

## FOREST HILLS OF LONDONDERRY CONDOMINIUM ASSOCIATION

### CLUBHOUSE RULES/RENTAL AGREEMENT

The Forest Hills clubhouse is divided into four (4) areas: the library, the conference room, exercise room and the function room (includes the kitchen). "No Smoking" is allowed in any of these areas. Rental of the clubhouse includes use of the function and conference rooms, the library, rear deck and outside clubhouse grounds. Rental "does not" include the exercise room. This entity has its own set of rules. Nonresident attendees at clubhouse functions are prohibited from using the exercise room.

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

The clubhouse will be available by reservation for planned functions only. The current rental fee is \$50 and a separate returnable \$100 deposit. Reservations will be made by contacting a Clubhouse Committee member. All rental fees and signed rental agreements must be received upon booking.

All functions must be sponsored by a homeowner of Forest Hills and must be for his/her own use for only private and social events (i.e., friends, associates). Fund raising events will be allowed at the clubhouse as long as they are rented and hosted by a Forest Hills resident. The clubhouse CANNOT be used for:

- a. Any public event
- b. Any public advertised event.
- c. The selling of any product or service.
- d. More than 60 people.

The AED on site for emergencies may be used in accordance with the posted directions at the operators own risk. A telephone is available in the conference room 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.

## Clubhouse Rental Rules

1. "No smoking" is allowed.
2. No pets are allowed.
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 sponsoring resident must be in attendance at all times.
5. The sponsor 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.
6. Sponsors of the function shall be responsible for advising their guest where to park so as not to infringe upon the parking areas of residents or prevent their mail delivery by parking in front of the mailboxes.
7. In winter, sponsors shall be responsible for steps, ramp and walkways being sanded (when necessary) prior to guest arrivals.
8. The sponsor shall be responsible for maintaining a reasonable sound level. No excessively loud music to be allowed.
9. The sponsor will be responsible for the return of the clubhouse to its original state. Upon closing, the following action is to be taken:
  - a. All doors and windows must be locked and alarm system activated.
  - b. All lights, television and fireplace to be turned off.
  - c. In winter, heat setting must be turned down to 55 degrees.
  - d. In summer, air conditioning is to be turned off.
10. In addition, the clubhouse must be satisfactorily cleaned after rental use. Cleaning includes, but is not limited to:
  - a. Vacuum all carpets and floors as needed. Vacuum is the function room closet.
  - b. Clean stovetop and oven.
  - c. Clean kitchen counter tops, sink and refrigerator.
  - d. No perishable foods to be left in the refrigerator.
  - e. All spills on flooring must be removed (mops, pails, brooms and dustpans are in the basement storage room).
  - f. All trash must be removed from the premises, including wastebaskets in the restrooms. Use of the recycling bin and waste barrels on rear deck is reserved for special authorized Association functions.

11. 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.

I hereby agree to abide by the aforementioned Forest Hills clubhouse rules and will accept responsibility for all excessive damages that may be caused as defined in Rule #11 on page 2.

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Signature

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Date

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## EXERCISE ROOM RULES

1. **NO SMOKING** is allowed.
2. **NO PETS** are allowed.
3. No glass objects are allowed.
4. All guests must be in the company or under supervision of a homeowner or Lessee.
5. Please report malfunctioning of equipment immediately to the Clubhouse Committee.
6. Residents are responsible for their guests.
7. Outside door is to be locked upon leaving and alarm system activated.
8. Radios and television must be maintained at reasonable noise levels.
9. All exercise equipment and television and radios are to be turned off after use.
10. In winter, heat setting is to be turned down to 55 degrees upon leaving.
11. In summer, air conditioning is to be turned off upon leaving.