



## FIELDSIDE NEIGHBORHOOD ASSOCIATION, INC.

Fieldside Neighborhood Association, Inc. hereby grants permission to \_\_\_\_\_ for the use of Fieldside Neighborhood Association, Inc. Center as set forth in the Permit Request dated \_\_\_\_\_ and attached hereto, and pursuant to the Terms and Conditions attached hereto and received by the Permit Holder.

### Terms and Conditions

Permits are issued to members in good standing to use the facilities owned by the Association. ***This is a membership privilege.*** First and foremost, it is the responsibility of the Board of Directors to maintain and protect the assets of the Association. To that end, the following terms and conditions are a condition of the granting of a permit. CASH FEES AND/OR DEPOSITS ARE NOT ACCEPTED. Payment must be made by: **check, money order or credit card:** A 5% non-refundable fee will be added to a credit card reservation. Refunds will be returned by **check** 3 – 5 business days after the event date as long as no damages are observed.

In order to book a party all monies must be collected within 7 days after making a reservation. Checks must show the name of the resident and address of the resident and this information must correspond with a valid driver's license which must be provided and will be copied for the file. The address noted must be located in the Association. Military Personnel may provide valid military ID if the address does not correspond with the check or driver's license.

**NOTE: Checks received will be cashed upon receipt. A returned check will cause immediate cancelation of your rental reservation. You will also be responsible for any fees incurred by Blackstone Management in the event a check is returned for insufficient funds.**

**1. THE FIELDSIDE NEIGHBORHOOD CENTER IS UNDER 24 HOUR VIDEO SURVEILLANCE INSIDE AND OUTSIDE OF THE BUILDING FOR THE PROTECTION OF THE MEMBERS AND THEIR GUESTS.**

**2. THE RENTAL PERIOD IS FROM 9 AM TO 11 PM. THE DOORS WILL LOCK AUTOMATICALLY AT MIDNIGHT. THE DOOR CODE WORK NOT AFTER THE TIME LISTED ON YOUR BOOKING PAGE.**

3. Fieldside Neighborhood Association Center I may be used by members' in good standing, at the discretion of the Board of Directors and its authorized agents, at any time the facilities are available and so long as the individual seeking the permit agrees to abide by these terms and conditions.

4. Fieldside Neighborhood Association, Inc., its agents and employees are not liable for any personal injury or property damage occurring on or about the premises for any cause whatsoever. The permit holders hereby agree to indemnify and hold harmless Fieldside Neighborhood Association, Inc., its agents and employees from any and all claims, actions, damages, liability, costs, attorney's fees and expenses in connection with any personal injury or any property damage arising or occasioned wholly or in part by any act or omission of the permit holders, their agents, employees, guests, or anyone else on the premises. If any claim is made against



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c/o Blackstone Management, LLC  
P.O. Box 1831  
La Plata, MD 20646

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Fieldside Neighborhood Association, Inc. its agents or employees for any claim arising from this permit, or if Fieldside Neighborhood Association has to employ an attorney to enforce the terms of this permit, then permit holder agrees to pay all reasonable attorney's fees incurred by Fieldside Neighborhood Association, Inc. It is understood that this permit may be rescinded and voided with no refund or deposit and/or rental fee if it is discovered that the permit holder has given false information or permit application.

5. Requests for Permits must be made, at a minimum, one (1) week prior to the event. Likewise, cancellations must be made one (1) week prior to the scheduled event, in order for fees to be reimbursed. These conditions pertain to Center permits.

6. Following each rental, an inspection of the premises will be conducted. [The decision of the inspector is FINAL. The security deposit will be applied to any damage to the premises or costs of clean up. Any deposit will be refunded after the Center keys have been returned and after receipt of the inspection report from the janitorial service. If the security deposit is insufficient to cover the cost of any repairs, cleanup or damages to the premises, the permit holder agrees to pay the costs of same and further agrees to pay the costs of any attorney's fees incurred to enforce this provision. [All accessible rooms, including all areas of the restrooms, will be inspected after each party. The permit holder is responsible for any damage to the Center during the permit time period. The permit holder is responsible for controlling entry to the facility during permit period. **Please allow 3 – 5 business days for the return of security deposit checks. Note: the deposit will be credited to any outstanding amount on your account before any refund is issued. To check your account balance please visit [www.blackstoneAM.com](http://www.blackstoneAM.com)**

7. Chairs, tables, and/or other equipment are the express property of the Association and may not be removed from the premises.

8. **DJ and Alcohol are permitted with security being required. If you are having over 50 guests security is also required. Teen parties require 2 security guards.** Security guards are hired by the Association and the costs are to be paid by the renter. There is a 4-hour minimum charge of \$35 an hour for security.

