

SANDY SHORES RESORT PAVILION RENTAL

PLEASE ENSURE THAT THE PAVILION IS AVAILABLE FOR YOUR REQUESTED DATES PRIOR TO SUBMITTING YOUR APPLICATION.

Completing this form is mandatory for any co-owner wishing to rent the pavilion. Read, sign, and deliver this form to Katy Clark, Lot 32, katyclark86@gmail.com, (517) 331-2004, at least 2 weeks before your rental date (during "open" season).

The pavilion is currently available to any co-owner **in good standing**. The rental fee is \$25 per day (refundable if cancelled within 2 weeks of reservation) and will be billed to your co-owner account. The rental fee will be used to help recover costs of items such as upgrades, appliance repairs, electrical usage, and maintenance. Reservations are made on a first-come/first-served basis. Please note that if there are damages, the co-owner/renter will be responsible for any additional repair costs. If cleaning is required, a \$100 cleaning fee will be billed to the co-owner's account.

I, _____, Lot # _____, agree to the listed conditions for the use of the SSR pavilion on _____, _____

Please state the time(s) that you need access to the pavilion: _____

Co-owner Signature: _____ Phone # _____

SSR Approval: _____ Date: _____

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Please detach and retain the following instructions:

The following conditions are the responsibility of the person/s renting the pavilion:

- Any dishes, utensils, roasters, etc., must be cleaned and returned to their original places.
- The sinks must be clean and clear of food residue. **PLEASE, NO FOOD OR GREASE DOWN THE DRAINS.** There is no garbage disposal.
- Dish towels and clothes, condiments, etc., must be provided by the renter. If any pavilion item is used, it must be cleaned and returned to the pavilion.
- If used, the refrigerator/s/must be completely emptied after your event and the refrigerator must be cleaned, if necessary.
- If used, the stove and/or oven must be cleaned properly, including under the range top. **PLEASE REMEMBER TO TURN OFF THE GAS!**
- The counter and tabletops must be cleaned thoroughly. Spills on the floor must be cleaned up, and the floors must be swept.
- **The lights, fans, and water heater must be turned off.**
- The windows and doors must be closed and locked.
- **When you are done cleaning, close and lock all doors and call Katy so an inspection can be completed.**