

Fox Chase

*A Condominium Community
In Clinton Township, MI*

Office Phone 586-463-9270 fax 586-463-0905
www.foxchasecommunity.com

December 1, 2015

IMPORTANT NOTICE RULES REVISION CLUBHOUSE RENTAL

Enclosed are the revised rules regarding the rental of the clubhouse approved by the Board of Directors on November 2, 2015 and will go into effect January 1, 2016. They will replace pages 31 through 36 in your Community Guidelines. Please place these documents with your other important Fox Chase documents.

Board of Directors

cc: file

**FOX CHASE CONDOMINIUM ASSOCIATION
REQUEST FOR "BALLROOM" USE**

Name of Fox Chase Owner	Owner's Address
Phone Number	Purpose of Rental (be specific)
Date of Rental	(time) from (time) to
Number of persons attending _____ Will food be served? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, see below)	
"Ballroom" Users Only - Which of the following will be used by you or your caterers? (circle items)	
Stove Refrigerator Dishwasher Coffee Pot Disposal	

NOTE

IF ALCOHOLIC BEVERAGES ARE BEING SERVED, IT IS THE CO-OWNER(S)'S RESPONSIBILITY TO GUARANTEE THAT NO ONE UNDER THE AGE OF 21 IS BEING SERVED. IF THE CLUBHOUSE DIRECTOR OBSERVES THAT THIS REQUIREMENT IS NOT BEING ENFORCED, YOUR PARTY CAN BE TERMINATED IMMEDIATELY. THE USE, CONSUMPTION, OR DISTRIBUTION OF ANY ALCOHOLIC BEVERAGES ON THE PREMISES SURROUNDING THE CLUBHOUSE AREA IS STRICTLY FORBIDDEN. FURTHER, THE RENTER HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS FOX CHASE CONDOMINIUM ASSOCIATION, THE BOARD OF DIRECTORS OF FOX CHASE CONDOMINIUM ASSOCIATION, THEIR AGENTS, EMPLOYEES, ASSIGNS, SUCCESSORS, AND EACH CO-OWNER FROM ALL LIABILITY, IN LAW OR IN EQUITY, WHICH ARISES IN CONNECTION WITH THE USAGE OF ALCOHOLIC BEVERAGES IN THE CLUBHOUSE OR ON THE COMMON ELEMENTS PURSUANT TO THIS CONTRACT, INCLUDING COSTS, ATTORNEY FEES, AND OTHER EXPENSES ATTENDANT TO THE LEGAL REPRESENTATION OF THOSE INDEMNIFIED AND HELD HARMLESS HERETO.

MAXIMUM OCCUPANCY OF THE "Ballroom" IS LIMITED TO 84 PERSONS
BY ORDER OF THE FIRE MARSHALL

A \$50.00 NON-REFUNDABLE CANCELLATION DEPOSIT IS REQUIRED AT THE TIME OF RESERVATION. REFUNDS (IF THERE IS NO CANCELLATION) OF THE BALANCE OF THE SECURITY DEPOSIT WILL BE MAILED TO YOU FROM THE MANAGEMENT OFFICE WITHIN 30 DAYS AFTER THE EVENT.
DATE DEPOSIT RECEIVED _____

THE "BALLROOM" RENTAL FEE IS \$250.00 and a SECURITY DEPOSIT OF \$250.00 IS REQUIRED. BOTH THE RENTAL FEE AND SECURITY DEPOSIT MUST BE PAID AT LEAST 30 CALENDAR DAYS PRIOR TO THE RENTAL DATE.

CHARGES FOR THE DIRECTOR AND ASSISTANT ON DUTY WILL BE DEDUCTED FROM THE SECURITY DEPOSIT. ANY PART OF AN HOUR WILL BE CHARGED AS A FULL HOUR. Hourly rate is \$ 30.00 for the length of use. Any hourly charges beyond the coverage of the security deposit will be owed and paid by the co-owner resident. The Clubhouse and Ballroom must be vacated no later than 12:00 AM.
THERE ARE NO HOLIDAY RENTALS

NOTE: Refreshments (coffee) are not included. I have read the attached Fox Chase Clubhouse Rental Policy and I agree to abide by all its rules, regulations and stipulations. The rental fee and security deposit are to be paid to Fox Chase Condominium Association.

