



# Forest Lake

Forest Lake Property Owners' Association  
6180 Bobcat Tr., Alger, MI 48610 989-836-2155

## F.L.P.O.A. FACILITIES RENTAL AGREEMENT

Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_ am / pm

Name \_\_\_\_\_ Member #: \_\_\_\_\_

Home Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ CHECK # \_\_\_\_\_

RENTAL FEE \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ CHECK # \_\_\_\_\_

**Rental fee must be paid in full at least 1 week prior to event**

Purpose of Rental: \_\_\_\_\_

### Clubhouse

\_\_\_\_\_ 4 Hour Rental \_\_\_\_\_ (Members: \$150.00 rent + \$250.00 security deposit)

\_\_\_\_\_ All Day Rental \_\_\_\_\_ (Members: \$300.00 rent + \$250.00 security deposit)

\_\_\_\_\_ Prior Day Setup \_\_\_\_\_ (If available: \$50.00 rent with 4 hour maximum)

### Park Pavilion

\_\_\_\_\_ All Day Rental \_\_\_\_\_ (Members: \$75.00 rent + \$100.00 security deposit)

### Clubhouse Park & Serving Area

\_\_\_\_\_ All Day Rental \_\_\_\_\_ (Members: \$25.00 rent + \$25.00 security deposit)

### Barbeque Pit

\_\_\_\_\_ Barbeque Pit #1 \_\_\_\_\_ (Members: \$25.00 rent + \$25.00 security deposit)

\_\_\_\_\_ Barbeque Pit #2 \_\_\_\_\_ (Members: \$25.00 rent + \$25.00 security deposit)

### Sandhill Crane Park Pavilion "A" (West End)

\_\_\_\_\_ All Day Rental \_\_\_\_\_ (Members: \$22.00 rent + \$20.00 security deposit)

### Sandhill Crane Park Pavilion "B" (West End)

\_\_\_\_\_ All Day Rental \_\_\_\_\_ (Members: \$22.00 rent + \$20.00 security deposit)

**WHEN RENTING ANY ASSOCIATION FACILITIES, THE FLPOA REQUIRES A CERTIFICATE OF HOMEOWNERS LIABILITY INSURANCE OF AT LEAST \$300,000.**

**You must read & sign the reverse!**

## Terms & Definitions:

**Seating capacity of the Clubhouse is limited to 150 & is a NON-SMOKING facility.**

**If this number is exceeded, your security deposit will be forfeited.**

**The BOD have scheduled meetings every second Saturday (March, May, July, August, October, and December). If you wish to rent on those days, you understand that you will have to wait until after the meeting has adjourned.**

- a) **Entire Day** means from 8AM to Midnight. Cleanup is to be done from Midnight to 1AM. Any time past 1AM will be charged at the rate of \$50.00 per hour or part thereof.
- b) **Members** means a property owner (as defined in the current by-laws) in good standing who wishes to rent the facility for a personal or family related activity.
- c) **Other Use** means a **non property owner** wishing to use the facility or a property owner or co-owner currently in good standing wishing to use the facility for activities for any reason other than personal or family nature, such as a company get-together.
- d) **Clubhouse** means the entire building. This includes the use of the kitchen, stove, oven, refrigerator, coffee maker, tables & chairs, 2 large black floor fans and bathrooms. Use of any other items found in the kitchen area is prohibited. You must supply your own dishes, cooking utensils, pots & pans and silverware.

### **THE OVENS AND KITCHEN AREA MUST BE LEFT CLEAN, OR YOUR SECURITY DEPOSIT WILL BE FORFEITED.**

- 1) If you want to get into clubhouse the night before to decorate, you must contact the office or security and make arrangements. Due to conflicts, this might not always be possible to arrange.
- 2) A walk-through inspection will be done prior to renting with a Forest Lake Representative and any damage or irregularities must be noted on the inspection sheet at that time. This is for your protection. If damage is discovered after you rented the hall and it is not noted on the sheet, we must assume it was caused by you, and part or all of your security deposit will be used to repair it.
- 3) If there is no damage, deposits will be returned within one week after use of facilities. Final inspection of facilities and equipment used must have been completed and approved by the Forest Lake Association Representative.
- 4) Unless otherwise occupied, the clubhouse will be available free of charge for any property owner in good standing who wishes to use it for a property owner's 50<sup>th</sup> Wedding Anniversary or for a property owner's and/or spouse's funeral reception. The security deposit, however, will still be required.
- 5) The rental of the Clubhouse may include the presence of an appointed F.L.P.O.A. representative.

### **DO NOT MOVE THE COMPUTER CLUB COMPUTER CABINET.**

Any movement of this cabinet will result in the deposit being forfeited.

The Lessee agrees to the following conditions:

- a) To inspect in the presence of a Forest Lake Association Representative, the facilities I wish to use just prior to said use & immediately after said use. Signature is required on pre and post checklist.
- b) I accept the responsibility for returning the Clubhouse, as well as any other facilities or equipment used, to the same condition as I found it.
- c) If it is determined that the facility or equipment rented is not in the same condition as originally rented, I agree to forfeit any or all of my security deposit and agree to reimburse the F.L.P.O.A. for all additional costs incurred to clean, repair or replace facilities and/or equipment required in order to return the items in question to their condition prior to my rental.
- d) I agree to be responsible and pay for any personal injury, bodily injury, sickness, disease, death or property damage including consequential loss arising out of, or in any way due to or resulting from my rental, lease, use or occupancy, or that of my guests or invitees, of F.L.P.O.A. premises, facilities, property, supplies or equipment and the extent permitted by law, to release, defend, protect, indemnify and hold harmless the F.L.P.O.A., its Directors, officers, employees, volunteers, members, representatives and agents and their heirs and assigns, from and against any and all demands, claims or suits, including all costs thereof, relating thereof, relating thereto or resulting therefrom.
- e) I am aware that I must not allow the serving of any controlled substance to minors. It is the responsibility of the lessee to assure compliance.
- f) I am aware that as the lessee, I must be present in the clubhouse throughout the duration of use. I will not leave the premises until Forest Lake Security arrives and secures the premises.
- g) I am aware that all locked closets and locked cabinets are not to be violated.
- h) I will not use any equipment or facilities other than as specified.
- i) The tables and chairs are for use by everyone, but must be protected from damage.  
***Do not sit or stand on any tables. They will break and you will pay to replace them.***
- j) The telephone is for emergency or local use only. Any violation will be traced back and charged to you.

*I hereby state that I have read and agree to all of the foregoing terms and conditions.*

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Office

\_\_\_\_\_  
Date