

CORDWOOD POINT ASSOCIATION

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 anytime the clubhouse is open except for the following:

- 3rd Saturday of each month after 5:00pm May thru October.
- The last Saturday in June for Annual CPA meeting/picnic.
- The last Saturday of each month from 9:00am-12:00pm (exceptions may be made in advance with the Clubhouse Coordinator).

Submitting Your Request: This reservation should be sent to Cordwood Point Association, PO Box 201, Cheboygan, MI 49721 Attn: Clubhouse Coordinator, for approval with at least a 48 hour notice prior to the event. Your reservation may be made for anytime between 8:00am to Midnight. Quiet time is 10:00pm—music and noise volume must be held to a minimum so as not to affect neighbors.

A \$50.00 clubhouse security deposit must accompany the reservation request. After the function \$25 of the deposit will be returned subject to a satisfactory clubhouse inspection for sanitation, cleanliness, and satisfactory condition of the property both internal and external. All association utensils, equipment, tables/chairs, and picnic tables are expected to be present and in order. No decorations are to be taped, stapled or tacked to walls. Trash must be removed. Keys for the clubhouse and closet will be obtained from the Clubhouse Coordinator before the event and returned before receiving the \$25 deposit.

Clubhouse Rules:

1. The clubhouse capacity is 60 people please limit to this amount.
2. The association member that is in charge of the event must be present throughout the event.
3. The association member is responsible for the attendees acting in a civil manner and following the park rules.
 - a. Children under 12 years of age must be accompanied by an adult-18 year of older
 - b. Fires are limited to grills—no fires on beach or decks.
 - c. Alcohol is not allowed.
 - d. No glass beverage containers are allowed on the premises.
 - e. The clubhouse is a Smoke Free building.

With this clubhouse reservation, I understand that I will adhere to the CPA clubhouse policies and rules and be fully responsible for any liabilities that may arise from the function. 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 the function. 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 _____
\$50 Deposit Received-Date _____ Signature Clubhouse Coordinator _____
Condition of Clubhouse after function inspection: Date _____ Satisfactory ___ Unsatisfactory ___
Issues _____
Clubhouse and Closet Keys Received _____ Returned _____
\$25 Deposit Return Date _____ Member Signature for Reimbursement _____