

Please be advised that there is a strict two-week policy to rent the Clubhouse.

No Exceptions.

All paperwork and both checks must be in the Mulloy office at least 14 days prior to your rental. Please make both checks payable to your Association.

No Exceptions.

Thank you.

DORSEY HILLS COUNCIL OF CO-OWNERS, INC.

DATE:

TO: _____

FROM: Dorsey Hills Clubhouse Coordinator

Dear Resident:

SUBJECT: CLUBHOUSE GREAT ROOM RENTAL

We have enclosed the “*Application and Contract for Clubhouse Great Room Rental*”. Also enclosed is a copy of the Dorsey Hills “*Rules and Regulations*” governing the use of Clubhouse Great Room facility and a copy of the “*Dorsey Hills Clubhouse Great Room Checklist*”. Please use the Checklist as your guide when you clean up and secure the building after your event. Please read the Rules and Regulations carefully to avoid any misunderstandings.

Two checks are required. Make the checks payable to Dorsey Hills Council of Co-Owners. Please write one check in the amount of \$200 for the Security Deposit. Write the second check in the amount of \$85 for the non-refundable Usage Fee for the rental. **No reservation can be finalized until the signed contract is received with the two checks and date is confirmed by the Management Company.**

Refunding of the Security Deposit is contingent upon your compliance with the Rules and Regulations and your leaving the facility in good order according to the “Dorsey Hills Clubhouse Great Room Checklist”. The Clubhouse Coordinator will use the Checklist in the inspection of the facility after your event. The return of the Security Deposit is at the final discretion of the Dorsey Hills Board of Directors.

Return the “Application and Contract for Clubhouse Great Room Rental” and the two Checks to Mulloy Properties, PO Box 436989, Louisville KY 40253-6989 **no later than two (2) weeks prior to the rental or the reservation will be automatically cancelled; no exceptions.**

The resident is responsible for making arrangements for obtaining the key for the Clubhouse prior to their event and for meeting the Clubhouse Coordinator for the final inspection and returning the key by 10:30 a.m. the day after the event. Text or leave a message for Clubhouse Coordinator, Mary Jo Green at 502-550-7252 to make arrangements to meet or if you have any questions.

Sincerely,

DORSEY HILLS COUNCIL OF CO-OWNERS, INC.

Enclosures: Application and Contract Agreement
 Clubhouse Rules and Regulations
 Clubhouse Great Room Checklist

****MAIL THIS FORM IN WITH CHECKS****

**APPLICATION AND CONTRACT AGREEMENT
FOR CLUBHOUSE GREAT ROOM RENTAL**

UNIT OWNER OR UNIT RESIDENT'S NAME: _____

OWNER OR RESIDENT ADDRESS:

HOME TELEPHONE _____ BUSINESS TELEPHONE: _____

TYPE OF FUNCTION:

DATE OF EVENT: _____

TIME: From _____ AM () PM () To: _____ AM () PM ()

NUMBER OF GUESTS INVITED: _____

NAME OF CATERER: _____

No live music or dancing is permitted because there are no permits.

The Clubhouse is a designated non-smoking facility. Fire regulations limit number of persons occupying the facility to 46.

The Clubhouse Great Room only is included under this contract agreement. Neither the pool area, exercise room or tennis court is included in the rental arrangement. All alcoholic beverages are to be consumed in the Clubhouse Great Room ONLY. In the event alcoholic beverages are served or are brought to the party by the unit owner or unit resident, or an invitee of the unit owner or unit resident, for consumption at the party, the unit owner or unit resident shall be solely liable for having provided or permitted the alcohol to be brought on the premises for the party, and that the Dorsey Hills Council of Co-owners shall not be in any way liable for the results of the consumption of the alcoholic beverages, and the unit owner or unit resident hereby agrees to indemnify and hold harmless the Dorsey Hills Council of Co-owners and for any event arising as the result of the consumption of alcohol. The renter is responsible for keeping the guests under control. Conduct of guests resulting in police intervention automatically results in the loss of the Security Deposit.

I understand the "Application and Contract Agreement for Clubhouse Great Room Rental" agree to abide by the "Rules and Regulations" set forth by the Dorsey Hills Council of Co-owners. I certify by my signature that I have received an accompanying copy of the "Rules and Regulations"; that the room is to be restored to its original condition and the key returned by 10:30 a.m. the day following the event and that I am responsible until 10:30 a.m. of the following morning and/or until surrender of the key to the facility for all damages that might occur and for the expenses resulting.

