



Cordwood Point Member Association
P.O. Box 201, Cheboygan, MI 49721
www.cordwoodpt.org

CLUBHOUSE RESERVATION & RULES

Use of the Clubhouse: Cordwood Point Association members, in good standing, have the privilege of reserving the association clubhouse for personal use, on a first-come-first-serve basis. The clubhouse is not meant to be used for business purposes. **Under no circumstances is the clubhouse to be used for a member event unless this form (contract) is signed and the deposit made.** This contract covers the day of the event only. If you wish to "set-up" the night before, please contact the clubhouse coordinator. Keep in mind that if you leave items overnight, you do so at your own risk. A sign will be posted that the clubhouse is reserved.

The clubhouse can be reserved at anytime the clubhouse is open except for the following exceptions:

- a) The 1st and 3rd Saturdays of each month, after 5:00 P.M. May thru October.
- b) The last Saturday in June.
- c) The last Saturday of each month from 9:00 A.M to 11:00 P.M. ***Exceptions may be made with prior coordination with clubhouse coordinator.***
- d) The first Saturday in November, after 4:00 P.M.
- e) At anytime which would conflict with other scheduled association events?

Submitting Your Request: This reservation must be presented to the Clubhouse Coordinator for approval, with at least a 48 hour notice prior to the event. Your reservation may be made out for anytime between 8:00 A.M. to Midnight. This contract covers the day of the event only. If you wish to "set up" the night before, please contact the clubhouse coordinator.

A \$40 clubhouse security deposit must accompany the reservation request. This deposit will be returned, subject to a satisfactory clubhouse inspection for sanitation, cleanliness, orderliness, and the internal and external condition of the property. All association utensils, equipment, and furniture is expected to be present and in order. Park furniture, if moved for your event, must be moved back to its original location.

Clubhouse Rules:

1. The association member adheres to the state license for a **maximum occupancy** of 60 people.
2. The association member is in charge of their event.
3. The association member must be at the function at all times to assure that all attendees act in a civil manner, and that all clubhouse and park rules are followed.
 - a) All children under 12 years of age are to be accompanied by an adult, 18 yrs old or older.
 - b) No glass beverage containers are allowed on the premises.
 - c) No pets are allowed in the clubhouse. Pets are allowed in the park if kept on a leash at all times.
 - d) No open fires are allowed in the park, with the exception of the permanent grills and fire pit at the beach.
 - e) Loud noise and music that interferes with the peace of adjoining property owners is prohibited. The association "Noise Curfew" begins at 10:00 P.M. or sundown, whichever occurs first.
 - f) The responsible person(s) must **bring their own cleaning materials**, a broom, mop/bucket, wash cloths or sponges, trash bags etc., and assure the hall is properly cleaned after use. The Clubhouse and park are to be cleaned **immediately after your event.**
 - g) Association members are to remind their guests that they are to adhere to association rules and obey **all subdivision speed and traffic laws.**

With this clubhouse reservation, I understand that I will adhere to the Association clubhouse policies and rules, and be fully responsible for any liabilities that may arise from this event. I further understand that I hold the Cordwood Point Association harmless from any activity which causes any personal harm to attendees or property damage arising from this event. I further understand that I am responsible for all expenses, due to any injured persons or damages to property or equipment.

Association Member: Print _____ Signature _____

Date of Request: _____ Date for Reservation: _____

Time to be Reserved: From _____ To _____ Number in Party (60 Max.): _____

Clubhouse Coordinator's Signature: _____ Approved: ____ Disapproved: ____ , (Why?)

Condition of Clubhouse upon inspection: Date: _____ Satisfactory ____ Unsatisfactory: ____

Issues (if any):

Deposit Return Date: _____ Signature for Reimbursement: _____ Amount: \$ _____

