



FOX HILLS COMMUNITY HOUSE | 1822 Fox River Drive | Bloomfield Hills MI 48304

## FOX HILLS COMMUNITY HOUSE: RULES & REGULATIONS 2023

### I. MEMBERS IN GOOD STANDING

The use of our Community House can be provided gratis to any Fox Hills organization provided if (1) it is approved by the Community Associations' Board of Trustees, (2) a Member in Good Standing will be responsible and in attendance of said functions, and (3) upon posting the Security Deposit. Paying users will get priority over gratis users, unless within two weeks of the function. Any exceptions must have our Community Associations' Board of Trustees approval.

### II. RENTAL

Reservations for our Community House are made through our Community House Coordinator. Reservations for all private parties will be subject to approval by our Fox Hills' Community Association Board of Trustees. Only Members in Good Standing will be allowed to reserve our Community House and sign the Rental Agreement. These Members in Good Standing MUST BE in attendance during the functions - they cannot sign for a group outside of Fox Hills.

### III. RENTAL FEES

**1. CLUBHOUSE RENTAL FEES:** The use of our Community House is made available to Members in Good Standing for their personal use. A rental fee of Two Hundred Dollars (\$200.00) from May – September and One Hundred Twenty-Five Dollars (\$125.00) from October – April per day each payable by check to: Fox Hills Community Association. A signed Rental Agreement along with two (2) checks for the Rental Fee and Security Deposit amount MUST BE received no later than Seven (7) days prior to the Event.

**2. SECURITY DEPOSIT\*:** Accompanying this agreement, a Security Deposit of Two-Hundred Dollar (**\$200.00**) Security Deposit refundable to the Renter. All sections of this Agreement must be adhered to or renter will forfeit the \$200 Security Deposit. In the event of damage or breakage not covered by the Security Deposit, renter will make full retribution for any additional necessary repairs and costs over and above the amount of deposit.

### 3. CLEANING FEE:

The user shall be responsible during the use of the Community House for the care, damage, phone use, and clean up afterward. A cleaning service fee will be deducted from the Security Deposit\* if our Community House is not cleaned in accordance to the Rental Agreement checklist.

**RENTER INITIAL** \_\_\_\_\_

### IV. CANCELTION POLICY

Your Community Association has the right to terminate a function if they determine the function is not in the best interest of our Community and/or if the member renting the Community House pool is not in attendance. A cancellation fee of \$25.00 will be imposed only if someone else has requested the same date and the original requester confirms his or her date and ultimately cancels.

### V. TEEN FUNCTIONS

The Community House must be vacated by 12:00 midnight. The Rental Agreement must be signed by the responsible Member in Good Standing who must always be in attendance as chaperone.

### VI. DECORATIONS

Decorations shall be limited to specific areas: tabletops, counter tops, and fireplace. Nothing will be allowed on the floors, ceilings, or walls.

**RENTER INITIAL** \_\_\_\_\_

### VII. LIABILITY

Our Fox Hills Community Association and Board shall not be liable for the safety of persons or property using our Community House. The user assumes all responsibility and liability for the safety of persons in attendance and the property of the same persons.

### VIII. SMOKING

There is NO SMOKING inside the Community House or outside of the building including the Pool Area.

### IX. CLUBHOUSE FRONT LAWN RULES/REGULATIONS

**RENTER INITIAL** \_\_\_\_\_



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If you have one large or several tents erected onto the lawn areas in front of or alongside of our Community House that requires using long metal spikes pounded into the ground to hold the tent(s) in place, these lawn areas contain underground sprinkler piping that if damaged due to these actions, some or all of your deposit will be used to make any necessary repairs. The sprinkler head tops are visible. However, we do not have an underground piping layout. After the equipment is removed, our sprinkler contractor manually cycles the underground sprinkler system to determine if there are any leaks and repairs them as required, both actions incur a cost to the Fox Hills Community.

- If the tent(s) is/are erected over a weekend, you are requested to have them removed by Monday morning prior to 9:00 AM so our lawn cutting contractor can complete their services as per our current Agreement with them.

**X. POOL / PAVILION**

**RENTER INITIAL** \_\_\_\_\_

Rental of our pools with our Community House is permitted with authorization of the Pool Manager. NO WET SWIM ATTIRE will be allowed in the Community House. Use of the pool facilities is not included in the rental of the clubhouse and pavilion. The Member in Good Standing must sign in all Guests at the gate prior to entering the premises. Non-Residents are charged a guest fee of \$3 per person upon entering the premises. Payment will be made directly to the lifeguard shack via cash or check.