Signed: _____ Date: _____

Attachments: 2 Checks (\$200; \$85)
(Revised 1.1.2014)

RULES AND REGULATIONS GOVERNING CLUBHOUSE RENTAL

Clubhouse Great Room Use and Rental:

- A. The number of persons limited to this facility is 46 under Fire Department regulations.
- B. Only an adult Dorsey Hills owner or resident lessee (*age 21 in good standing with the Association at the time of the event*) may rent the facility. "Good Standing" is defined as: The Association must have received notification of ownership of unit; owner must be of record with the Jefferson County Clerk; owner may not be more than thirty days delinquent on fees; and, tenant of a leased unit must be currently covered under a valid "Dorsey Hills Condominium Lease Contract." (Reference Bylaws Article II, page 3.)
- C. Rental of this facility must be arranged through the Management Company and the Clubhouse Coordinator.
- D. Reservations must be made and rental fees must be paid by check two (2) weeks prior to the use of the rental area.
- E. No reservation is finalized until the application, Security Deposit and Rental Fee are received. Two checks are required, one for the \$200 Security Deposit and one for the \$85 Rental Fee. The Rental Fee is non-refundable. The checks must accompany the "Application and Contract Agreement for Clubhouse Great Room Rental" that is provided by the Management Company.
- F. There will be a charge equal to the current bank rate for any returned check.
- G. The renter must accommodate the requests of the Clubhouse Coordinator throughout the rental process and meet the schedule for being present at the pre-rental and post-rental inspections.
- H. The Clubhouse Coordinator has the authority to recommend denial of a rental if the owner or resident lessee does not fulfill their obligations.
- I. For rental purposes, the area rented shall only include the Great Room, kitchenette and restrooms. The rental does not include use of the tennis court, the pool area, the exercise room or adjacent Common Areas.
- J. Smoking is permitted only in the outside covered area by the front double-door entry to the Great Room.
- K. The use of alcoholic beverages shall be confined to the Great Room only. Alcoholic beverages may not be sold under any circumstances.
- L. The facility is never available for overnight activities or lodging, for use by a non-owner or non-resident, for any outside organization for any reason, by an owner or resident for any business organization even if it is their own business, and the facility may not be rented for weddings or receptions.
- M. The renter must keep all activities under control. The responsibility for any damages is that of the person renting the facility.
- N. Decorations may not be attached to any wallpaper surface and may be taped only to glass and Formica areas.
- O. If the fireplace is used, the renter is responsible for and liable for any damages.
- P. No grills of any kind are permitted.
- Q. The renter must leave the premises by 1:30 a.m,

Clubhouse Great Room Use and Rental continued:

- R. The renter is responsible for restoring the facility to its original condition according to the "Great Room Checklist" by 10:30 a.m. the following morning.
- S. The renter is responsible for coordinating the final inspection of the facility in the company of the Clubhouse Coordinator.
- T. The Board of Directors has the final authority to withhold the refund of any portion of the Security

Deposit; assessing the renter for additional costs above the amount of the Security Deposit, or restricting the renter from future use of the facility if:

(1) the renter did not return the premises to its original condition; (2) additional funds are required to have the facility professionally cleaned; (3) the renter was not in compliance with any regulation in Section 1 of this Article; (4) a disturbance was created which required police to respond or take action; or, (5) additional funds are required to replace broken, damaged or missing items.

1. The Clubhouse Great Room may be rented for no fee provided all in attendance at the event are exclusively Dorsey Hills residents.

****BRING THE FOLLOWING FOUR (4) PAGES WITH YOU FOR
RENTAL WALK THROUGH - PROCEDURES/CHECKLIST****

**DORSEY HILLS COUNCIL OF CO-OWNERS, INC.
CLUBHOUSE GREAT ROOM RENTAL PROCEDURES**

RESIDENT:

The resident must be in good standing with the Dorsey Hills Council of Co-owners to be eligible to rent the Clubhouse Great Room facility.

To rent the Clubhouse Great Room facility, the resident calls the Clubhouse Coordinator to request use of the Clubhouse Great Room no later than two (2) weeks prior to the event and ascertains from the Coordinator if the desired date is available. **Dates requested will be held open for a one-week period only.**

The resident asks that the "Application and Contract Agreement for the Clubhouse Great Room Rental" form be sent to him and provides the management with their name, address and residence and business telephone numbers.

Upon receipt of the forms from the coordinator, the resident:

- A. Completes the Application and Contract Agreement.
- B. The resident is solely responsible for apprising themselves of the contents of pages of the Rules and Regulations governing the use of the Clubhouse Great Room and the contents of the "Dorsey Hills Clubhouse Great Room Checklist."
- C. The resident returns the signed Application and Contract Agreement form with two checks: the first check is written for \$200 for the Security Deposit; the second check is written for \$85 for the non-refundable Usage Fee.
- D. Checks must be made payable to "Dorsey Hills Council of Co-owners" and be mailed or delivered to the Dorsey Hills office.
- E. No reservation is considered finalized until the two checks, and the signed and dated copy of the "Application and Contract Agreement for Clubhouse Great Room Rental" are received by the management and the management confirms the rental.
- F. The resident retains the "Dorsey Hills Clubhouse Great Room Checklist" for use during the cleanup and the Clubhouse inspection after the event.
- G. The resident sets a time with the coordinator to inspect the facility prior to the event, to obtain the key to the facility and the time for the final inspection and return of the key.

