



FOX HILLS COMMUNITY HOUSE | 1822 Fox River Drive | Bloomfield Hills MI 48304

FOX HILLS COMMUNITY HOUSE: RULES & REGULATIONS 2020

I. MEMBERS IN GOOD STANDING

The use of our Community House can be provided gratis to any Fox Hills organization provided if (1) it is approved by the Community Associations' Board of Trustees, (2) a Member in Good Standing will be responsible and in attendance of said functions, and (3) upon posting the Security Deposit. Paying users will get priority over gratis users, unless within two weeks of the function. Any exceptions must have our Community Associations' Board of Trustees approval.

II. RENTAL

Reservations for our Community House is made through our Community House Coordinator. Reservations for all private parties will be subject to approval by our Fox Hills' Community Association Board of Trustees. Only Members in Good Standing will be allowed to reserve our Community House and sign the Rental Agreement. These Members in Good Standing MUST BE in attendance during the functions - they cannot sign for a group outside of Fox Hills.

III. RENTAL FEES

1. CLUBHOUSE RENTAL FEES: The use of our Community House is made available to Members in Good Standing for their personal use. A rental fee of Two Hundred Dollars (\$200.00) from May – September and One Hundred Twenty-Five Dollars (\$125.00) from October – April per day each payable by check to: Fox Hills Community Association. A signed Rental Agreement along with two (2) checks for the Rental Fee and Security Deposit amount MUST BE received no later than Seven (7) days prior to the Event.

2. SECURITY DEPOSIT*: Accompanying this agreement, a Security Deposit of Two-Hundred Dollar (**\$200.00**) Security Deposit refundable to the Renter. All sections of this Agreement must be adhered to or renter will forfeit the \$200 Security Deposit. In the event of damage or breakage not covered by the Security Deposit, renter will make full retribution for any additional necessary repairs and costs over and above the amount of deposit.

3. CLEANING FEE:

RENTER INITIAL _____

The user shall be responsible during the use of the Community House for the care, damage, phone use, and clean up afterward. A cleaning service fee will be deducted from the Security Deposit* if our Community House is not cleaned in accordance to the Rental Agreement checklist.

IV. CANCELATION POLICY

Your Community Association has the right to terminate a function if they determine the function is not in the best interest of our Community and/or if the member renting the Community House pool is not in attendance. A cancellation fee of \$25.00 will be imposed only if someone else has requested the same date and the original requester confirms his or her date and ultimately cancels.

V. TEEN FUNCTIONS

The Community House must be vacated by 12:00 midnight. The Rental Agreement must be signed by the responsible Member in Good Standing who must always be in attendance as chaperone.

VI. DECORATIONS

RENTER INITIAL _____

Decorations shall be limited to specific areas: tabletops, counter tops, and fireplace. Nothing will be allowed on the floors, ceilings, or walls.

VII. LIABILITY

Our Fox Hills Community Association and Board shall not be liable for the safety of persons or property using our Community House. The user assumes all responsibility and liability for the safety of persons in attendance and the property of same persons.

VIII. SMOKING

There is NO SMOKING inside the Community House or outside of the building including the Pool Area.



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IX. POOL / PAVILION

RENTER INITIAL _____

Rental of our pools with our Community House is permitted with authorization of the Pool Manager. NO WET SWIM ATTIRE will be allowed in the Community House. Use of the pool facilities is not included in the rental of the clubhouse and pavilion. The Member in Good Standing must sign in all Guests at the gate prior to entering the premises. Non-Residents are charged a guest fee of \$3 per person upon entering the premises. Payment will be made directly to the lifeguard shack via cash or check.

X. TRASH

RENTER INITIAL _____

All trash must be removed from premises and taken home as there is no trash pickup at our Community House. Any trash left inside the building or in the trash bins outside violates this contract and may result in forfeiture of the Security Deposit.

XI. PARKING:

RENTER INITIAL _____

Members in Good Standing and their Guests shall not drive or park on our Community House lawn and/or sidewalk areas. This includes any vendors/suppliers that the Member in Good Standing is using for the Event. Failure to comply will result in a full forfeiture of the Security Deposit

GUEST PARKING:

RENTER INITIAL _____

When guest vehicles exceed the spaces of our Community House Parking Lot, parking is allowed on Fox River Drive only in the following areas:

- East side of Fox River Drive from Oakbrook Drive to Hunters Ridge Drive facing vehicle traffic direction.
- Along the South Side of both Weybridge and Rolling Rock Drives at their intersection with Fox River Drive for the first three (3) properties facing vehicle traffic direction.
- Vehicles shall be parked in our Community House parking lot in the indicated spaces and not on our common lawn areas to prevent damage to the in-ground sprinkler heads, plantings, etc.
- This includes the sidewalk from our Community Houses' front door to the parking lot as well as to Fox River Drive.

XII. PRE/POST PART INSPECTION

Your Community House Coordinator shall inspect the conditions of our Community Houses' interior and exterior as well as the adjacent parking lot/lawn/sidewalk areas before and after each event. Any and all issues found in regard to the interior and/or exterior of the building and property and/or failure to comply with the Rental Agreement may result in forfeiture of the Security Deposit.

XIII: PAYMENT

RENTER INITIAL _____

All payments are accepted in the form of Check, Cashier's Check and/or Cash. All personal checks are cashed within ninety (90) days of the event. Member in Good Standing will be responsible for any occurred fees for returned checks. The Security Deposit will not be returned until payment has been cleared.



