

**TOWNHOUSE PLAZA COOPERATIVE
COMMUNITY BUILDING RENTAL**

RENTAL FOR TOWNHOUSE PLAZA MEMBERS: \$75.00, check or money order

SECURITY DEPOSIT: \$100.00 check or money order

.....

*RENTAL FOR TOWNHOUSE GREEN: \$165.00 check or money order

SECURITY DEPOSIT: \$150.00 check or money order

.....

For all events, even those held in the parking lot exclusively, a normal rental process is required. Events in the parking lot will be charged as a single unit and the rental fees and deposits must be paid prior to the date and the normal registration must also take place. All rules and regulations regarding clubhouse rental apply also to the use of the parking lot. Failure to leave both areas clean and intact will result in forfeiture of the deposit and possible loss of future use of clubhouse.

The building must be vacated by 12:30 am. Failure to vacate will result in fees for additional maintenance costs and could also result in the loss of security deposit.

Members of Townhouse Plaza may not rent the Community Building for someone else; this includes any member of Townhouse Plaza renting the Community Building for a member of Townhouse Green. Only Members themselves of Townhouse Green have the right to reserve the Building and no one else. Any violations of this rule will result in the Member being excluded from renting the Community Building in the future and forfeiture of the deposit.

The Board of Directors and our Maintenance staff/and or Office staff reserve the right to insure that the person renting the building is physically within the Community Building at all times during the rental period.

A deposit is required to put a date on hold. The deposit will be returned to the lessee when key is returned to office next business day after the event, providing the building was left in the condition it was found and no damages were done and all decorations taken down inside and outside and disposed of by the lessee. Should there be any damages or an unkempt condition left behind, the deposit will be retained for this and

Townhouse Plaza will have the right to any legal action, if necessary, to obtain further damage costs, and also Townhouse Plaza reserves the right to refuse future rentals to the offending party.

A 48 hour prior notice must be given when canceling reserved date. Failure to notify Townhouse Plaza Office of the cancellation will cause forfeiture of said deposit.

ALL DEPOSITS AND FEES MUST BE PAID WHEN KEYS ARE PICKED UP.

OTHER RULES AND POLICIES AND REGULATIONS

1. The Community Building will be rented **only** for events such as; baby showers/bridal showers/sales demonstrations, small family gatherings and parties. It will not be leased for **stag parties, rock parties; large gatherings where the capacity of the building is as such that it may violate the Fire Marshall's Rules.**
2. There will be no **live bands** permitted in the building at any time. Bands will cause forfeiture of deposit.
3. The use of stereo equipment, radios, phonographs, records, DVD's, tapes is acceptable providing the volume is kept to such a degree as not to disturb **ANY** resident in either surrounding residential areas of Townhouse Plaza and Townhouse Green. Excessive noise of any kind will result in forfeiture of the deposit.
4. The Board of Directors of Townhouse Plaza Cooperation will NOT tolerate damages(s) of any kind to the Community Building. All damages will be deducted from the security deposit.
5. The individual renting the building will not under any circumstances, give the keys of the building to any other person. The member of either Cooperative who rented the building is solely responsible for the good care of the facilities and building and observations of the rules governing the clubhouse use. The person renting the building **MUST** be present in the building at all times.
6. The person or persons renting the building may **not** under any circumstances charge a fee of any kind to persons entering the building during their rental period.
7. When renting the Community Building, your guests must be instructed not to park in other member's addressed and marked private parking spaces. This applies to Cooperative, Townhouse Plaza or Townhouse Green. All violators will have their vehicles **towed away and at their expense.** There is a parking lot just adjacent to the Community Building and also any vacant "Visitor" spots.
8. The building will be inspected before you receive your deposit refund. Any cleaning or repairs that must be performed by Townhouse Plaza personnel will be deducted

from your deposit. **All cleanups immediately after your rental are your responsibility.** Leave the building in the same condition you find it in.

9. The person(s) renting the building must return the keys to the Townhouse Plaza Office on the first business day following the rental date. Failure to return the key at this time will result in the forfeiture of your security deposit.
10. The person(s) renting the Community Building **MUST** bring to their occasion, all their own supplies. The Cooperative does not supply any supplies, including toilet paper, paper towels/garbage bags, ashtrays, cleaning supplies or utensils, etc. of any kind. A clean facility is what is being rented for the occasion, only.
11. The person(s) renting the building **MUST** vacate the facility by 12:30 AM.
12. Our fireplace is artificial so **do not attempt to use the fireplace in any way, especially to burn.**
13. Any signs, balloons or anything else pertaining to the rental of the building are not allowed unless immediately removed after the rented occasion, which includes any directional signs or lead-in signs on the Courts or entrance of complex. **Do not nail, glue, paste or tape any decorations to the walls and ceilings.** Should the personnel have to clean these types of items up on the next work day; a charge will be applied to the person(s) who rented the building. Should you need to instruct your guests to the proper court, a sign is on Kelly Road depicting Townhouse Plaza Cooperative and another sign at Court #3 is the direction, and if necessary, make your guests a map.
14. The Security deposit may be retained should this policy be neglected.
15. Enjoy your visit to our facility and we encourage you to come often. This building is yours to enjoy with your family and friends.
16. No animals of any kind permitted unless needed by blind or other handicap allowed by law.

Sincerely,

Members and Board of Directors of,
Townhouse Plaza Cooperative
19000 Highlite Drive South
Clinton Township, MI 48035

**THIS PORTION TO BE COMPLETED BY MEMBER
AND RETURNED TO BUSINESS OFFICE**

Name: _____ Phone: _____

Address: _____ Unit #: _____

Purpose of Rental: _____

THP Rental Fee \$75 Check #: _____

THP Deposit \$100 Check #: _____

THG Rental Fee \$165 Check #: _____

THG Deposit \$150 Check #: _____

I, _____ hereby state that I have read and fully understand and agree to all the rules and regulations of Townhouse Plaza Cooperative; and I agree and will be responsible for the actions of all my guests and family and the property of Townhouse Plaza Cooperative Clubhouse and grounds and parking lot.

I also understand any damages to the property and or violations of the rules will be cause for the forfeiture of the deposit (amount above) and for any other charges for any damages.

Signature Date