Skyline Square Condominium
5503 SEMINARY ROAD, FALLS CHURCH, VIRGINIA 22041 • (703) 379-3990

CARD ROOM RENTAL INFORMATION

- **$50.00 Rental Fee (non-refundable)**
- **$100.00 Security Deposit (refundable after the function)**
- **Rental Fee & Security Deposit must be received at the time reservations are made (2 separate checks)**
- **No Smoking or Alcoholic beverages are allowed in card room, restrooms or indoor common areas.**
- **The resident needs to be present during all reserved hours.**
- **Alphabetical list of *EVERYONE* attending event, must be received by the management office no later than 24 hrs prior to event.**
- **Reservation must be made 4 days in advance.**

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MANAGEMENT RESERVES THE RIGHT TO CANCEL ANY EVENT THAT DOES NOT MEET AND FOLLOW THE ABOVE GUIDELINES AND THE GUIDELINES SET FORTH IN THE ENCLOSED RESOLUTION.

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SKYLINE SQUARE UNIT OWNERS' ASSOCIATION
REGULATORY RESOLUTION NO. 01-04
USE OF CARD ROOMS

WHEREAS Article IV, Section D of the Declaration states that, "The use of the Common Elements shall be governed by the Bylaws...and by the House Rules and Regulations adopted by its Board of Directors;" and

WHEREAS Article IV, Section 3 and VII, Section 5 of the Bylaws enables the Board of Directors to "promulgate, amend and enforce House Rules and Regulations concerning the operation and use of the Condominium"; and

WHEREAS the Board of Directors deems it necessary and desirable to establish certain Rules and Regulations for the use of the CARD Rooms for residents' private parties;

NOW THEREFORE, BE IT RESOLVED THAT the following policy and rules regarding use of the Card Rooms (the "Rooms") is hereby adopted, effective September 1, 2001:

I. DEFINITIONS.

A resident in good standing (hereinafter "Resident") is an owner over 18 years of age whose condominium assessments, utility or other charges are not delinquent, who is not in violation of any rule and who has not violated any rules within the last year. A resident in good standing also includes those renters meeting the same conditions who are not delinquent in payment of any assessment or any other payment as relates to their specific lease, in violation of any rule and who have an approved lease on file in the Association Office.

II. GENERAL RULES.

A. Association functions have priority over private use. For official meetings and functions of the Board of Directors, Committees, and the Association there is no charge for use of the facilities.

B. 1. The Rooms may be reserved only by a Resident in good standing. Reservations must be requested at least four (4) days in advance through the General Manager's office. Reservation requests shall be accepted from Residents on a first-come, first-served basis. Requests shall be recorded by the General Manager and marked on a calendar maintained by the Manager. Requests are not accepted unless accompanied by payment of required fees and deposits and receipt of a fully executed application form.

C. Residents shall be notified of approval or disapproval of their applications within two (2) business days of receipt. A reservation is not approved until the Resident receives a written approval from the General Manager or Board. Fees and deposits will be refunded with the notice of disapproval if the application is disapproved. Any outstanding assessments or rules violation charges owed to the Association may be deducted from the fees and deposits.

D. Cancellations made less than 24 hours before the event will result in a cancellation fee for administrative services of $25.00 for the CARD Room which will be deducted from the Use Fee or Security Deposit before they are returned.

E. Rooms may only be reserved for private events. No event which might imply or infer partisanship or political support of a candidate or group on the part of the Condominium Association is permitted. The Rooms shall not be used for profit making activities. No advertising will be permitted and no charge or admittance fee will be allowed for the event by the Resident reserving the Rooms. Card rooms may not be reserved in conjunction with a party room event.

F. The Resident agrees to be personally in attendance during the reserved hours. Only the host Resident reserving the Room (and showing Proper ID) may obtain the key to the Room at the Front Desk no more than two hours before the event. Any change in plans, caterer, deliveries or number of guests must be communicated to and cleared with the General Manager prior to the time of the event. Resident agrees to pay all key and lock replacement costs resulting from loss of the CARD room key or failure to return it within two (2) hours after the approved scheduled use of the room. Any use exceeding the two hour limit will also be charged for an additional use fee of $50.

G. Resident agrees to assume full financial responsibility for any loss or damage to the premises, furniture, furnishings and equipment, and for the proper conduct of guests or other persons employed or otherwise engaged by Resident while they are on the premises of Skyline Square Condominium, whether inside or outside of the building or Rooms. Such amounts shall not be limited to the amount of the security deposit.

