

COLONY FARM SUBDIVISION ASSOCIATION, INC.
MEETING HOUSE FACILITY REQUEST

Name: _____ Phone Number: Home: _____
Address: _____ Work: _____
E-mail: _____

Authorization for a private party to be held at the Colony Farms Meeting House (Barn) is hereby requested.

Date Of Event: _____ Time: _____ to 1:00AM

I would like to have the Meeting House key on _____ at _____ AM/PM

Nature of function (i.e., party, meeting, etc. Please describe fully)

Will the kitchen facilities be used: Yes No
Will there be amplified music: Yes No

(Note: Amplified music must end by midnight)

Other information: _____

RULES AND REGULATIONS

This request is made with the understanding that the Meeting House is available to all Association Members on a "first come, first served" basis. Existing Meeting House reservations can be viewed at www.colonyfarmssub.com/calendar.

Use of this facility is limited to Association Members and their guests; use by non-members or a third party is strictly prohibited. The Meeting House shall not be used for commercial purposes. The individual making this application must be in attendance during the function and accepts responsibility for enforcing the rules and regulations.

Activities in the Meeting House and adjacent common area shall begin no earlier than 8:00 AM and shall end by 1:00 AM. The area around the Meeting House and parking lot is off-limits to all people, including Association members, between dusk and dawn unless the Meeting House is being rented for that evening. Applicants are responsible for confining Meeting House guests to the Meeting House grounds and off neighboring residents' property.

The Meeting House may be used only in such a manner that does not disturb other residents. Amplified music and/or loud singing must be done inside the Meeting House and must cease by midnight.

It is also understood and agreed that all functions are to be terminated by 1:00 AM and that the applicant will restore the area to its original condition. Any damage, clean up, repairs, etc. caused by the applicant and his/her guests will be charged to the applicant. The applicant agrees to pay any costs resulting from said damages within 10 days of receipt of statement.

The fee for rental of the Meeting House is **\$75**. A deposit of **\$100** must also accompany the application. The \$100 deposit will be refunded if the Meeting House and grounds are left clean and

undamaged, all trash is removed, no neighborhood disturbances were caused and the Meeting House key has been returned.

All Association Members who use the Meeting House shall perform the following duties when they are finished using the Meeting House:

- Vacuum stairs and downstairs carpet.
- Sweep all wood floors and damp mop where necessary.
- Clean bathroom facilities.
- Remove all trash and garbage from the Meeting House and grounds.
- Turn off all lights, water faucets and the stove.
- Set thermostat to the minimum setting.
- Unplug the refrigerator and open the refrigerator and freezer doors.
- Close and lock all windows and doors.
- Return the key promptly.

SMOKING IS **NOT** ALLOWED IN THE MEETING HOUSE OR ON THE PORCH.

OCCUPANCY IS LIMITED TO 100 PEOPLE OR LESS.

I agree to all of the above rules and regulations: Signed: _____

Dated: _____

This application is to be accompanied by a copy of the first page of your Homeowner's insurance, along with two (2) checks or money orders made payable to:

Colony Farms Subdivision Association

- One for the **\$75** rental fee
- One for the **\$100** damage deposit

The damage deposit check can either be returned or destroyed upon the return of the Meeting House key and verification that the Meeting House is in the same condition as it was when rented.

Return Deposit Check: Destroy Deposit Check:

Note: If your reservations is made more than 6 months prior to the event the association will cash your \$75 rental fee and your \$100 damage deposit checks when received. The damage deposit will be refunded by mail within 1 week after the above mentioned key return and verification. (Checks older than 6 months will not be honored by most financial institutions, so we can't hold them un-cashed.)

This application should be submitted to:

barnrental@colonyfarmssub.com

Checks should be submitted to:

Tim McMann
9455 Bradford Court
Plymouth, MI 48170
(734) 453-7522

The Meeting House key can be picked up and returned to the above address.