

THE CAPE CONDOMINIUM ASSOCIATION

CLUBHOUSE RENTAL RULES AND REGULATIONS

POLICY 98-02

The clubhouse is available for rent by Co-owners, who are not delinquent in payment of their association dues, for private parties/functions. The pool may be used during the rental (limited to no more than ten (10) guests at one time). Normal pool hours and rules will apply.

Rental applications will be processed by the Management Company. To secure reservation, all applications must be returned within ten (10) days following verbal requests. Reservations are taken on a first come, first serve basis.

The full amount of the rental fee and security deposit must be paid with the rental application.

The rental application must be filled out in its entirety.

The Co-owner renting the clubhouse assumes full responsibility for the actions of persons attending the party/function, and any damages and/or losses connected with the rental of the clubhouse and adjacent property.

The posted capacity of the clubhouse is forty (40) person(s).

Party/function may not extend beyond 1:00 a.m. All activities must be confined to the interior of the clubhouse after 11:00 p.m.

Party/function may not extend beyond the time specified on the rental application.

Co-owner renting the clubhouse must be in attendance during the entire period of the rental.

Rentals for teenage parties/functions must be made by and paid for by their Co-owner parent/legal guardian. The Co-owner parent/legal guardian and one other chaperone must be present during the entire rental period.

Alcoholic beverages may not be served to minors at any time. Alcohol may not be in or about the clubhouse grounds/premises at any time during teenage parties/functions.

Noise or music must be held to a reasonable level and shall not be disruptive to residents.

Dancing is not permitted in carpeted areas.

The fireplace may be used. Be sure the vent is open during use and closed afterwards. Turn off the gas prior to leaving.

The Kitchen facilities may be used only for warming or cooling of already prepared food.

Decoration may not be affixed to any painted surfaces.

Co-owners who rent the clubhouse are responsible to inform their guests of the parking regulations and shall be responsible to ensure guests park only in areas designated for overflow parking NO street parking is permitted.

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Clean-up shall be performed as follows:

Rentals occurring during the afternoon must be cleaned up within three (3) hours following party/function.

Rentals occurring in the evening must be cleaned up no later than noon of the day following the party/function.

Clean-up includes:

- ✓ Vacuum floors, clean kitchen floor (sweep & mop)
- ✓ Wipe clean all sinks and counter tops.
- ✓ Immediately clean up all spills
- ✓ Clean restrooms
- ✓ Refrigerator & oven wiped clean: stove and oven off.
- ✓ Restore furniture to original positions
- ✓ Remove all food, decorations, beverages, personal property, etc.
- ✓ Remove all trash from clubhouse (including restroom and lower level containers).

FAILURE TO PERFORM THE ABOVE CLEAN UP OR RESTORE THE CLUBHOUSE TO A SATISFACTORY CONDITION WILL RESULT IN FOREFEITURE OF SECURITY DEPOSIT.

Clubhouse must be properly locked and secured following rental. Windows and doors (up & down) must be locked; lights off; **heat set to 60 or AC set to 78 as weather permits**

Clubhouse key must be returned to _____ . This person will inspect the clubhouse to determine whether or not the security deposit will be refunded. *NOTE: You are not required to be present during the inspection. However, the person/persons named above are not required by this policy to inspect the clubhouse immediately upon receipt of key. If you (renter) would like to be present during the inspection it is your (renter) responsibility to schedule a day & time to accommodate the person/persons listed above to perform the inspection with you (renter) present.*

The Board of Directors reserves the right to refuse any rental request

The undersigned has read, understand, and agrees to abide by the rules and regulations stated above.

Co-owner Signature

Date

Co-owner address

POLICY APPROVED:

Attachments:

Clubhouse Rental Application
Clubhouse Check-list

THE CAPE CONDOMINIUM ASSOCIATION CLUBHOUSE CHECK-LIST

Attachment to The Cape Condominium Association Clubhouse Rental Rules & Regulations Policy 98-02

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The following check list should be used to capture any irregularities with the clubhouse facility before and after rental to insure re-imbusement of the security deposit. Please contact _____ before beginning your party or function if the conditions are not properly represented by the checklist below.

The rental agreement for the clubhouse requires this form to be complete. The first column agrees to the condition the facility was received in. At this point, any irregularities should be called to the attention of the Board Members and the rental coordinator. The second column gives the renter a list of items to that the clubhouse facility has been returned to its original condition. The third column confirms the condition of the clubhouse and releases the security deposit.

