool to that level.

5. General guidelines:

- a. THA/TCC renter must be on the premises at all times during the event.
- b. Do not consume any food or drink that is in the cabinets or refrigerator as they belong to Truro teams and clubs. Items found in the kitchen are owned and accounted for by Truro teams and clubs. The renter is responsible for providing even disposable paper goods (including paper towels) and trash bags.

6. Contacts:

- a. If you have problems with the power, plumbing, heat or appliances, call the TCC management company NV Pools at 703-968-8800.
- b. With questions about your rental or the condition of the building, call the Clubhouse Reservations Chair at 571-334-1641.
- c. Should you lose the key or inadvertently lock it in the building, duplicate keys are held by THA Recordkeeper Patty Vinall (703.764.0381) and THA Treasurer Chuck Roper (703.764.9593.)

7. Snow Policy

Whenever the Fairfax County Government is closed as a result of either a snow or ice storm, the club house will also be closed. The facility will not be available for THA/TCC events, such as yoga or scout use. As for existing rentals, the renter will have the choice of either cancelling the event or reimbursing THA for the cost of snow removal, if the renter wishes to proceed with the event. After the snow or ice event, a member of the Board of Directors will perform an on sight review of parking lot to determine whether it is now safe to reopen the club house and parking lots.

Truro Community Clubhouse Reservation form

- I agree to be in attendance at the entire function for which I am renting the Clubhouse and/or pool. It is my responsibility to see that the facility is returned to its original condition within the time limits permitted in the TCC Manual based on my rental.
- I assume responsibility for any property damage and will reimburse THA for any cleanup or damage expenses over and above the required deposit.
- I agree that the deposit may be forfeited, in whole or in part, for any violation of the attached policies and rules, including not vacating the building at the required time.
- I have read the above and the TCC Manual Rules concerning rental of TCC facilities, and I agree to comply with these limitations.
- I agree that I assume all responsibility for injury to persons and/or damage to property while using the facility and I agree to save and hold harmless the Truro Homes Association.

Name of Renter (THA/TCC member)

Signature

Address

Phone Numbers(s)

E-mail address

Desired Date

Time of Event

Purpose of Event

Expected attendance (Please consult occupancy restrictions outlined in TCC manual to ensure your event meets county imposed restrictions)

Description of event/notes

Will alcohol be served at the event?

_____ Yes _____ No

Facilities Rented:

_____ Clubhouse

_____ Pool

Additional contact name/number _____

Combined rental fees (Checks tendered with this form should match the total of these amounts. A separate check should be written for the deposit to facilitate its return following the rental.)	Renter Fees	AMT	Applicable Fees
	_____	\$125	½ day rental - Clubhouse (available between Labor and Memorial Day only, 9 am-noon or 1 pm – 4 pm)
	_____	\$200	Full-day rental – Clubhouse
	_____	\$25	Extension of full-day Clubhouse rental until midnight
	_____	\$100	Rental deposit
	_____	\$200	Pool/Pool deck rental* (available 9-11 pm only)

_____ **Total**

*Guard fees are separate from the pool/pool deck rental fee payable to the TCC. These *required* fees are payable to the pool manager and due prior to the event.
(*Please work with pool manager on fee before completing this reservation form.)

This section to be completed by Clubhouse Reservations Chair

Renter membership standing verified: _____

Date reservation form/checks received: _____

Snack bar notification required? _____

Snack bar notification completed: _____

Pool rental? Confirm details with pool manager _____

Pre-event inspection date/time: _____

Key to renter/from renter arrangements: _____

Post-event inspection date/time: _____

Deposit check return date: _____

Deposit forfeiture reason: _____

Please return this form to the current Clubhouse Reservations Chair to book and reserve your desired event date. At least 48 hours before your scheduled event, please reconnect to arrange the pick-up of the clubhouse key.

Truro Community Clubhouse

Post-event Checklist

This is a checklist of the necessary steps for clean up and closing the Clubhouse after your event. Please leave the Clubhouse as you found it so that it will be ready for the next renter or THA community use. Return the checklist with the keys to the Clubhouse Reservations Chair. Following a successful inspection and within 30 days, your deposit check will be returned.

Name of Renter (THA/TCC member)

E-mail address

- ____ Remove all materials hung on walls or ceilings from the facility's exterior including the parking area.
- ____ Wipe down all Clubhouse property chairs and tables which were used during your event.
- ____ Stack and store Clubhouse chairs and tables appropriately in the storage room.
- ____ Clean bathroom toilets, counters, sinks and floors.*
- ____ Clean kitchen counters, sinks and floors, taking care to wipe up any spills which might have splashed cabinets, appliances, doors, etc.*
- ____ Sweep and mop the entryway floor.*
- ____ Sweep the Clubhouse's hardwood floor with a dry mop and dustpan (available in the cleaning closet).
- ____ Clean spills or marks on the Clubhouse's hardwood floors with a sponge or mop dampened with water **only**. (No other cleaning substances may be used on the hardwood floor.)
- ____ Seal all trash bags and carry to the outside trash bins on the north side of the upper parking lot.
- ____ Place new, empty trash bags into all receptacles in the Clubhouse (restrooms, kitchen, main room)
- ____ Close all of the curtains. Close and secure the sliding glass doors.
- ____ Verify that the side door is closed and locked. Verify that the door from the kitchen to the deck is closed and locked.
- ____ Turn off all interior lights and overhead fans.
- ____ Take one last look around: did you collect all of your things? Does the Clubhouse look like it did when you arrived?
- ____ Close and lock the door between the Clubhouse meeting space and the entryway.
- ____ Lock the Clubhouse main door from outside as you leave.
- ____ If you are leaving after 9:00 pm, close and lock the parking lot gate/gates.

*You will need to provide the requisite cleaning products and tools for this purpose