



**Corey Colonial Condominium
Clubhouse Rental Rules and regulations**

The procedures for renting the clubhouse are as follows:

- **Only Unit Owners can reserve and rent the Clubhouse.** In addition, the Unit Owner must be in attendance during the entire event. This will be on a first come basis.
- This reservation is for the Clubhouse only. No guests are allowed in the pool area while party is going on. The pool cannot be rented for parties.
- The fireplace is not to be used and is for decoration purpose only.
- Use of the Clubhouse will be suspended for any Unit Owner who is in arrears of any payment to the Association.
- The Clubhouse may be rented for personal, family events. Other events must be approved by the board, such as a Tupperware party etc .
- To check the availability for your function and reserve a date, please call NAI Plotkin 413- 732-2158. Management will send you a Clubhouse Reservation Form & Agreement in the mail.
- Sign the Clubhouse Reservation Form and mail it to: Corey Colonial Condominium Association, c/o NAI Plotkin, 413- 732-2158 . 1350 Main Street, Suite 1410 Springfield, MA 01103. Enclose a check for \$100.00 refundable security deposit. Rental is free once a year to each owner. \$ 25.00 dollars every rental after that. Dates are first come first served beginning at the first of the year. This excludes holiday rentals where the price will be \$25.00. Checks should be made payable to Corey Colonial Condominium Association.
- There is a \$50.00 fee to remove chairs or tables or to alter the clubhouse for you.
- The security deposit will be returned to you when the Clubhouse has been inspected after your event.
- The Management Office will mark your date as tentative until the reservation form, rental fee and security deposit are received. Please be advised, rentals are on first come first serve basis.
- The Management Office must receive check/s at least five (5) business days before your scheduled event or your reservation will not be valid.
- Before your event Management will notify a Board, Member who coordinates the use of the Clubhouse of your scheduled event who will contact you to arrange a time to access the code for entry from the Board Member.
- The Clubhouse must be cleaned, immediately following your event. Should there be another event scheduled the next day, everything should be returned to its original position. If other arrangements are needed, please discuss this with the coordinating Board Member. An inventory of the entire contents of the Clubhouse will be taken before and after use.

- Please notify guests that they are not allowed to park in the numbered spaces across from the Clubhouse.
- Unit Owners are responsible for the conduct and actions of their guests. Children attending a function must be under the supervision of adult residents. Their activities should not be disruptive to other residents.
- Unit Owners are requested to be sensitive to their neighbors' right to peaceful enjoyment of their homes. When the Clubhouse is used, it must be vacated no later than 11:00PM.
- No pets are permitted in the Clubhouse.
- Live bands and large sound systems with disc jockeys are not allowed.
- The Clubhouse is a non-smoking facility.
- Decorations **cannot** be affixed to the walls, ceilings or lights with tape etc. Items may be may be hung on the vents on the ceiling.
- After your event, the Management Office will be notified of the condition of the Clubhouse. The Management will contact the Unit Owner to rectify the situation if the Clubhouse is not clean or has been damaged. The deposit may be used to hire a cleaning contractor if needed. If the cost to clean or repair damages incurred exceeds the \$100.00 security deposit, the Unit Owner will be contacted and will be responsible to pay any additional amounts.
- Following your event, the Clubhouse will be inspected for the following: dirty stove, and/or refrigerator and damaged furnishings or accessories.
- The storage room contains cleaning equipment including a broom, vacuum cleaner, mop and bucket. Please furnish your own cleaning products and paper towels and dispose of them properly.
- Upon leaving the Clubhouse, please adjust the temperature to 55-60 degrees if winter season and off if spring or summer season, turn off all the lights and make sure the doors and windows are locked.
- Please take all rubbish with you as you leave. Do not leave rubbish in front of the Clubhouse. Take all rubbish and put it out for collection with your own. Please leave clean plastic bags in each container.
- If violations to these rules occur, the Board of Managers will determine the appropriate course of action. Any Unit Owner who violates these Rules and Regulations may be denied use of the Clubhouse in the future.
- Enjoy your gathering!

Unit owner

Date

Board Member



Corey Colonial Condominium

Clubhouse Reservation Form & Agreement

Name: _____ Unit#: _____

Day Phone: _____ Cell Phone: _____

Date Requested: _____ From: _____ a.m/p.m To: _____ a.m/p.m.

Type of function _____

Expected number of guests _____

- Enclose a check; \$100.00 rrefundable security deposit,first yearly rental is free, additional dates are \$25.00. If second rental in calendar year enclose two checks. Both checks must be signed by the Unit Owner and made payable to Corey Colonial Condominium Association.
- Refund of the deposit is contingent upon adherence to the terms of the Clubhouse Rules and Procedures.
- Checks must be mailed to: Corey Colonial Condominium Association, C/O NAI Plotkin Inc.
- Management. 1350 Main Street, Suite 1410 Springfield, MA 01103 Management must receive these checks at least five (5) business days before your scheduled event or your reservation will not be valid.

I (we) have received and read the rules and Procedures set forth by the Corey Colonial Condominium for use of the clubhouse and hereby agree to adhere to them. I (we) become fully responsible to see that visitors and guests of the Clubhouse follow these rules.

The Corey Colonial Condominium will be held harmless and is hereby indemnified for any harm that might occur as a result of the misuse of the Clubhouse.

Date: _____ Owner Signature: _____

Date: _____ Owner Signature: _____

Check #'s _____ / _____ Management Signature: _____