

**THE CAPE CONDOMINIUM ASSOCIATION  
CLUBHOUSE RENTAL RULES AND REGULATIONS  
POLICY 3/2021**

The clubhouse is available for rent by Co-owners, who are not delinquent in payment of their association dues, for private parties/functions.

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 adjacent grounds. Charges may be assessed for damages.**

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

Party/function may not extend beyond 11:00 PM. All activities must be confined to the interior of the clubhouse.

**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.**

**No alcohol allowed.**

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.

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

**Decoration may not be affixed to any painted surfaces. No tape or tacks to be used on the walls.**

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. Utilize the area at the bottom of the hill behind clubhouse parking lot. **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 spill's 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 SATISFACTORY CONDITIONS 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 the lockbox. Maintenance will inspect the clubhouse to determine whether 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 event ending. If you (resident) would like to be present during the inspection it is your (resident) responsibility to schedule a day & time to accommodate the person/persons listed above to perform the inspection with you (resident) 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.

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Co-owner Signature

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Date

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Co-owner address

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## CLUBHOUSE CHECK-LIST

*Attachment to The Cape Condominium Association Clubhouse Rental Rules & Regulations  
Policy 3/2021*

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 Board Member before beginning your party or function if the conditions are not properly represented by the checklist below.

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.*

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

### Rental Check List

	OPENING	CLOSING	NOTES
CARPETS CLEAN	YES/NO	YES/NO	
COUNTERTOPS CLEAN	YES/NO	YES/NO	
SINK EMPTY AND CLEAN	YES/NO	YES/NO	
MICROWAVE WORKS AND CLEAN	YES/NO	YES/NO	
REFRIGERATOR CLEAN AND WORKS	YES/NO	YES/NO	
STOVE/OVEN CLEAN /WORKS	YES/NO	YES/NO	
FURNACE SET AT 60	YES/NO	YES/NO	
AC SET TO 78	YES/NO	YES/NO	
RESTROOMS CLEAN	YES/NO	YES/NO	
TRASH CANS CLEAN/EMPTY	YES/NO	YES/NO	
TILE FLOOR CLEAN	YES/NO	YES/NO	
DECK AREA CLEAN	YES/NO	YES/NO	
GROUNDS AREA CLEAN	YES/NO	YES/NO	

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Co-owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ From: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

*(Activity may not extend beyond 11:00 pm - confined to the interior of the clubhouse)*

Type of Function: \_\_\_\_\_ (Please check) Yes: \_\_\_\_\_ No: \_\_\_\_\_ Number of persons attending: \_\_\_\_\_ (Capacity 40

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

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

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

Please send separate checks or money orders made payable to:

**The Cape Condominiums**

Mail Fees and Application to:

**Leadership Management, Inc. PO Box 146,  
Gaines MI 48436**

**Or Email Dawn@leadershipmanagement.us**

***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 event.***

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

Amended and Approved 6/12/2024