**XI. TRASH**

**RENTER INITIAL** \_\_\_\_\_

All trash must be removed from premises and taken home as there is no trash pickup at our Community House. Any trash left inside the building or in the trash bins outside violates this contract and may result in forfeiture of the Security Deposit.

**XII. PARKING:**

**RENTER INITIAL** \_\_\_\_\_

Members in Good Standing and their Guests shall not drive or park on our Community House lawn and/or sidewalk areas. This includes any vendors/suppliers that the Member in Good Standing is using for the Event. Failure to comply will result in a full forfeiture of the Security Deposit

**GUEST PARKING:**

**RENTER INITIAL** \_\_\_\_\_

When guest vehicles exceed the spaces of our Community House Parking Lot, parking is allowed on Fox River Drive only in the following areas:

- East side of Fox River Drive from Oakbrook Drive to Hunters Ridge Drive facing vehicle traffic direction.
- Along the South Side of both Weybridge and Rolling Rock Drives at their intersection with Fox River Drive for the first three (3) properties facing vehicle traffic direction.
- Vehicles shall be parked in our Community House parking lot in the indicated spaces and not on our common lawn areas to prevent damage to the in-ground sprinkler heads, plantings, etc.
- This includes the sidewalk from our Community Houses' front door to the parking lot as well as to Fox River Drive.

**XIII. PRE/POST PART INSPECTION**

Your Community House Coordinator shall inspect the conditions of our Community Houses' interior and exterior as well as the adjacent parking lot/lawn/sidewalk areas before and after each event. Any and all issues found in regard to the interior and/or exterior of the building and property and/or failure to comply with the Rental Agreement may result in forfeiture of the Security Deposit.

**XIV: PAYMENT**

**RENTER INITIAL** \_\_\_\_\_

All payments are accepted in the form of Check, Cashier's Check and/or Cash. All personal checks are cashed within ninety (90) days of the event. Member in Good Standing will be responsible for any occurred fees for returned checks. The Security Deposit will not be returned until payment has been cleared.



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**FOX HILLS COMMUNITY HOUSE: RENTAL AGREEMENT 2023**

Resident Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Event Type: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event will take place between the hours of \_\_\_\_\_ and \_\_\_\_\_ (Not including set up/cleanup)

Is this a Teen event?      YES      NO                      Will the chaperone be onsite?      YES      NO

*(Renter to initial before each statement)*

\_\_\_\_\_ **Renter** understands that our Fox Hills Community Associations' Board reserves the right to approve or disapprove any function not conforming to the Fox Hills Homeowners Association Clubhouse Rules & Regulations.

\_\_\_\_\_ **Renter** understands that no one is allowed in the pool area without prior Pool Manager approval AND a lifeguard on duty on the premises.

\_\_\_\_\_ **Renter** understands that all trash must be taken from the premises and not left on site. Failure to comply will result in forfeiture of the Security Deposit.

\_\_\_\_\_ **Renter** has read and understands the Parking Policy which includes no motor vehicles shall drive on our concrete sidewalk and lawn areas. Failure to comply will result in forfeiture of the Security Deposit.

\_\_\_\_\_ **Renter** understands that the Rental Fees and Security Deposit are:

- In Season Rental (May – September):    \$200
- Off Season Rental (October – April):       \$125
- \*Refundable Security Deposit:                \$200

All funds are Payable in Cash/Check. Rental Fee and Security Deposit must be on (2) different checks.

All checks are deposited within 30 days of the event.

Make checks Payable to:    **FOX HILLS COMMUNITY ASSOCIATION**

**RENTER:** Please initial & sign pages 1-3 and return to the Community House Coordinator along with the Security Deposit Check and Rental Checks.

**MAIL TO/DELIVER TO:**      Jane Lowell, 563 Sedgfield Dr Bloomfield Hills, MI 48304

✓ I have read the Fox Hills Community House Rules and Regulations. I understand and agree to the conditions and acknowledge responsibility for both my guests and my own abidance to them.

✓ Abuse of property or failure to follow said rules may result in a full loss of Security Deposit (\$200) plus full cost of any damages incurred/lien on property.

**Printed Name:** \_\_\_\_\_ **Check #'s:** Rental Fee # \_\_\_\_\_ Deposit # \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_