DATE	CO-OWNER(S) SIGNATURE
Rental Fee and Security Deposit	Verification of Association Fees Paid Current
Received by Management (Date) _____	

LESSEE DOES PERSONALLY ACCEPT RESPONSIBILITY FOR ALL DAMAGES TO THE COMMUNITY BUILDING (CLUBHOUSE), ITS FURNISHINGS OR PROPERTY WHICH MAY RESULT FROM THE USE OF OR ARISE OUT OF THE RENTAL OF THE PREMISES OR ADJACENT COMMON AREAS, AND AGREES TO BE LIABLE FOR ALL SUCH CHARGES EXCEEDING THE SECURITY DEPOSIT.

LESSEE ACKNOWLEDGES THAT HE/SHE HAS RECEIVED A COPY OF THE FOX CHASE CLUBHOUSE RENTAL POLICY AND AGREES TO ABIDE BY THE RULES CONTAINED THEREIN AND THE ADDITIONAL DIRECTIONS OF THE CLUBHOUSE STAFF, THE MANAGEMENT COMPANY OR POLICE, FIRE OR SAFETY OFFICIALS FOR THE SAFETY OF PERSONS AND/OR THE PROTECTION OF PROPERTY.

ONLY ACLING@ DECORATIONS ON CLUBROOM WINDOWS. NO HANGINGS OR POSTING OF BANNERS OR POSTERS IS ALLOWED ON THE WALLS. DECORATING IN THE BALLROOM LIMITED TO TABLE DECORATIONS OR FREE-STANDING ITEMS. No "CONFETT" IS ALLOWED.

THIS SIGNED CONTRACT MUST BE SUBMITTED NO LESS THAN 30 CALENDAR DAYS PRIOR TO DATE OF RENTAL WITH PAYMENT.

I/We herewith acknowledge that we have read and agree to be bound by all the Rules and Regulations and limitations regarding the use of the Fox Chase Condominium Clubhouse:

Co-owner(s) Signature

CLUBHOUSE DIRECTOR'S OR MAINTENANCE INSPECTION COMMENTS (AFTER USE)

DATE: _____

SIGNATURE: _____

**FOX CHASE CONDOMINIUM ASSOCIATION
CLUBHOUSE RENTAL RULES & INFORMATION**

1. The rental fee for the upper level includes the use of the ballroom, the living room area, the kitchen, entry, cloakroom and restrooms. Use of the conference room is not permitted.
2. The barrier gate at the head of the stairs is to be kept in place during the function. Guests and residents do not have access to the lower level. The party must furnish its own entertainment.
3. The resident is responsible for all facets of the activity and is required to be on the premises at all times during the function, including for any set-up time needed unless cleared by the director.
4. Table decorations and freestanding items are permitted. No tape or pins of any type are to be used. If seasonal decorations are a possibility check with the director to see if the clubhouse staff will be decorating.
5. Tables and chairs will be set up and taken down by the maintenance crew. If the tables must be moved during the function, there must be one person on each end and they must be lifted so as not to scrape on the floor. Caution should also be used when moving the chairs.
6. If any living room area furniture is to be moved, please check with the director and note the positions so it can be put back in place before you leave.
7. Use of the kitchen includes all the appliances plus a 90-cup coffeepot. Refrigerator and freezer may be used to store items a day in advance unless otherwise noted by the director. Stoves and ovens may be used for warming and reheating but not for long-term cooking. Eating and cooking supplies (plates & silver - pots & utensils) are not furnished, must be supplied by the renter.
8. Sideboards may be used except for items that are very hot, cold or too heavy for the safety of the glass tops. They cannot be moved.
9. Clean up: Kitchen must be restored to condition it was in before the function. Any spills in or on stove, on floor (including ballroom floor) must be cleaned but general sweeping will be done by maintenance. Trash bags must be taken to the Fox Chase dumpster. All decorations must be removed. When cleanup is done, resident is to inform the director and make an inspection tour before leaving.
10. As mentioned in the contract, if alcoholic beverages are to be served, it is the responsibility of the resident to enforce the legal age for drinking. It may be an advantage to enlist the aid of one or more responsible adults to help with this task. Guests should remain inside

the building, not on the grounds outside (no food or drink should be permitted outside and any outside litter is also the responsibility of the resident). Also be aware that **no gambling and/or wagering may take place on the premises.**

11.If for any reason, the party gets "out of hand," the director on duty has the right to terminate the party and/or call in police if necessary.

