



**Overlee Community Association**  
**6020 Lee Highway, Arlington, VA 22205**

### **Facility Request**

This form must be completed before a contract can be sent.  
Do not send checks with this form. Reservations are  
confirmed only after the signed contract and separate rental  
fee and security deposit checks, if applicable, are received.

Please return to: [rentals@overlee.org](mailto:rentals@overlee.org) or  
Brian Yost, 2418 Dickerson St N, Arlington, VA 22207

*Please see fees and terms at [overlee.org](http://overlee.org).*

Member Name

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Mailing Address

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Phone

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Email

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Please circle: Clubhouse or Conference Room

Date requested

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Time requested

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Purpose

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Number of guests

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Are you planning pool use (for staffing purposes)? YES or NO How

many guests are non-members? \_\_\_\_\_

I have provided complete and accurate information. If the Overlee Board accepts my rental request, I agree to abide by all of the Clubhouse and Pool Rules and I understand that failure to end my rental at the time specified above will result in an additional per hour charge of \$25. Failure to leave property clean (restored to the same condition prior to rental) with equipment properly stored will cause a forfeiture of the security deposit, at a minimum. I also understand that as the member renter, I must be present at all times during the rental period.

Signature

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