H. Immediately before use of any Room by the Resident, the Manager or designated representative shall inspect the Room with a prepared checklist during regular business hours. The same checklist will be used to re-inspect the Room after the event on the day following the event. If the Room is in its original condition and there are no other charges or rules violations, the security deposit shall be refunded. If the Room is not in its original condition or there are other charges, those costs and charges will be deducted from the security deposit. If there are rules violations, the security deposit will be withheld until after a rules violation hearing has been held and a decision rendered as to whether charges will be assessed. Any difference over the original deposit will be added to the unit owner's assessment account and collected as a regular assessment, including costs, interest and attorneys' fees. Renters or their unit owners will be billed for any difference and by submitting an application agree to pay such amounts.

I. Furniture and furnishings may not be removed from the Room and all must be returned to the same position they were in prior to the event. No furniture may be moved outside unto the sun deck or to the hallway.

J. All events shall be confined to the Room reserved. However, use of nearby restroom facilities are permitted. Residents must advise their guests of Association rules, the guest parking areas available, that spaces are on a first-come, first-served basis and that all guests must register at the front desk. All guests must go directly to the Room where the event is being held. No loitering or disturbing noises in the common areas shall be permitted. In no instance may parties or gatherings extend to halls, stairwells, roof terraces, or any common areas of the building. These common area facilities may be used by other residents while a social function is in progress in the Rooms.

K. The number of persons in attendance in the Rooms is limited by the posted number, according to the Fairfax County and State Fire Codes. A maximum of Twenty-Five (25) persons will be permitted in any CARD Room.

L. Resident must provide an alphabetical list of all possible guests (men, women, and children) for security reasons and admittance, to the General Manager or designated representative no later than 24 hours prior to the event. When a complete alphabetical guest list is not provided within 24 hours prior to the event, the Association reserves the right to cancel the event. A copy of the guest list will be retained at the front desk and by the Security Guards.
People not on the list or not authorized by the Resident in writing will not be admitted or provided guest parking passes. Guests in a number in excess of those on the list may result in referral to the Due Process Committee for a Rules violation hearing or may result in calling an additional security guard at the expense of the Resident.

M. Parties or events for minors under the age of eighteen (18) years are required to be continuously chaperoned by the Resident hosting the event. Two (2) adult chaperones are required for every ten (10) minors in attendance. Resident and chaperone(s) must be present throughout the entire event.

N. No smoking is permitted in the Rooms, restrooms or in indoor common areas. No alcoholic beverages are allowed in the Card Rooms.

0. Use of the Room and all facilities by Resident and all guests must be in compliance with all Association Rules. Resident shall not permit the use of the Rooms or Condominium property for any unlawful purpose, nor will any act be performed or permitted which will unreasonably interfere with the rights, comforts, or convenience of other residents. Resident will maintain volume of music and noise at a level sufficiently reduced so as not to disturb other residents in the building. Playing of loud amplified music is not permitted. Speakers must be placed on tables or elevated stands away from walls to reduce transmission of sound and/or vibrations to adjacent parts of the building. Foam rubber pads or other similar acoustical materials must be placed beneath each speaker.

P. Resident agrees that decorating must be done in a manner so as not to cause any damage to any area of the Room. Decorations must not be attached to or hung from the sprinklers, ceilings, lights or wallpaper. In line with safety and security requirements, resident agrees not to cover the Card Room Entrance doors with decorations or material of any kind.

Q. Resident agrees to remove and properly dispose of all personal property immediately after the event, such as dishes, foods, bottles, trash, decorations, etc., and to leave the premises in the original condition. Arrangements must be made with the Management Office concerning delivery and removal of any rented tables, chairs, or catering items if unable to be picked up by the rental company immediately following the function or if after 10 p.m. Deliveries and removal of food, tables, musical equipment, or caterers providing service, will be permitted only through the loading dock area(s) and through use of the freight elevators. Resident must be present to deal with the rental or service companies for delivery or pick up.

R. The Association and its agents will not be responsible for the loss or damage of any personal effects, dishes, equipment or foods. Any items left after the event will be considered abandoned and will be removed for disposal.

S. All music and noise making activities must stop by the prescribed hour. The Room must be returned to their original condition, vacated of people, lights out, the room secured and the door locked by the prescribed closing hours. Adjacent restrooms should be left in the same condition as they were in prior to the event with lights out.

T. The Association reserves the right to suspend use of the Rooms and require Resident and guests to vacate the premises during the function if there is any violation of Association rules or damage to property, with no refund of the use fee, or before or during use if conditions or circumstances warrant suspension within the sole discretion of the Board, Management, or a Security Guard. If the Resident fails to abate noise, excessively loud music or any other disturbing activities when requested to do so, the Manager or other authorized Association representatives are authorized and directed to terminate the event and use of the Room and/or to call the Fairfax County Police. A partial refund is in the Board's discretion if use is suspended for reasons other than rules violations or damages. The full security deposit and use fee shall be refunded if use is suspended by the Association prior to the start of the function or if the application is not approved, except as otherwise provided herein.