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FOX HILLS COMMUNITY HOUSE: RENTAL AGREEMENT 2020

Resident Name: _____ Phone Number: _____

Address: _____

Event Type: _____ # of Guests: _____

Event Date: _____

Event will take place between the hours of _____ and _____ (Not including set up/cleanup)

Is this a Teen event? YES NO Will the chaperone will be onsite? YES NO

(Renter to initial before each statement)

_____ **Renter** understands that our Fox Hills Community Associations’ Board reserve the right to approve or disapprove any function not conforming to the Fox Hills Homeowners Association Clubhouse Rules & Regulations.

_____ **Renter** understands that no one is allowed in the pool area without prior Pool Manager approval AND a lifeguard on duty on the premises.

_____ **Renter** understands that all trash must be taken from the premises and not left on site. Failure to comply will result in forfeiture of the Security Deposit.

_____ **Renter** has read and understands the Parking Policy which includes no motor vehicles shall drive on our concrete sidewalk and lawn areas. Failure to comply will result in forfeiture of the Security Deposit.

_____ **Renter** understands that the Rental Fees and Security Deposit are:

- In Season Rental (May – September): \$200
- Off Season Rental (October – April): \$125
- *Refundable Security Deposit: \$200

All funds are Payable in Cash/Check. Rental Fee and Security Deposit must be on (2) different checks.

All checks are deposited within 30 days of the event.

Make checks Payable to: **FOX HILLS COMMUNITY ASSOCIATION**

RENTER: Please initial & sign pages 1-3 and return to the Community House Coordinator along with the Security Deposit Check and Rental Checks.

MAIL TO/DELIVER TO: Jennifer Greenhalgh, 1915 Bootmaker Lane, Bloomfield Hills, MI 48304

I have read the Fox Hills Community House Rules and Regulations. I understand and agree to the conditions and acknowledge responsibility for both my guests and my own abidance to them.

Abuse of property or failure to follow said rules may result in a full loss of Security Deposit (\$200) plus full cost of any damages incurred/lien on property.

Printed Name: _____ **Check #'s:** Rental Fee # _____ Deposit # _____

Signature: _____ **Date:** _____



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FOX HILLS COMMUNITY HOUSE: CHECK OUT PROCEDURE

Once completed, please leave on the counter adjacent to the Kitchen Sink for the Community House Coordinator to retrieve.

Renter: Please do a PRE-& POST Event of our Community house by checking each box next to the line item. Please note any discrepancies, broken or dirty items.

GENERAL

- All trash has been removed from the Kitchen & Bathrooms and removed from premises.
All Trash must be taken with you as there is no trash pickup at our Clubhouse.

DINING AREA

- All Table Tops and Counters have been wiped and clean
- All folding tables and chairs are stored properly and safely
- Check entry door, French Doors and window for smudges and wipe accordingly

KITCHEN AREA

- All horizontal surfaces and counters have been wiped and clean
- Check for food in microwave/oven and refrigerator
- Wipe/Clean any spills in all appliances
- Sweep and Mop floors

BATHROOMS

- All Countertops, Sinks, and Mirrors wiped and clean
- Toilets/Urinal clean
- Mop bathroom Floor
- Toilet Tissue / Paper Towel replenished if needed
- Trash has been removed (and must be removed off premises)

UPON LEAVING

- Reduce heat to 60 degrees
- Turn off Fireplace & close flue (if used)
- Turn off TV
- Open all blinds
- Close and lock all windows & doors
- Turn off all lights/fans
- Take Trash with you

NOTES:

Renter Name: _____

Date: _____



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FOX HILLS COMMUNITY HOUSE: GENERAL INFORMATION 2019

EMERGENCY NUMBERS:

IN CASE OF EMERGENCY: call 911

BLOOMFIELD TOWNSHIP NON-EMERGENCY: 248-433-7755

IN CASE OF FIRE: Exit through the front door and muster close the Tennis Courts

IN THE EVENT OF A TORNADO: Muster in the Men's/Women's bathroom

CLUBHOUSE COORDINATOR: Lauren Myers
453 Fox River Drive
248-892-9259
foxhillsclubhouse@gmail.com

WI-FI: 1822foxhill-2.4 **PASSWORD:** 1822foxhill

TO UNLOCK FRONT DOOR:

1. Enter 4-digit code provided to you by the Clubhouse Coordinator
2. Listen for a "click" to unlock
3. Turn lock to the RIGHT
4. Open Door to enter

TO LOCK FRONT DOOR:

1. Enter 4-digit code provided to you by the Clubhouse Coordinator
2. Turn lock to the LEFT
3. Punch the SCHLAGE button on top
4. Test door knob to confirm door is locked.

FIREPLACE INSTRUCTIONS:

Turning on Fireplace:

1. Open flue before turning on gas flame.
2. Use round dial on the right bottom part of fireplace. Turn it completely to the right and allow pilot light to ignite the fireplace.

Turning off Fireplace:

1. Using the same dial that ignited the fireplace, turn it completely to the left until the flame goes out but the pilot light remains lit.
2. After the flue has cooled, use handle and close to a slit as was previously. You can use an oven mitt to close if hot. Be careful as the whole area is HOT after the fireplace has been on for a while.

FURNITURE:

- (5) 60" diameter round tables with (7) upholstered chairs each
- (3) 8 ft. long banquet tables (under kitchen counter by women's restroom)
- (9) 4 ft. square wooden card tables (in closet by front door)
- (22) metal folding chairs (stacked near bathrooms)
- (4) bar stools

CLEANING SUPPLIES:

- Under Kitchen Sink: Paper towels, cleaning agents, garbage bags, etc.
- Garbage bags located in the cupboard to the left of the kitchen sink (pull out drawer)
- Vacuum is stored in the closet in the women's restroom.
- Toilet Paper/Paper Towel located under each Bathroom Sink