CLUBHOUSE COORDINATOR:

Asks prospective renter for reason of renting facility. Refer to restrictions of Rules and Regulations, Article 12, Section 2 (D). May decline to rent facility under the restrictions.

Maintains a calendar for events scheduled for the facility.

If the resident is in good standing with the Association (See Rules and Regulations Article 2, "Good Standing", page 2.), a letter is mailed or given instructing the resident to sign the "Application and Contract Agreement for Clubhouse Great Room Rental"; to return the application with the \$200 Security Deposit, check and a second check for \$85 the for the non-refundable Usage Fee; to read the Rules and Regulations governing the rental of the Clubhouse and to retain the "Dorsey Hills Clubhouse Great Room Checklist" for use in the final inspection with the Clubhouse Coordinator. If a Resident does not have a copy of the Rules and Regulations, they are to be sent or given a copy.

CLUBHOUSE COORDINATOR (Continued):

4. When the "Application and Contract Agreement for Clubhouse Great Room Rental" and the two checks are received, management verifies the date and time of the event with the resident, and enters the event on the book and confirms the reservation with the resident.
5. The Treasurer holds the checks until after the event.
6. The renter is reminded that it is their responsibility to contact coordinator to set the time to obtain the key and for the final inspection after the event.
7. Prior to the scheduled event, the Coordinator inspects the Clubhouse to determine the facility is in order.
6. When the management meets with the renter prior to the event, the renter is given a tour of the facility to familiarize the renter with the great room, kitchen and storage areas. The Coordinator **reviews with the renter the areas where guests are permitted, where smoking is allowed and where parking is provided for guests' vehicles.**
8. After the event, the coordinator meets with the renter for the final inspection of the facility according the Rules and Regulations and the "Dorsey Hills Clubhouse Great Room Checklist." If there is a question as to whether or not the fee is to be returned, the issue is referred to the Board of Directors for a final decision. The return of the Security Deposit is at the final discretion of the Board of Directors.
8. Management deposits the Usage Fee check before the event and returns the Security Deposit if warranted.

(The Board of Directors must approve any changes to these procedures.)

Homeowner Signature

Clubhouse Coordinator

Date:

DORSEY HILLS GREATROOM CHECKLIST

	Acceptable	Unacceptable
1. DECORATIONS All decorations must be removed. Decorations may be attached to Formica and glass only.	()	()
2. CARPET AND FOYER RUG Great room, hallway, foyer vacuumed	()	()
3. CARPET DAMAGE Any stains, bums, spills or other damage	()	()
4. FURNITURE Tables, chairs, walls and must be left in the same condition and set according to original floor plan design.	()	()
5. FLOORS Must be left clean, swept and mopped if flooring requires it. All floors include foyer, great room, kitchen, hallway and rest rooms.	()	()
6. KITCHEN Must be left clean. This includes sink, counters, Oven, microwave, inside and outside of cabinets, and inside and outside of refrigerator.	()	()
7. BATHROOMS Must be left clean. This includes sink, counters and floor.	()	()
8. LIGHT FIXTURES AND CEILING FAN Lights and fan must be turned off with the exception of the lamp in the entry.	()	()
9. WINDOWS AND DOORS Doors to pool, hallway and front door must be locked. All windows should be locked.	()	()
10. THERMOSTAT In winter leave thermostat set at 65 degrees. In summer leave thermostat set at 80 degrees.	()	()
11. TRASH All trash must be removed from		Acceptable Unacceptable

the great room, kitchen, all rest
rooms and from Common Areas
(sidewalks, lawn and parking areas).

() ()

12. GENERAL

It is strongly suggested the renter review the Rules and Regulations attached to their contract. All furnishings and accessories have been scheduled and any missing items or damages to doors, windows, woodwork, walls, flooring, carpet, tables, upholstered furniture or appliances shall be forfeiture of the Security Deposit. Final decision for levying additional charges or return of any portion of the Security Deposit shall be at the discretion of the Board of Directors.

13. NOTE ANY EXISTING DAMAGE OR CONDITIONS PRIOR TO RENTAL

14. NOTE ANY EXISTING DAMAGE AFTER EVENT

Owner/Resident Management

Date