U. The Manager or authorized Association representatives, including without limitation, the Board members, security guards, engineer or maintenance staff, shall have free access to the facilities at all times, as required.

V. All trash, properly bagged and sealed, must be deposited in the trash cans provided for that purpose. THE TRASH DISPOSAL CHUTE MUST NOT BE USED AFTER 11:00 P.M. to avoid disturbing other residents. Trash should after that time instead be bagged, sealed and left in the trash room. Spilled liquids or food must be cleaned from the floors, counters, walls, furniture or other surfaces. A charge of $25.00 per hour/per worker or as determined by Board from time to time, will be assessed to cover additional cleanup if Management deems it necessary.

W. No open flame candles are permitted. Food warming trays may be used only under the strict supervision of a caterer or attendant and must be removed from the premises at the conclusion of the event.

X. Violation of any Condominium rules regarding use of Rooms are grounds for prohibiting a Resident from using the facilities for a period of one year or suspension of other services and facilities, assessment of rules violation charges after referral to the Due Process Committee and legal action for damages.

III. ADDITIONAL CARD ROOM RULES.

A. The CARD Room will be available for use only between the hours of 10:00 a.m. - 10:00 p.m. seven days a week. Under no circumstances will time be extended past the closing hours stated.

B. For use of the CARD Room, the following fees are due and payable at the time of application by the Resident(s) hosting the CARD or event:

1. A nonrefundable fee of $50.00 or other amount as determined by the Board from time to time, in the form of a money order, certified check, or cashier's check from a financial institution will be charged for CARD Room maintenance and administrative services and is to be paid by a separate check at the time the application is made.

2. A refundable deposit of $100.00 in the form of a separate personal check, money order, certified check, or cashier's check from a financial institution is required, at the time application is made to cover loss and/or damage to the CARD Room and Condominium facilities, additional security guard, clean up costs or rules violation charges.

EXHIBIT "A" TO REGULATORY RESOLUTION NO. 01-04
APPLICATION FOR RESERVATION OF CARD ROOMS

_____
Name of Unit Owner:

_____
Name of Tenant* (If applicable):

_____
Address of Applicant

Telephone No: (Home)_____ (Work)_____

Room Requested: _____ North CARD _____ South CARD

Date Room is Requested: _____
Alternate Date Requested if first date is not available:
_____
Hours: _____Number of Guests: _____
Type of Affair Planned:
_____
(e.i.,dinner party, bridge club, child's birthday party
Will you be: Serving food? _____ Serving liquor is prohibited.
Providing music? _____ Type: _____
(e.g., records, band, DJ, etc.)

I hereby apply for a reservation to use the above noted Room at the Skyline Square Unit Owners' Association. By my signature below, I hereby acknowledge that I have read the attached Regulatory Resolution and agree to comply with and be bound by the terms of the rules and regulations as outlined therein.

_____ _____
Signature of Applicant Date

_____ _____
Signature of Co-Applicant Date

Skyline Square Unit Owners' Association hereby verifies receipt of the Nonrefundable Use Fee in the amount of $_____and a Security Deposit in the amount of $_____
from _____for the reservation of the
Skyline Square____ North _____South CARD Room on _____,200_ and hereby provides approval for its use on between the hours of _____.m. and _____
__.m. subject to the Rules of the Association.

_____
Signature of Authorized Agent

FOR OFFICE USE ONLY

Date And Time Reservation Received:

_____

Date Use Fee Received: _____ Amount Received: _____

Form of Payment: _____Personal check, _____Money Order, Other _____

Date Security Deposit Received: _____Amount Received: _____

Form of Payment: _____Personal check, _____Money Order, _____Other

Date Room Inspected: _____ By: _____

Date Room Reinspected: _____ By: _____

Amounts withheld from Security Deposit:
$_____
Reason for amounts withheld:

_____

_____

Date Security Deposit Returned:

_____

Authorizing Personnel:

_____

SKYLINE SQUARE CONDOMINIUM UNIT OWNERS' ASSOCIATION
RESOLUTION ACTION RECORD

Resolution Type. Regulatory No. 01-04

Pertaining to: Use of CARD Rooms

Duly adopted at a meeting of the Board of Directors held July 25, 2001.

	VOTE: YES	NO	ABSTAIN	ABSENT
/s/ Director Jack Mathews	x			
/s/ Director Dennis Muse	x			
/s/ Director Herm Rossi	x			
/s/ Director Peter Smingler	x			
/s/ Director Zafar Mian			x	
/s/ Director C.L. Heidler	x			
/s/ Director Bob Hodge	x			

ATTEST:
/s/ Secretary Peter Smingler, asst. Sec for admin.
FOR
FILE:
Book of Minutes - 2001
Book of Resolutions:

Date July 25, 2001

Book No.	Page No.	
Administrative		
Regulatory		
Special		
General		

Resolution effective: September 1, 2001