9. All decorations used in the building must be flame proof. Nails, screws, pushpins, staples, scotch tape and command strips are not permitted for hanging decorations. Use of confetti is not permitted. Nothing may be hung on the walls, doors or windows in the center. Nothing may be hung from the light fixtures this includes the chandeliers. Permit holders may not make structural, electrical or any type of alterations to the facility.

10. Fieldside Neighborhood assumes no responsibility for the personal property of the permit holder and will remove all such property from the premises at the end of the reserved time period.

11. **Center access and alarm codes are NOT to be released to anyone other than the individual signing acceptance of this contract. User privileges will be suspended if this provision is violated.**

12. In the event the alarm is not properly deactivated or activated and the alarm sounds, deposit from **Licensee will be held until Charles County False Alarm confirms that there are no charges for causing the alarm and no trip was made to the center to reset the alarm.**

13. The issued permit must be in the possession of the person to whom it is issued, and upon request, be shown to any authorized agent of Fieldside Neighborhood Association, Inc. The person to whom the permit is issued must be in attendance (on the premises) for the entire event.

14. Fieldside Neighborhood Association, through its agent, will require a security guard on the premises during events where the majority of the guests are between the ages of 13-18 years (i.e. Teen Party). All fees are the responsibility of the Permit Holder.



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15. At gatherings of guests under 21 years of age, adequate adult supervision must be provided as follows: one adult for every 10 children; and one adult for every twenty (20) teens. Names, addresses and telephone numbers of chaperons must be furnished to the Management Agent of Fieldside Neighborhood Association, Inc. at least one (1) week in advance of the event. Any music containing profanity is prohibited. Any forms of dance, which violate the commonly accepted community standards of decency, are prohibited. Failure to comply may result in cancellation of the event.

16. Fieldside Neighborhood Association, Inc. reserves the right to refuse or cancel permits and the right to refuse future permits.

17. Permits are not "transferable".

18. If any of the specifics regarding this permit are altered or changed in any way from the original permit, as attached hereto and made a part hereof, the Permit Holder must notify the Agent of Fieldside Neighborhood Association, Inc. at least ten (10) business days in advance of the scheduled event. All changes or alterations must be approved by Fieldside Neighborhood Association, Inc. or the management agent.

19. The Permit Holder must remove trash from the trash cans and place it in the trash receptacles in the trash compound outside the kitchen door.

20. Fieldside Neighborhood Association, Inc. or management agent has the right to terminate an event being held with no refund of fees for misuse of the facilities or misrepresentation of the event being held at the facility.

21. The Permit Holder understands and agrees that access is permitted only during the times noted on the Permit. Entering the facilities at times other than the times for which permission is granted will be considered trespassing.

22. The Permit Holder is prohibited from charging any type of admission to guests as a cover charge, donation, or to advertise in papers, by flyer or verbally that it is an open party for admission. The contract has to state an approximate number of guests and adhere to fire marshal capacity guidelines. **ANYONE NOT ADHIRING TO THESE RULES ARE SUBJECT TO IMMEDIATE CANCELLATION OF THE PERMIT HOLDER'S EVENT.**

23. Please be advised that the security agency, security guards and its representatives have the authority to terminate an event as deemed necessary. The permit holder should give the key to the security guard and he/she along with the guests should leave the premises immediately.

24. If desired, the Permit Holder may do a pre-inspection of the center and go over use of the key fob with the manager for the Fieldside Neighborhood Center prior to their rental. The times for pre-inspections are during Blackstone's normal hours of operations. If desired, please make an appointment with Blackstone to complete a pre-inspection. Note: There is a 50.00 fee for this pre-inspection.

**THE MANAGEMENT COMPANY OR SECURITY COMPANY HAS THE RIGHT TO TERMINATE ANY EVENT AT ANYTIME FOR MISUSE OF THE CENTER.**

#### **CENTER PERMIT INFORMATION SHEET**

**Emergency Information: 240-343-9481**

**Center Manager: Forrest Baggarly**



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The Fieldside Neighborhood Center has 9-8' Rectangular tables, 3-60" Round tables and 75 chairs. The Kitchen includes a stove, refrigerator, microwave and icemaker.

*There is a PA system that includes (2) speaker on a stand for rent as well.*

Please see the "Rental Inspection Report" for a checklist of the areas that are expected to be cleaned at the end of your function. There is a janitorial closet located in the kitchen on the right side of kitchen and a broom and dustpan in the broom closet in the kitchen as well.

