

**Reserving the Huguenot Hundred Community Association
Recreational Facilities**

An HHCA Member may request reservation of the Recreational Facilities for a group Function (as defined in the HHCA Rules) by completing the request form below. The request form is available on the HHCA website. The request should be submitted by the host Member to the President (or other Board Member in the President's absence) in person or via email at least 72 hours in advance of the planned Function.

The Board will review requests on a first-come, first-served basis and will notify the host Member of its decision. Approved Function reservations will be posted on the event calendar at the HHCA website. A copy of the signed and dated reservation form shall be available during the Function.

Please be aware that other HHCA Members may use the entire Property, including the Recreational Facilities and Marina, during the Function. The Marina cannot be reserved.

Reservation Request Form

Duration of Function:

START Date/Time: _____ END Date/Time: _____

Function description (Please provide details regarding planned activities involving the Recreational Facilities (picnic area, trails) and Marina (e.g., watercraft, swimming, fishing): _____

Total number of attendees (Member(s) and Guests): _____

Name and phone number of host Member submitting request: _____

I have read and agree to abide by the Rules of the HHCA: *Use of the Recreational Facilities and Marina.*

Host Member's signature: _____ Date: _____

HHCA Officer's signature: _____ Date: _____

August 2015

Rules of the Huguenot Hundred Community Association:

Use of the Recreational Facilities and Marina

Amended August 14, 2015

These Rules are supplemental to the HHCA By-Laws.

Rules for General Use

1. Use of the Property¹ is at the Members² and Guests³ own risk.
2. The Property shall be for the benefit, enjoyment, and use by Huguenot Hundred Community Association (“HHCA”) Members and authorized Guests.
3. **Keys** are only available to Members and may be obtained from the HHCA Treasurer. The lending of keys is prohibited.
4. The gate must be locked at all times except during Functions; or, while Member is present and responsible for monitoring entry by others.
5. Members are responsible at all times for the actions of their children and Guests.
6. The host Member must be present while Guests are on the Property. The sole exception without prior written approval by the HHCA Board of Directors (“Board”) is a Guest who is: 1) a close family member (whether living in the Member’s household or not); or, 2) a person employed by the Member to provide care for a household member. In all cases, the Guest requires the permission of the Member, and the Member is responsible at all times for the actions of their Guests.
7. **Children:** Unless accompanied by a Member:

¹ **Property:** Any part of the 7.870 acres owned by the Huguenot Hundred Community Association, and the Access Lane.

The Property includes:

Recreational Facilities: The picnic area, fireplace and trails. The entrance to the property on Cherokee Road is not part of the Recreational Facilities.

Marina: The boat ramp and dock.

Parking Area: The circular area between the end of the Access Lane and the Recreational Facilities and Marina, intended for parking, boat ramp access, and turning around vehicles.

Access Lane is the gravel road between Cherokee Road and the parking area, including that portion of the privately owned lot over which HHCA has been granted a thirty-foot (30”) wide access easement.

² **Member:** Member as described in the HHCA By-Laws.

³ **Guest:** A non-Member on the property at the invitation of a Member or authorized by the Board.

