

Exhibit A
ADMINISTRATION RESOLUTION NUMBER 15

BUILDING 738 (PARTY ROOM) USE APPLICATION

Date of Application: _____ Date of Proposed Use: _____
Name of Owner/Tenant: _____ Alternate Dates: _____
BLDG. NO./UnitAddress: _____
Home Phone: _____ Work Phone: _____
Description of
Function: _____
Email: _____
Number Of Guest: _____ Time: From _____ To: _____

ANY RESIDENT USING THIS FACILITY MUST CARRY PERSONAL LIABILITY INSURANCE IN AN AMOUNT NO LESS THAN \$100,000.00 BODILY INJURY AND PROPERTY DAMAGE AND EVIDENCE OF THIS COVERAGE (COPY OF THE CERTIFICATE OF INSURANCE) MUST BE PRODUCED.

NAME OF INSURANCE CARRIER: _____

On this _____ day of _____, 20____, the Parkfairfax Unit Owners Association, whose address is 3360 Gunston Road, Alexandria, VA (Lessor) and _____ (Lessee) whose address is _____ have agreed to the following:

1. On this _____ day of _____, 20____, until _____ o'clock ____M. on _____, 20____. Lessee will be permitted to occupy certain parts (kitchen area and party room) of Bldg 738 at 3360 Gunston Road, Alexandria, VA 22302.
2. The premises shall be used for the following function: _____. No other uses are allowed
3. This memo is the only invoice lessee will receive and all charges are due and payable prior to application approval.
4. Lessee will not leave its personal property unattended while using the premises and will remove all such personal property from the premises at the end of the time period described above.
5. The lessee and his/her guests will abide by all the terms of this agreement and by the rules, regulations and By-laws of the Association. The Association reserves the right to revoke the use agreement if the rules, regulations and By-Laws are not followed.
6. All cancellations must be made in writing to the office. No refunds will be made for cancellations given less than five days prior to the scheduled event.

7. Lessee will use the premises with care and in a neat and orderly manner at all times. The Lessee is responsible for all clean up, including vacuuming and removal of tape on walls and ceiling. The Party Room must be cleaned the same night it is rented as the room may be scheduled for another event the next day. Lessee must provide their own vacuum and cleaning supplies. All refuse should be removed from the premises and disposed of properly. User is liable for all damages other than normal wear and tear during the rental period. In case the premises are damaged in any way by lessee or its agents or guests, then the Parkfairfax Condominium Unit Owners Association will deduct such amount from the deposit as shall be necessary to restore the premises to the same order and condition which existed prior to such damage. If the management security alarm is sounded and the police are summoned, the lessee will deduct the citation fee from the deposit. If the amount of damage exceeds the amount of the deposit, Lessee hereby agrees to pay the balance of such amount to Parkfairfax Condominium Unit Owners Association within ten (10) days of receipt of written notice of the amount due.

8. Lessee has read and agrees to comply with the rules and regulations on and attached to this application.

9. Lessee is responsible for informing his or her guests that parking is available only in front of the office. Parking in either cul-de-sac on the side of the office is expressly for the use of Parkfairfax residents only and is not intended for the users of the Party Room.

Deposit Required: \$200.00

Fee: \$150.00

*Payment can be made by personal check, cashier's check, or money order. We do not accept cash.
Please make your check payable to Parkfairfax Condominiums.*

Signature of Lessee

Date

Approved by (Name and Title)

Date