The renter is responsible for the following actions, as well as not incur any damages, in order to secure a complete refund of the security deposit:

- The room will be swept clean at the end of your event and the floor will be clean of all spills.
- Trash will be properly bagged and placed in the toters outside the kitchen door. New trash bags will be put in the emptied trash cans.
- Cleaning supplies are not provided.
- The kitchen will be left clean. Counters sink and refrigerator will be cleared of all items and wiped down.
- No items will be left in the refrigerator or oven.
- No tape, tacks, pushpins, nails, command strips, scotch tape, staples etc. shall be used to attach anything to the walls, ceiling, or doors inside and outside of the center. Nothing shall be attached to the light fixtures in the center and this includes chandeliers.
- Tables and chairs are to be wiped down to remove spills/ stains and/or food.
- Chairs will be folded and stacked back on rack
- Upon your departure, all doors must be locked and the alarm must be set. Instructions are attached to the key fob for your use.

You are warmly welcomed to visit the Center prior to your event to become better acquainted with the facility and to ensure that the facility will meet your needs. Please contact Blackstone Management, LLC at [www.blackstoneeam.com](http://www.blackstoneeam.com) or call 240-349-2117 for Center Hours of Operation or refer to the Fieldside's Community Website at [www.fieldsideneighborhood.com](http://www.fieldsideneighborhood.com)

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*Fieldside Center Rental Information Sheet*

**11850 St. Linus Drive  
Waldorf, MD 20602**

**\*\* Homeowners of the Village of Wooded Glen Community may also use the clubhouse\*\***



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Center rentals should be completed through the Associations interactive website. To request a reservation, go to, [www.Fieldsideneighborhood.com](http://www.Fieldsideneighborhood.com), under the event room tab.

Rentals are processed within 24 business hours. Reservations are approved if the homeowner is in good standing, if there are no other unpaid reservations on the account, and if there are no other reservations on the day you have chosen.

***Once approved, you have 7 business days to pay for the rental.*** This includes the rental fee, security guard fee and/or security deposit. Checks received will be cashed upon receipt. A returned check will cause immediate cancelation of your rental reservation. You will also be responsible for any fees incurred by Blackstone Management or the Fieldside HOA in the event a check is returned for insufficient funds.

Any rentals that are not paid within 7 business days will be removed from the calendar.

Key Fobs may be picked up 1 week prior to rental date. The key fobs will not activate until 9:00 AM on the day of your rental.

If you would like to set up the center the day before your event, you will need to book the center for both days and pay the appropriate fees and security deposits for both days.

## **CENTER RENTAL OPTIONS AND FEES**

### **Rental of Ballroom Only**

**Center Rental Fee—\$150.00**  
**Security Deposit—\$200.00**

### **Rental of PA System**

**Rental Fee - \$50.00**  
**Security Deposit – \$50.00**

If Guests Exceed 50 attendees, a security officer is required (Coordinated by the Fieldside Association) at a rate of \$35.00 per hour. (Minimum four (4) hours)

Capacity – 80 people Maximum (According to the Fire Marshall)

### **Furniture available at the center**



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9 (8') Rectangular Tables and 3 Round Tables (60")  
75 Chairs

DJ, live band or alcohol is permitted in the center with a security officer. (please see above for coordination and charges of security officer)

Teen parties are permitted on a case by case basis with Fieldside Board of Directors approval.

**Sign:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## Fieldside Rental Inspection Report

Date of Rental \_\_\_\_\_ Inspection Date/Time \_\_\_\_\_

Renters Name \_\_\_\_\_ Reservation # \_\_\_\_\_

If checking any below, please clean and provide photo of damage. Inspections must take place between 12:30 AM and 8:30 AM.

Item	Minimum Charge if damaged/or not completed	Inspector OK (post- inspection) Check only if charges are appropriate
PA System (if renting)		
Doors/Windows Secured	\$25.00	
Alarm activated	\$250.00	
Trash not placed in outdoor receptacles	\$50.00	
New trash bags in trash cans	\$25.00	
Floors swept	\$125.00	
Tables left in place with chairs folded and placed back on rack	\$50.00	
Kitchen and appliances clean (including ice machine)	\$50.00	
Bathrooms Clean (Includes sweeping floors and empty trash cans)	\$40.00	
No tape, tacks, push pins, nails, confetti	\$50.00	
Damage requiring repainting of walls	\$250.00	
No Spills on walls	\$75.00	
Lights out	\$50.00	
Tables and chair replacement	Replacement cost	
Chandelier damage (items hanging from or repairs)	\$85	

\*\*\* Open flame is not permitted in the center with the exception of Sterno candles used only to keep food warm. Oven in kitchen is for warming only.

X \_\_\_\_\_

Inspectors Signature



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X

Acknowledged Receipt of Inspection Report

Phone Number

Date



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