The security deposit will be returned based on the concurrence between the Co-owner and the rental coordinator using this checklist.

The Cape Condominium Association Clubhouse Checklist
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Answer each category YES or no. Please note any notations in category. Feel free to use the back of this sheet for any note(s) and or comments.

The Cape Condominium Association hopes that you and each of your guests enjoy your event.

	Initial	Renter	Completion	Notation (s)
Carpet Vacuum	YES no	YES no	YES no	
Note:				
Counter tops cleaned	YES no	YES no	YES no	
Note:				
Sink clean & empty	YES no	YES no	YES no	
Note:				
Microwave clean & Operational	YES no	YES no	YES no	
Note:				
Refrigerator clean & Operational	YES no	YES no	YES no	
Note:				
Stove/top clean & Operational	YES no	YES no	YES no	
Note:				
Furniture clean & in proper location	YES no	YES no	YES no	
Note:				
Fireplace clean & operational	YES no	YES no	YES no	
Note:				
Fireplace OFF	YES no	YES no	YES no	
Note:				
Furnace OFF/ON	YES no	YES no	YES no	
Note: HEAT SET AT A TEMPERATURE OF 60 depending on weather condition				
AC OFF/ON	YES no	YES no	YES no	
Note: AC SET AT A TEMPERATURE OF 78 depending on weather condition				
Temperature/ weather condition	YES no	YES no	YES no	
Note:				
Restrooms Clean	YES no	YES no	YES no	
Note:				
Trash receptacles empty & clean	YES no	YES no	YES no	
Note:				
Tile floor clean (kitchen/basement)	YES no	YES no	YES no	
Note:				
Deck area & furniture clean	YES no	YES no	YES no	
Note:				
Grounds area clean	YES no	YES no	YES no	
Note:				
Note:				
Note:				
Note:				

THE CAPE CONDOMINIUM ASSOCIATION

Clubhouse Rental Application

Co-owner Name: _____ Phone: _____

Address: _____

Date Requested: _____ From: _____ am/pm To: _____ am/pm

(Activity may not extend beyond 1:00am – confined to the interior of the clubhouse after 11:00pm)

Type of Party/Function: _____

Will alcohol be served? (Please check) Yes: _____ No: _____

Number of persons attending: _____ (Capacity of 40 persons)

(Co-owner must be present during the entire period of the rental)

Food will be: (Please check) Catered: _____ Warmed at Clubhouse: _____

Rental Fee: \$50.00 Security Deposit: \$100.00

The check or money order is to be made payable to:

The Cape Condominiums

Main Fees and Application to:

Leadership Management, Inc.

PO Box 307, Hartland, MI 48353

My signature indicates that I have read and understand the attached "Clubhouse Rental Rules and Regulations Policy 98-02 and understand that I must be in attendance during the entire period of the rental.

Co-Owner Signature

Date

ALLOW FOR TWO WEEKS FOR PROCESSING OF APPLICATION

Date fee and deposit received: _____ By: _____

Application: (Please check) Approved: _____ Denied: _____ Date: _____

Pick up keys at: _____ Return to: _____

Clubhouse inspected by: _____ Date: _____

Date deposit refunded: _____ Amount of refund: _____

THE CAPE CONDOMINIUM ASSOCIATION
Clubhouse Rental Application

Co-owner Name: _____ Phone: _____

Address: _____

Date Requested: _____ From: _____ am/pm To: _____ am/pm

(Activity may not extend beyond 1:00am – confined to the interior of the clubhouse after 11:00pm)

Type of Party/Function: _____

Will alcohol be served? (Please check) Yes: _____ No: _____

Number of persons attending: _____ (Capacity of 40 persons)

(Co-owner must be present during the entire period of the rental)

Food will be: (Please check) Catered: _____ Warmed at Clubhouse: _____

Rental Fee: \$50.00 Security Deposit: \$100.00

The check or money order is to be made payable to:

The Cape Condominiums

Main Fees and Application to:

Leadership Management, Inc.

PO Box 307, Hartland, MI 48353

My signature indicates that I have read and understand the attached "Clubhouse Rental Rules and Regulations Policy 98-02 and understand that I must be in attendance during the entire period of the rental.

Co-Owner Signature

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