

CLUBHOUSE RULES / RENTAL AGREEMENT FOR FOREST HILLS OF LONDONDERRY CONDOMINIUM ASSOCIATION

The Forest Hills Condominium Association welcomes and encourages its residents to make use of its clubhouse for private functions when an “outside the home” venue is preferred. Prior to reserving the clubhouse, each renter-to-be needs to read the following clubhouse rental policies. Next, that person signs and submits the last page of this document to a clubhouse committee member to indicate his / her willingness to comply with our association’s policies. This signed paper with the date and time of the event plus fee payments (discussed below) assures your reservation on the community calendar.

I. WHO CAN RENT

All rentals must be sponsored by a homeowner at Forest Hills (FH) and must be for his/her own use for private social events. This sponsor must remain in attendance throughout the event. The sponsor’s friends and associates in attendance are not required to be homeowners at FH. Fund raising events are allowed at the clubhouse as long as they are rented and hosted by a Forest Hills resident.*

The clubhouse CANNOT be rented for:

- a) any public event.
- b) the selling of a product or service.
- c) more than 60 people.

II. THE SOCIAL LADDER

Reservations for the Association’s social activities (such as Friday Night socials, dinner parties, Christmas tree lighting / takedown, holiday celebrations, Super Bowl etc.) as well as formal Association events (such as BOD’s committee and annual meetings, guest speakers etc.) will have priority over reservations for association clubs and individual hosted activities.

III. CURRENT RENTAL FEES

Upon booking, the resident is required to pay a clubhouse committee member a rental fee of \$50.00 and a separate returnable \$100.00 deposit. The return of full or partial deposit is dependent on the condition of the clubhouse following the event.

* NH law requires that fund raisers be registered with the state prior to a fund raising event. For information and forms go to: www.lawforchange.org/images/lfc/NewHampshirefundraising.pdf

2.

(See Clubhouse Rental Rules on pages 2-3) In fairness to all, a member of the clubhouse committee will check the clubhouse immediately following a rental event.

IV. DEFINED RENTAL AREA

Rental of the clubhouse includes all rooms on the main floor (including library and conference room), the rear deck, and exterior clubhouse grounds.

V. AED (Automatic External Defibrillator)

The AED on site for emergencies may be used in accordance with the posted directions at the operator's own risk. A telephone is available in the library for dialing 911. The pull cords in the restrooms are for emergencies only and, if inadvertently pulled, can result in official disciplinary action being taken in accordance with FHLCA rules and regulations.

VI. PLEASE OBSERVE THE FOLLOWING CLUBHOUSE RENTAL RULES:

1. No smoking is allowed in the building or grounds.
2. No pets are allowed (except for service dogs).
3. Nothing is to be taped, pinned, affixed or hung on the walls inside the clubhouse. A bulletin board on the wall at the entryway may be used for applicable postings.
4. The sponsor, required to be in attendance at all times, is responsible and liable for any and all actions caused by any guest as defined by the Bylaws, Declaration, and / or Rules and Regulations as adopted by the Board.
5. The sponsor of the function is responsible for advising guests where to park so as not to infringe upon the parking areas of residents or prevent their mail delivery.
6. In winter, the sponsor is responsible for steps, ramp and walkways being sanded (when necessary) prior to guest arrivals.
7. The sponsor is responsible for maintaining a reasonable sound level including no excessively loud music.
8. Nonresident attendees at clubhouse functions are prohibited from using the exercise room.
9. Renters should provide their own products (food, paper goods, etc.).

10. In addition, the clubhouse must be satisfactorily cleaned to its original state after rental use. Cleaning includes, but may not be limited to:
 - a. removing spills on floors (mops, pails, brooms and dustpans are in the basement storage room, kitchen, and function room closets).
 - b. vacuuming carpets and floors as needed. Vacuum is in the function room closet.
 - c. cleaning stovetop and oven spills.
 - d. cleaning kitchen counter tops, sink and refrigerator.
 - e. removing all event food and any other products brought in and left over. Bring it in, bring it out. This includes extra utensils, cooking equipment, peppers, sugars, condiments, etc.
 - f. cleaning all clubhouse dishes, glasses, pots and pans, utensils, etc. and returning them to the proper cabinet.
 - g. removing all event trash from the premises, including wastebaskets in the restrooms. Use of the recycling bin and waste barrels in the rear of the building is reserved for special authorized Association functions.

11. Upon closing, please take the following actions:
 - a. All lights, television, and fireplace are to be turned off.
 - b. In winter, the heat setting must be turned down to 55 degrees.
 - c. In summer, the air conditioner must be turned off.
 - d. All doors and windows must be locked and alarm system activated.

12. Any cost of breakage, damage, and additional cleaning or trash removal will be the responsibility of the renter. Damage costs include any damage caused to any and all common areas (i.e. grounds, roads, etc.) outside of the clubhouse. Nonpayment of excessive damage will be dealt with through a normal legal process.

4.

I hereby agree to comply with the above mentioned Forest Hills clubhouse rules and will accept responsibility for all excessive damages that may be caused as defined in Rules #11 and 12 above.

Brief description of event

Day(s) of the week and date(s) of event

Time(s) of event (from ? to ?)

Signature

Date