

## PARTY ROOM RENTAL INFORMATION

- \$500.00 Rental Fee for South Building and \$400.00 Rental Fee for North Building. (Fees are non-refundable)
- \$1000.00 Security Deposit for South Building and \$800.00 Security Deposit for North Building. (refundable after the Room is Inspected by Management)
- Rental fee & Security deposit must be received at the time reservations are made (2 separate checks)
- Security Guards:
  - 1-50 people = 1 guard
  - 51-100 people = 2 guards
  - 101-150 people = 3 guards

### \*\*SECURITY GUARDS ARE NOT OPTIONAL\*\*

- Security guards are \$25.00 per hour for each guard with a minimum of 4 hrs.
- Reservations **MUST BE MADE** at least 14 days in advance.
- The Management office must receive the check for the security guards and an alphabetical guest list of EVERYONE attending the party *at least 1 week prior to the event.* "When a complete alphabetical list is not provided within 1 week prior to the event, the Association reserves the right to cancel the event." People NOT ON THE LIST will not be admitted or provided a guest-parking pass.
- No smoking is permitted in the rooms, restrooms or in indoor common areas.
- Decorations must not be attached to or hung from the sprinklers, ceilings, lights or wallpaper. Residents agree not to cover the Party room Entrance door with decorations or material of any kind.
- All trash, properly bagged and sealed, must be deposited in the trashcans provided for that purpose. TRASH DISPOSAL CHUTE MUST NOT BE USED AFTER 11:00 PM.
- Party rooms are available between 10am-11pm Sunday-Thursday and 10am-1am Friday and Saturday.
- Party Room not available on July 4<sup>th</sup>, Thanksgiving, Christmas, New Years Eve and New Years Day.

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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. 01-02  
USE OF PARTY 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 party Rooms for residents' private parties;

**NOW THEREFORE, BE IT RESOLVED THAT** the following policy and rules regarding use of the party Rooms (the "Rooms") is hereby adopted, effective April 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 fourteen (14) 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.

2. The fourteen (14) day advance reservation requirement may be waived as needed for a wake or similar memorial observation of a person's death, contingent upon the availability of security guard(s).

C. Residents shall be notified of approval or disapproval of their applications within four (4) 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 72 hours before the event will result in a cancellation fee for administrative services of \$50.00 for the Party 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 four 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 party room key or failure to return it within two (2) hours after the approved scheduled use of the room.

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 onto the sun deck or to the hallway from a party Room.

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 ONE HUNDRED FIFTY (150) persons will be permitted in any party 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 1 week prior to the event. When a complete alphabetical guest list is not provided within 1 week 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. Use and/or availability of alcoholic beverages will be in accordance with the Virginia State and County Alcoholic Beverage Control laws (no monies allowed to be exchanged, no alcohol for persons under 21, etc.).

O. 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 Party 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 \$20.00 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 PARTY ROOM RULES.

A. The Party Room will be available for use only between the hours of 10:00 a.m. - 11:00 p.m. Sunday - Thursday; or between 10:00 a.m. - 1:00 a.m., Friday and Saturday. Under no circumstances will time be extended past the closing hours stated.

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

1. A nonrefundable fee of \$150.00 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 party 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 \$400.00 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 party Room and Condominium facilities, additional security guard, clean up costs or rules violation charges.
3. A nonrefundable fee for the Security Guard(s) as described herein. Management will secure at the Resident's expense a security guard, at the prevailing rate, currently approximately \$25 to \$35 per hour, for the event regardless of the number of attendees. For events of more than 50 people, an additional guard will be hired. If guard service is needed for longer than the time period or number of guests originally estimated, Resident will be required to pay for such costs. A guard will be stationed at the entrance to the Room, either inside or outside the Room in the guard's discretion. Guards may be hired from the Association's contracted security company, another security company or off duty uniformed police officers. No waiver in the number of guards required shall be permitted without the approval of the Board of Directors.

