



Fayson Lakes Association

10 Clubhouse Trail
Kinnelon, NJ 07405
(973-838-2043)

Clubhouse Rental Application

INSTRUCTIONS

1. **READ ALL RULES AND POLICIES ON BOTH SIDES OF THIS FORM BEFORE SIGNING.**
2. Fill in the Rental Information section at the bottom of this page.
3. Make out 2 checks payable to The Fayson Lakes Association (\$100 rental fee and \$100 security deposit).
4. Submit both checks along with the completed application to the Clubhouse Trustee: Beth Polick, 45 Fayson Lakes Road.
5. Your security deposit will be returned to you following inspection and approval by the Clubhouse Trustee.

- Only Fayson Lakes Association members in good standing are eligible to rent the clubhouse.
- Rental by a FLA member for use by a non-member is prohibited.
- The Fayson Lakes Association is not responsible for any liabilities incurred during the rental period.
- Observance of all New Jersey state laws pertaining to the use of alcohol is required.
- **Renter is responsible for cleaning the facility and removal of all garbage. ABSOLUTELY NO GARBAGE IS ALLOWED IN THE CLUBHOUSE PARKING LOT DUMPSTERS. Failure to fully clean the Clubhouse following the rental period may result in the forfeiture of your security deposit.**
- No smoking is allowed.
- Fire Department regulations require the back doors on the deck be unlocked while the clubhouse is occupied. Please keep these doors unlocked during your rental and be sure to lock them again when you leave.
- Evening rentals shall be concluded by 1:00 a.m.
- Rentals are on a first-come, first-served basis. Two separate rentals may occur on the same day.
- Clubhouse may not be used for "profit" parties (e.g., Pampered Chef, Tupperware, etc).

RENTAL INFORMATION

Name _____ Rental Date _____

Address _____ Phone _____

Guests _____ Type of Event _____

Total Hours Needed _____ Estimated Starting Time _____

Please indicate your acceptance and accordance with these rules and policies and those on the reverse side of this form by signing below:

Signature _____ Date _____

CLUBHOUSE RENTAL RULES

General	
Time	Evening rentals end at 1 a.m. Clean-up and securing the clubhouse must be done by then.
Occupancy	Maximum Occupancy is 50 persons (adults and children).
Permitted Use	Clubhouse rental includes the use of the Main Room, Kitchen, and Bathroom facilities. Do not enter the Club Room, Storage Rooms, or Upper Deck. You may share the outdoor deck with FLA members. These areas may be in use by clubs or members during your rental time. The Association Office (located in the Clubhouse) is open for business on Saturdays, and members may enter the building to conduct business at this time. All Fayson Lakes Association By-Laws and Policies apply during rentals. Members are requested to wear their association badges during rentals throughout the year. This is FLA policy and will greatly assist the trustees (and beach staff) with your rental.
Upon Entering	Check the premises. You will be responsible for any conditions found after your rental. If you find a problem, notify the Clubhouse Trustee prior to the start of your event.
Decorations	All and any decorations you put up must be removed before leaving. Do not use tape, tacks, or staples on walls or ceilings. Use "FUN-TACK" for hanging decorations.
Winter Rentals	The large parking lot is locked and not plowed during the winter months. It may be unlocked for your rental; however, you will be responsible for the cost of plowing and salting paid directly to the plow contractor used by the Association. The clubhouse trustee will contact the contractor to have the lot plowed/salted if needed.
Systems	
Heat	Set the thermostat to a comfortable temperature. Before leaving, lower the setting to 60 degrees. This will help to conserve energy when the Clubhouse is not in use. Space heaters of any type are strictly prohibited.
Electric Service	Most of the electric service is as old as the Clubhouse itself. If you overload the electric and lose power, you will be without electricity until a trustee is located. Circuit breakers are locked in the basement and are not accessible by the renter.
Electric Outlets	Outlets in main room may be used only for low amperage items, e.g., radio, stereo, lamps. Kitchen outlets must be used for any high amperage appliances e.g., coffee pot, etc.
Fire Alarm	The Clubhouse is wired for a fire alarm. Should the fire alarm be pulled, the Kinnelon Fire and Police Departments respond directly. False alarms are subject to punishment under NJ State Law.
Before You Leave	
Garbage	ALL GARBAGE MUST BE REMOVED FROM THE CLUBHOUSE (INCLUDING BATHROOM GARBAGE). DO NOT USE THE CLUBHOUSE DUMPSTERS. YOU MUST TAKE ALL GARBAGE HOME.
Cleaning	The clubhouse must be left clean for the next rental. We do not have a regular cleaning service and rely on renters to clean up after themselves.
Doors/Windows	As per Kinnelon Fire Department regulations, the door to the deck should be unlocked during the rental period. Please remember to lock all doors and windows upon leaving.
Lights	Turn off all lights upon leaving.
Keys	Lock all doors upon leaving and return key to Clubhouse Trustee after rental.

THE BOARD HAS FINAL DECISION OVER ANY PROBLEMS OR INAPPROPRIATE CONDITIONS RESULTING FROM YOUR RENTAL. SHOULD THE BOARD SO DETERMINE, YOU MAY BE DENIED FUTURE RENTALS AND POSSIBLY FORFEIT YOUR SECURITY DEPOSIT.