

2026 Milestone Clubhouse Rental Agreement

FORM AND PAYMENT

1. Complete the attached Milestone Owners Association (MOA) Clubhouse Reservation Form.
2. A \$250.00 security deposit, payable to MOA, from the resident, dated the date of your event. Checks or all major Credit Cards are acceptable forms of payment.
3. Separate checks for the usage fee (see below), payable to MOA, dated w/current date.
4. **The MOA assessment account must be paid in full to allow approval of the rental request.**
Usage of the clubhouse for up to 4 hours is \$250.00 (non-resident \$300) or for more than 4 hours per day is \$450.00 (non-resident \$500). The rental period includes all set up and clean up.
 - If an additional hour for set up/clean up and you rent for 4 hours the cost will be \$50.
 - Please return your reservation form and 2 checks: You can drop off the form at the clubhouse during office hours or leave it in the secure drop box just outside the front door, or mail it to 11030 Milestone Drive, Mechanicsville, VA 23116.
 - Four-hour rentals can be reserved up to 4 pm to allow a second rental to begin at 5 pm.

OBTAIN YOUR EVENT ACCESS

Please call the clubhouse office one week before your event to verify the time with the Site Manager and review rental requirements.

Any damages/issues not reported on that Form (with pictures submitted to manager@milestonecommunity.com) may result in your security deposit being charged.

POOL AND POOL DECK AREA DURING YOUR CLUBHOUSE EVENT

***** USE OF THE POOL AND POOL DECK IS SPECIFICALLY PROHIBITED UNLESS RESERVED AS A POOL PARTY IN ADVANCE *****

No person may enter the pool area during your event. Failure to adhere to this requirement will subject you to immediate forfeiture of the security deposit and your opportunity to rent the Milestone Clubhouse in the future may be permanently suspended. The owner assumes all liability for any damage or injuries that may occur if a guest enters the pool deck during the event.

POOL PARTIES

***** ENTRY TO THE POOL AREA IS PROHIBITED WHEN NO LIFEGUARD IS PRESENT. *****

ALL pool use during an event MUST be scheduled in advance with the MOA office and the swimming pool management company (Coastline Aquatics). See www.milestonecommunity.com for the pool link to register. There are NO exceptions. Pool parties cannot be scheduled before the pool is open for the season or after the pool is closed at the end of the season. Use of the pool outside normal operating hours requires the renter to pay in advance the hourly rate for the appropriate number of lifeguards, with a minimum of 3 lifeguards, for the entire duration of the pool party. All normal pool rules must be followed, and violations can lead to expulsion from the pool with no reduction in HOA assessments.

PERMISSIBLE LIST:

- If alcohol is being served during your event, a one-day banquet license from the Virginia Alcohol Beverage Control (ABC) is required, at the expense of the renter. A copy of the rental contract will be necessary when applying for the ABC banquet license. Once obtained a copy of the banquet license must be provided to the MOA Office before your function. A banquet license can be obtained online at <https://www.abc.virginia.gov/>. Please note: The Virginia ABC requires the banquet license application to be submitted at least 2 weeks before your event.
- Use of existing interior lighting is permitted.
- Furniture may be moved around the room if it is returned to the original place and configuration without any damage. Recommended that renter take a video or photo of the room(s) before moving items.
- Music loud enough for the guests to enjoy is permitted, but not so loud as to offend the neighboring residents.
- Doors are only permitted to be propped open during set-up or clean-up.

2026 Milestone Clubhouse Rental Agreement - Continued

- **Delivery and pick-up of rental items are permissible only during your allotted rental time. MOA does not assume responsibility for any items delivered or not picked up, which is the sole responsibility of the Renter.**
- **Any Clubhouse rental will require full compliance with the Form and shall not extend past the scheduled end of the reservation and cannot be later than 11:59 PM on the day of the event.**

ITEMS NOT PERMISSIBLE:

- Entering the facility before your rental day or time for any reason (unless prior arrangements are made).
- Smoking or vaping inside the facility or on the pool deck (if rented for a pool party) is not permitted.
- Pets and/or animals of any kind inside the facility (Except service animals).
- Wet Swim attire is forbidden in the clubhouse.
- Removal of any furniture or other items from the building for any reason without express written permission.
- Fireworks, birdseed, rice, glitter or confetti are not permitted to be tossed on the premises. Balloons with confetti are not permitted. Any balloons that have helium that rise to the ceiling need to be taken down after the event.
- Alcohol IS NOT permitted outside of the building.
- Glass containers are NOT permitted anywhere in the pool area (if rented for a pool party). This includes all areas located inside the fencing surrounding the pool and is inclusive of all pool decking as well.
- **If alcohol is served without a banquet license, the \$250 security deposit will be forfeited. In addition, the renter will not be able to obtain a rental for the next 6 months.**
- Cooking any type of seafood, or food that leaves a lingering smell.

