

# CEDAR SHORES CONDOMINIUM ASSOCIATION RECREATION HALL USAGE FORM

Completing this form is mandatory for anyone wishing to utilize the Rec Hall for their own personal use

You will be asked to provide a 6-digit code the code will work for a limited time and day for access. You are fully responsible to return the key to the box before your access time ends. The box will automatically lock once the box is closed. The key must be in the Lock Box for the next Community member to use. You will be asked to replace door locks if the key is not in the box, and you are the last person that had access to the box.

LOCK BOX CODE \_\_\_\_\_

DATE RESERVED \_\_\_\_\_ INSIDE Y N PAVILIAN Y N

LOT OWNER \_\_\_\_\_ LOT # \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

The hall is currently available for use by any co-owner in good standing. There is no charge for the use but donations are appreciated to the Recreation. In the event that damage should happen to the building or contents during the use, the co-owner agrees to be liable for the cost of said damages. Please inspect the premises before use and notify the Park Manager, Board Member or Park Office, In the event there is damage or an issue before your event.

Available for use in the Rec Hall are tables, chairs, stove, fridge, microwave, coffee pots, drink dispensers, crock pots, roasters, utensils, misc. dishes and serving baskets. Garbage bags and cleaning products will be provided.

Co-owners Responsibilities:

- \* Supply dish clothes, towels, paper products, baggies, saran wrap etc.
- \* Supply all food and drink
- \* Leave hall in a clean manner. Tables / chairs / counters / stove / fridge / sinks all wiped down etc.
- \* Please no food or grease dumped down the sinks
- \* All kitchen items washed, cleaned, and put away
- \* Floors swept and mopped
- \* All leftover food removed
- \* Pavilion left clean in the same manner as inside
- \* Garbage removed and taken to the dumpster
- \* Quiet time is 11:00 pm. All events must end by this time. Turn off all lights and lock all doors
- \* If you have been given a key leave it on top of the microwave

Stove – Turn propane on and off to use. Propane tank outside front of Hall

Hot Water – Turn breaker on and off when done. Breaker box is left of sink and bottom switch

Co-owner and all guests will be expected to comply with Cedar Shores Park Rules, By Laws and State Laws. A copy of these are available on the side of the fridge for your reference. The park Manager has the authority to shut down events in the case that they become unruly or out of control

Co-Owner signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Cedar Shores Rec. Chairperson. \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: [cedarshoresfunevents@gmail.com](mailto:cedarshoresfunevents@gmail.com) /Wally Park Manager/989-444-8430/Park Office / 989-539-2051