- a) No persons younger than twenty-one (21) years of age may use the Property between 10:00 p.m. and 5:00 a.m.
 - b) Members' children younger than twenty-one (21) years of age are limited to four (4) Guests at one time.
 - c) Children younger than fourteen (14) years of age may use the Property between dawn and dusk with Member's permission.
8. Access to and use of the Marina shall remain open and completely unobstructed at all times to allow for boat launching and removal and access by emergency vehicles or personnel.
9. Watercraft shall not be tied up at dock overnight or left unattended.
10. **Parking:** Vehicles must be parked in the Parking Area and not in the Access Lane. Park as close to the side as practical to provide room to maneuver boat trailers. Members may park on the Property only during such time as they are physically on the Property.
11. **Use of Property:** Members are responsible for cleaning and securing the Property after their use. A Member should notify the Board of any dangerous situations or maintenance issues observed at the Property.
12. **Pets:** Members are responsible for controlling and cleaning up after their pets.
13. **Displays:** No display items (e.g. signs, banners, flags) are prohibited from the Recreational Facilities as long as they comply with applicable federal, Virginia Commonwealth and local laws.
14. **Sound systems and noise** must be kept to reasonable levels. No sound systems or noise permitted during quiet hours (between 10:00 pm and 7:00 am).
15. The Property shall not be used by any Member or Guest for income-producing activities and no charge may be imposed on others as a condition of admittance to or use of the Property at any time.
16. The Property should not be used for recurring meetings, such as club meetings, of groups whose members are not Members of HHCA.
17. Use of alcoholic beverages on the Property shall comply with all applicable laws, including all Virginia ABC laws and regulations.
18. **Personal property:** No personal property may remain on the Property overnight, with the exception of water craft properly stored on the HHCA racks by Members who have paid the rental fee for the current year.

19. The following are not permitted anywhere on the Property at any time:

- Fireworks of any kind
- Hunting, or the discharge of any firearm or projectile firing mechanism (bows, pellet/bb guns, paint ball guns, etc.), or the use of any air or airsoft gun
- Unapproved modifications (e.g., rope swings)
- Unenclosed fires or charcoal grills. Propane grills are permitted. The member is responsible for making sure that any fire is completely extinguished before leaving the Property.
- ATVs, motorcycles, scooters, bicycles, or any other mode of transportation on any part of the Property other than the Access Lane and Parking Area.
- Dumping of any item
- “OPEN HOUSE” or Realtor signs of any kind

Additional Rules for Functions

1. **A Function** is a one-time event involving a host Member and invited Guests, totaling fifteen (15) or more persons, and approved by the Board.

2. Members may reserve the Recreational Facilities for Functions. The Marina may not be reserved.

3. **Reservation Policy:** The complete reservation policy and a Reservation Request Form are posted at the HHCA website.

- a. As a courtesy to other Members, and to avoid conflicts between multiple Functions, the Recreational Facilities should be reserved by the host Member, in writing, at least 72 hours before the planned Function.
- b. Approved Function reservations are posted on the Events Calendar at the HHCA website (‘News and Events’). A copy of the signed and dated approved Reservation Form shall be available during the Function.
- c. All Function approvals are at the sole discretion of the HHCA Board of Directors.
- d. The Board, in their sole discretion, may impose any other rules, limitations, or requirements on any reservation request that is deemed necessary or reasonable for safe and appropriate use of the Property; and, may waive any existing rule for specific Functions at their sole discretion.

4. Functions should generally be limited to four (4) hours in length.

5. Other Members may access and use the entire Property, including the Recreational Facilities and Marina, during the Function.

6. The host Member shall remain on the Property for the duration of the Function.
7. The host Member shall immediately remove all trash resulting from the Function and return the Property to the condition in which it was found.
8. The host Member is responsible for any damages to any persons or property, including, but not limited to the Property.
9. All activities during the Function shall be confined within the bounds of the Property and shall not be permitted to infringe on adjacent properties.
10. **Parking** is permitted in the designated Parking Area on the Property during the Function. At the end of a Function all vehicles must be removed from the Property.
11. The General Use rule prohibiting personal property left on the Property overnight is waived for approved overnight Functions.
12. For Functions, a sign limited to the host Member's name may be placed at the Cherokee Road entrance to the property for identification purposes only.
13. Limited use of a sound system for a Function may be approved at the Board's discretion.

Rules for Tenant Use

1. A Member's right to use the Property may not be delegated to a leased occupant of their property ("Tenant").
2. A Member may apply to the HHCA Board of Directors for written permission for a Tenant to use the Recreational Facilities and Marina as an authorized Guest. If approved by the Board, the Member shall be responsible at all times for the actions of their Tenant and for paying all fees.
3. Tenants must acknowledge and adhere to all HHCA Rules regarding use of the Property.
4. A Member may not use the Property if a Tenant has been authorized in the Member's place.