REQUIRED CLEAN-UP AND END OF RENTAL PROCEDURES

- **\$150 fee and possible loss of future rental privilege if required cleaning is not completed. Additional cleaning fees may be assessed if the facilities require extensive cleaning efforts to be made.**
- The clean-up must be completed during the scheduled rental time.
- Cleaning products are under the sink. Broom, vacuum, and dustpan are in the storage closet located off the Great Room. Mop, bucket & plunger are located in the closet by the main restroom.
- Clean sink, countertops, and tables – do NOT use bleach or ammonia-based products. 409 (or similar) is supplied under the sink.
- Wipe clean the stovetop, inside the oven, and the microwave, if used and spills occur.
- Vacuum, Sweep, or damp mop the floor in the kitchen/great room and down the hall if spills occur.
- All furniture and decorations must be put back in their original place and configuration. Please take a video or a photo of any room that is moved before moving, so that the items can be placed back
- Remove ALL items from the refrigerator, freezer, microwave & oven.
- Make sure the TV remotes are returned to the table near the big screen television.
- Check the bathroom floors to be free of any toilet paper.
- Make sure all toilets are flushed (and cleaned if needed – toilet brush/cleaner is in the closet outside the bathroom).
- Take all the trash outside and place it in the cans located behind the clubhouse. Replace trash liners in all 3 trash cans that are located under the sink.
- Turn off all lights as well as fans (including ceiling fans, kitchen exhaust, and bathroom) upon leaving.
- **If the fireplaces were used, they MUST be turned off before leaving.**
- **Check to be sure ALL windows and exterior doors are locked (\$50 fee for each door or window left unsecured).**
- **Close and lock the 2 hallway doors & main room door that goes out to the front porch (between the office and the bathrooms) (\$50 fee if left unsecured).**

- Securing the doors and windows when leaving is the responsibility of the renter. Any damage that occurs due to unauthorized entry through doors or windows that are left unlocked is the responsibility of the renter.
- Leave key fob in the drop box outside the front door if one was provided for early entrance to decorate or drop off food.
(\$250 fee if key fob not returned)

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Renter hereby agrees to indemnify Milestone Owners Association, its officers, directors, agents, and employees, from and against any claims, actions, damages, loss, liability, and expenses, including without limitation, reasonable attorney's fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the use by renter of the property or any other part thereof or any other part of Milestone, to the extent occasioned by an act or omission of Renter, its agents, employees, contractors, guests, or invitees.

I have read the rules and fully understand my obligation to follow such rules. In addition, I understand that any violation of the rules may result in the forfeiture of my security deposit and my opportunity to rent the Milestone Clubhouse in the future will be permanently suspended. Should any damages exceed the security deposit, I understand I will be billed for all additional expenses incurred with full payment being required within 14 calendar days.

Applicant Signature

Date Form Completed

What will be inspected by the property manager after the events:

1. Unlocked doors/windows.
2. If lights/fans/fireplaces are turned off (Only the foyer light should be left on).
3. Oven/Microwave/Refrigerator are cleaned.
4. Inspect walls/trim for any tape/putty/push pins/3m strips.
5. Floors (stains on carpet & tile).
6. All tables/chairs (spills/food).
7. Trash cans (3) – all must be emptied & no food or liquid left inside or outside the can.
8. Check all décor items to make sure nothing is damaged and are put back in their original place.
9. Broken decorations or damaged furniture.

If any of the above is noticed, the security camera footage will be downloaded and reviewed, and the Resident will be notified.

**2026 MILESTONE OWNERS ASSOCIATION
CLUBHOUSE RESERVATION CONTRACT (804-550-4656)**

S M T W TH F S Function Date: Resident's Name \$250.00 Security Deposit Check
from RESIDENT ONLYNon-Resident's Name \$250 (4 hrs) \$450 (All Day)
 non-resident \$300 (4hrs) \$500(All Day)Street Address Check # Square Total Charge
 Date of Square transactionCity, State, Zip Non-Profit \$100 + Proof of Status
(A maximum of 25 attendees will be observed)Cell Phone Home Phone Work Phone E-Mail Type of Function # of Guests * Rental * Beginning Time – Ending Time

* Maximum 150 people allowed per Hanover County Fire Marshall *

(Initial) I am not to attach anything to the clubhouse walls, doors, molding or ceiling.

(Initial) I understand that entering the pool and/or pool deck area is specifically prohibited. I understand that failure to adhere to this requirement will subject me to immediate forfeiture of the security deposit and that my opportunity to rent the Milestone Clubhouse in the future may be permanently suspended.

(Initial) I understand that if pool use is involved in the event, no wet bathing suits will be allowed in the clubhouse. Food must be served in the clubhouse, and no entertainment is allowed on the pool deck. If your guest chooses to use the pool, you must contact the pool company at coastline-aquatics.com to book the pool event to make sure there are enough guards on duty.

(initial) I understand that I am not to prop open any exterior doors or attempt to alter any lock in any way during event.

(Initial) I understand that the OWNER must attend the function and is solely responsible for the actions of any attendees.

(Initial) I understand that my access will be deactivated after my function is over.

(Initial) I understand that I, and all of my guests, attending my event are subject to all Clubhouse Rules and Regulations.

(Initial) I understand that I, and all of my guests, are obligated to comply with all of the terms and conditions of the Milestone contract.

(Initial) I understand that I will give a copy of the ABC license to the property manager before the event and have the original license present at the event.

(Initial) I understand that I, will not cover any security cameras during the event.

NOTE: There may be a function scheduled after yours, so please plan to clean & exit the clubhouse by the scheduled time.

I have read and understand the Milestone Owners Association rules that govern the facility reservations, and I agree to abide by them. My application specifies the entire time I plan to set up and clean up. If I plan to serve alcohol, I understand that I am fully responsible for complying with the applicable laws and will obtain a liquor banquet license. I understand that I may forfeit my deposit and/or be charged for the cost of cleaning/repairs if any items on the cleanup checklist are not completed, the facility is left unsecured in any way, or anything is damaged. I understand that my MOA assessment account must be paid in full to rent the facility.

This rental reservation is subject to cancellation due to unforeseen circumstances or possible clubhouse renovations.

Office Use:

- [Calendar](#)
- [Record Check](#)
- [Check Financials](#)
- [ABC License](#)
- [Email Coverall](#)
- [Addl. Hour \\$50](#)
- [Event Key Fob #](#)
- [Put time in Brivo](#)
- [Return Fob](#)
- [Shred Check](#)
- [Final Walk Thru](#)

Applicant Signature Date Form Completed