Skyline Square Condominium Unit Owner's Association  
 Resolution Action Record  
 Resolution Type: Regulatory

No. 01-02

Pertaining to: Use of Party Room

Duly adopted at a meeting of the Board of Directors of the Skyline Square Unit Owners' Association held February 22, 2001.

Motion by: SINDLER Seconded by MUSE

Signature		YES	NO	Vote:	
				ABSTAIN	ABSENT
<u>Jack Matthews</u>	Director	✓	—	—	—
<u>Eric Brown</u>	Director	✓	—	—	—
<u>Devin N. Mune</u>	Director	✓	—	—	—
<u>Jeff Sinder</u>	Director	✓	—	—	—
<u>Kevin Piquette</u>	Director	✓	—	—	—
<u>Lafayette</u>	Director	✓	—	—	—
<u>P. Sinder</u>	Director	✓	—	—	—

ATTEST:

Jeffrey A. Sinder  
 Jeffrey A. Sinder, Secretary

02/22/2001  
 Date

FILE DATA:  
 Book of Minutes - 2001  
 Book Resolutions:

Policy	Book No.	Page No.
Regulatory	—	—
Special	—	—
General	—	—

Resolution effective: April 1, 2001

SKYLINE SQUARE UNIT OWNERS ASSOCIATION  
5503 Seminary Road  
Falls Church, Virginia

Resolution type: Administrative No. 05-27

Committee: N/A

Authority: WHEREAS, Article IV, Section 3, of the Bylaws assigns the Board of Directors with "... all the powers and duties necessary for the administration of the affairs of the Association and the Condominium and may do all such acts and things as are not by law or by these Bylaws directed to be exercised and done by the Unit Owners."

Pertaining to: Increase in Rental and Damage Deposit Fees for Party Rooms

Reason: N/A.

Duly adopted at the Regular Meeting of the Skyline Square Unit Owners Association Board of Directors held on September 29, 2005

Resolution effective: September 29, 2005

Funding source: Replacement Reserves

Motion by: Mr. Rossi Seconded by: Mr. Goode

**RESOLVED:** To increase the rental fee for the south party room to \$500 and the damage deposit to \$1,000, and to increase the rental fee for the north party room to \$400 and the damage deposit to \$800.

	VOTE: YES	NO	ABSTAIN	ABSENT
<u>Dennis Muse, President</u>	_____	<u>X</u>	_____	_____
<u>Herman Rossi, Vice President</u>	<u>X</u>	_____	_____	_____
<u>John Murphy, Treasurer</u>	<u>X</u>	_____	_____	_____
<u>Phillip Goode, Secretary</u>	<u>X</u>	_____	_____	_____
<u>Jack Mathews, Director</u>	<u>X</u>	_____	_____	_____
<u>Janet Mondello, Director</u>	<u>X</u>	_____	_____	_____
<u>Mark Goeller, Director</u>	_____	_____	_____	<u>X</u>

ATTESTED BY:

Phillip Goode  
Phillip Goode, Secretary

Date 10/27/05

EXHIBIT "A" TO REGULATORY RESOLUTION NO. 01-02  
APPLICATION FOR RESERVATION OF PARTY ROOMS

Name of Unit Owner: \_\_\_\_\_

Name of Tenant\* (If applicable): \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Telephone No: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Room Requested: \_\_\_\_\_ North Party \_\_\_\_\_ South Party

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? \_\_\_\_\_

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 party Room on \_\_\_\_\_, 20\_\_\_\_ 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:**

\_\_\_\_\_

EXHIBIT "A" TO REGULATORY RESOLUTION NO. 01-02  
APPLICATION FOR RESERVATION OF PARTY ROOMS

Name of Unit Owner: \_\_\_\_\_

Name of Tenant\* (If applicable): \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Telephone No: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Room Requested: \_\_\_\_\_ North Party \_\_\_\_\_ South Party

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? \_\_\_\_\_  
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 party Room on \_\_\_\_\_, 20\_\_\_\_ 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:**

\_\_\_\_\_