

COLONIAL TOWNHOUSES COOPERATIVE COMMUNITY BUILDING RULES AND FEES

FEES:

1. Damage Deposit
A one hundred fifty dollar (\$150.00) damage deposit is required. A personal check, certified check or money order must be used, no **cash will be accepted**. Damage deposit is due by the day the keys are picked up. All deposit money will be refunded if the *room is left clean and there is no damage*. If any of the stated rules are violated, your damage deposit will be subject to forfeiture and you will be assessed any costs exceeding the deposit.
2. Rental Fee
A Thirty dollar (\$30.00) Rental fee must be paid at the time of reservation. Member must cancel within ten (10) days before use, or rental fee will be forfeited.

HOURS:

1. Weekdays and Evenings (Sunday through Thursday) – 10:00 am to 12:00 midnight.
2. Weekends (Friday and Saturday) – 10:00 am to 1:00 am.
3. You must conclude your event and cleanup within the time above, failure to comply may result in the loss of your deposit.

RULES:

GENERAL

1. The community building will be rented on a first come, first serve basis. Reservations can be made up to six months in advance.
2. The community building may be rented only by the person or persons whose name appears on the Occupancy Agreement and they must present at all times.
3. You must be fully paid up on your account with Colonial Townhouse Cooperative at the time the reservation is made and when picking up the key.
4. There are to be no more than fifty (50) people for a meeting function-and no more than thirty five (35) for a party.
5. The Cooperative will not be responsible for the personal property of Members or guests.
6. Members will be held responsible for the actions of their guests.
7. You are responsible to make sure that your guests do not park in numbered spaces in the parking lots.
8. The Member will be responsible for any repairs necessitated by their own or their guests' negligence or misuse to the interior and exterior of the building and surrounding grounds.
9. The party MUST stay in the building.
10. Doors MUST be kept closed at all times (because of air conditioning, heat and noise factor).
Facilities may be used only in a manner as not to disturb other Members.
11. Loud singing, amplified music, boisterous talk or other disturbing noises are strictly prohibited.
12. A person may not have a "Pay" party.
13. Any persons consuming alcoholic beverages must obey the laws of the State of Michigan. Any person under the age of 21 is considered not of legal age and may NOT drink on the property.
14. Smoking (including Medical Marijuana or any other smoking devices) is not allowed (pipes, cigars, cigarettes, etc.)

ROOM:

1. *Only scotch tape is to be used [or 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. Hot pots or pans are not to be set on the counters without hot pads or other protection to keep counters from getting burned.
3. ALL FURNITURE MUST BE RETURNED TO THE POSITION YOU FOUND IT IN.

CLEAN-UP:

1. ALL CLEANING MUST BE DONE IMMEDIATELY AFTER FUNCTION IS OVER.
2. All trash MUST BE TAKEN OUT TO DUMPSTERS IMMEDIATELY after party or function is over. You must provide your own trash bags.
3. All tables used must be wiped off.
4. All Cooperative property is to be washed and put away properly.
5. You must supply your own dish soap, towels, etc.
6. All floors are to be swept and damp mopped. Broom, dust pan, bucket, & mop are provided.
7. Be sure to clean out the refrigerator, microwave, stove, sinks, and toilet bowl.
8. When leaving MAKE SURE all lights are out and all doors and windows are locked.
9. Rugs are to be vacuumed. (Vacuum sweeper is provided).
10. MINIMUM CHARGE FOR NOT CLEANING OR DAMAGE IS \$25.00.

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

Any infraction of the community building rules may result in the member never being able to have use of the community building again.

I understand the above rules regarding the rental of Colonial Townhouses Community Building and I take full responsibility on the date specified below.

Date to be used: _____

Name of Member assuming responsibility for Rental: _____

Address of Member using Community Room: _____

Signed: _____

Phone #: _____

Rental Fee paid: _____

Damage Deposit paid: _____

Date key picked up: _____

Date key returned: _____