12.If the Fox Chase Co-owner who applies for the rental of the Clubhouse for a private party is not in attendance at the party from inception to end of the party, then the Association shall deem the owner in default of the rental agreement and forfeiture of the security deposit will be mandatory. Also, if the owner renting the clubhouse is not in attendance as outlined above, the Clubhouse Director(s) may terminate the party and ask all guests, caterers, etc. to vacate the premises within one hour of the Clubhouse Director's notice of terminating the party.

Exceptions to the above policy will only be considered regarding forfeiture of the Security Deposit on a case-by-case basis if there is "reasonable" evidence satisfactory to the Board that an "emergency" or dire circumstance prevented the owner from attending the party.

13.Co-owner is responsible for assigning someone to assist guests with parking. Illegal parking will result in additional fees.

14.Refunds of the Clubhouse "Rental Fee" will not be made for ANY reason once the party or event has commenced.

A Cancellation Fee will be charged if the Co-owner cancels rental:

\$50.00 NON-REFUNDABLE CANCELLATION FEE AT TIME OF RESERVATION.

AND

Forfeiture of the \$250.00 Rental Fee if cancellation notification received less than two (2) weeks prior to the rental date, unless the Clubhouse can be rented to another Co-owner. Then (A) applies. ALL refund requests for return of Rental Fee and/or Cancellation Fee, when less than two (2) weeks' notice is received, must be made in writing to the Fox Chase Board of Directors.

I have read these rules and agree to comply with them and to be responsible for my guests.

Signature

Date

Copies of ALL 4 pages of Contract & Rental Rules given to Renter for reference Prior to Party.

FOX CHASE CLUBHOUSE RENTAL EVALUATION

Please complete this form and drop it in the maintenance mail slot

Date of Rental _____ Room _____

- | | | | |
|----|---|-----|----|
| 1. | Was the table set up as you requested? | Yes | No |
| 2. | Were the items you requested available? | Yes | No |
| 3. | Was the room in acceptable condition? | Yes | No |
| 4. | Was the Clubhouse Director readily available? | Yes | No |
| 5. | Were the appliances clean? | Yes | No |
| 6. | Were the rest rooms clean? | Yes | No |
| 7. | Were there sufficient supplies? | Yes | No |
| 8. | Would you consider renting the room again? | Yes | No |

If no, please explain _____

Signature of Co-owner

Date

Thank you for your comments. Fox Chase Board of Directors

CHECK LIST FOR AFTER PARTY RENTAL

Rental Resident Name _____ Date _____

1. Bathrooms (both men and women)
 - a) Need toilet paper _____ Need paper towels _____ . (Yes or no)
 - b) Needs wiping up (sink _____ floor _____ mirror _____) (Yes or no)
2. Kitchen
 - a) Stoves (Need cleaning - yes or no)
 - Tops _____
 - ovens _____
 - b) Refrigerator _____ . (Needs cleaning - yes or no)
 - c) Trash emptied _____ . (Yes or no)
 - d) Floor _____ . (Needs sweeping - yes or no)
 - e) Counter tops _____ . (Cleaned-yes or no)
 - f) Coffee pot(s) _____ . (Cleaned-yes or no)
 - g) Sliding window closed & locked _____ (Yes or no)
3. Ball room
 - a) Floor needs sweeping _____ . (Yes or no)
 - b) Floor needs mopping _____ . (Yes or no)
4. Doors Closed and locked _____ . (Yes or no)
5. Cloak room (all items returned and personal items removed) _____ . (Yes or no)
6. Foyer
 - a) Needs Sweeping, Mopping _____ (Yes or no)
7. Conference room adjacent to living room _____ . (OK?)
8. Furniture in order _____ ? (Yes or no)

Signed _____, _____
 Clubhouse Director _____ Renter _____

CC: Renter
 Copy left for maintenance

Comments by maintenance _____

Hold Deposit check: _____
 Signature

NOREFUND OF DEPOSIT UNTIL THIS FORM IS SUBMITTED WITH APPROVAL TO MANAGEMENT.

Refund of \$ _____ sent _____