

Colonial TOWNHOUSES COOPERATIVE

Clubhouse Rental Agreement

Damage Deposit

1. A one hundred fifty-dollar (\$150.00) damage deposit is required. Must be made with a **Personal Check, Certified Check or Money Order**, no cash will be accepted.
2. Damage deposit is due by the day the Clubhouse key is picked up. All deposit money will be refunded if the Clubhouse is left clean with no damage. If any of the stated rules are violated, your damage deposit will be subject to forfeiture in its entirety and you will be assessed any costs exceeding the deposit.

Rental Fee

1. A Thirty-dollar (\$30.00) Rental fee must be paid at the time of reservation. Acceptable forms of payment are **Cashier's Check, Money Order and Personal Check**,
2. No cash will be accepted.
3. Notice to cancel a reservation must be made at least ten (10) days before use, or rental fee will be forfeited in its entirety.
4. Community Room rental times are as follows:
Weekdays - Sunday through Thursday - 10:00 am-12:00 midnight.
Weekends – Friday & Saturday – 10:00 am -1:00 am.
5. Your event and cleanup must conclude within the above timeframe. Failure to comply, may result in the loss of your full deposit.

General

1. The Clubhouse is rented on a first come, first serve basis. Reservations may be made up to six months in advance.
2. The Clubhouse may only be rented by the person(s) whose name(s) appear on the Occupancy Agreement and that person(s) must present the entire duration of event.
3. Your account must be fully paid up with Colonial Townhouse Cooperative at the time reservation is made and when picking up the key. No outstanding balance due.
4. Occupancy Limits for event: (50) people for a business meeting and (35) people for a party.
5. Colonial Townhouses will not be held responsible for any loss or damage of personal property.
6. Member(s) will be held responsible for the actions of their guests.
7. You are responsible to ensure that your guests DON'T park in "numbered" parking spaces.
8. Member(s) will be responsible for any repairs necessitated by their own or their guests' negligence or misuse of the interior and/or exterior of the building and surrounding grounds.
9. All event activities MUST take place indoors.
10. Doors MUST be kept closed at all times (due to air conditioning, heat and noise factor).
11. Smoking (including medical marijuana or any other smoking devices) are not permitted (I.e. Pipes, cigars, cigarettes, vape pens etc.)
12. You may NOT have a "Pay" party, where admission is charged.
13. Any infraction of the Community Building rules may result in the loss of ability to use the Community Room in the future.
14. Facilities may only be used in a manner that does not disturb other residents or members. Amplified music, Loud singing, boisterous talk or other excessive noises are strictly prohibited.
15. Any person(s) under the age of 21 are not considered of legal age and not permitted to consume alcohol on property. Any person(s) consuming alcohol on property must follow the laws set forth by the State of Michigan.

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Clean-Up:

1. All furniture must be returned to the position you found it in.
2. All cleaning must be done immediately after your event is over.
3. All trash **MUST BE TAKEN OUT TO DUMPSTERS IMMEDIATELY** after event is over.
4. You must provide your own trash bags.
5. All tables used must be wiped off.
6. All Co-op property is to be washed and put away properly.
7. You must supply your own dish soap, towels, etc.
8. All floors are to be swept and damp mopped. Broom, dust pan, bucket, & mop are provided.
9. Clean out refrigerator, microwave, stove, sinks, and toilet bowl.
10. When leaving **MAKE SURE** all lights are out and all doors and windows are locked.
11. Rugs are to be vacuumed. (Vacuum is provided).
12. Minimum charge for cleaning is \$25.00.

Room:

1. *Only scotch tape is to be used for decorations and must be removed during cleanup.*
2. Care must be taken when using the counter tops. Cutting boards must be used when cutting food.
3. Hot pots/pans are not to be set on the counter without a towel or hot pad.
4. All furniture must be returned to the position you found it in.

PLEASE BE ADVISED THAT YOU WILL BE HELD LIABLE FOR ANY PERSONAL INJURIES RESULTING FROM THE CONSUMPTION OF ALCOHOLIC BEVERAGES SERVED ON THE PREMISES.

I do understand the above rulings regarding the rental of Colonial Townhouses Community Room, and I take full responsibility on the date specified below.

Date to be Used: _____

Address of member using clubhouse: _____

Signature of Member: _____

For Office Use Only

Rental Fee paid: _____ MO or Check # _____

Deposit paid: _____ MO or Check # _____

Date Key picked up: _____ Employee Initial _____

Date Key returned: _____ Employee Initial _____