

**Foxbank Plantation Homeowners Association
Cabin Rental Application**

Application Date _____

Owners Name _____ State & Drivers License # _____

Address _____

Mailing Address if Different _____

Home Phone # _____ Cell # _____

Work # _____

Date of Rental _____ Purpose _____

Approx # of People _____ Hours _____ AM / PM to _____ AM / PM

I have read, understand and agree to be bound by all the Terms and Conditions for renting the Cabin at Foxbank Plantation.

Owners Signature _____ Date _____

Renter Signature _____ Date _____

Mail to: Community Management Group Call: 843-795-8484 ext 0
349 Folly Rd Ste 2B Fax: 843-795-8482
Charleston, SC 29412

For Office Use Only

Date Received Application / Check _____

Date Spoke to _____ **Re: Application & Policy**

Date / Time Given Keys _____

By _____

Foxbank Plantation Homeowners Association Cabin Rules and Regulations

Reservation Process

- A. Contact the management company for an application:
Community Management Group- Phone: 843-795-8484 ext 0
Email: office@cmgcharleston.com
- B. Completed application must be received by the association management company 7 days in advance.
- C. Pay a \$100.00 rental fee and \$150.00 Security Deposit (which will be returned after the event if no damage has occurred). **Effective May 25, 2011.**
- D. The Rental Fee and Security Deposit are due in advance with the application.
- E. Keys may be picked up at the Management Office.
- F. Cancellation of rental agreement must be submitted in writing to the Manager at least 7 days before the scheduled event.
- G. The security deposit will be returned within 2 weeks if the center is in the same condition as it was when you rented it, in the opinion of the Manager.
- H. Conditions:
 - 1) HOA sponsored events will have priority over private event.
 - 2) The property owner / resident reserving the facility is responsible for the conduct of all guest(s) associated with a private activity and must be present at all times.
 - 3) Events organized for minors **MUST** be supervised by a responsible adult at all times and in all areas.
 - 4) Neither the community management company, nor the HOA assume any liability for personal injury or property damage or loss of property of any user or guest.
 - 5) The HOA and the Association Manager reserve the right to refuse use of this facility by any group or organization whose size is likely, in the opinion of the manager, to strain the facility or constitute a hazard in the event of fire or other emergency.

Rules:

- 1. **SMOKING IS NOT PERMITTED INSIDE THE FACILITY AT ANY TIME.** Smokers outside the building must dispose of used cigarette / cigars by taking them home with them.
- 2. No cooking is permitted.
- 3. By order of the Fire Marshall, no grilling, grease cooking or frying will be allowed in the building or anywhere on site.

4. All hosts agree to respect the right of community residents to have “quiet and peaceful enjoyment” of their homes.
5. All functions must be ended and building locked by midnight.
6. Hosting resident takes full responsibility for locking up and securing the building before leaving it.
7. NO PETS are permitted within the building at anytime, unless assisting physically impaired.
8. No fire works of any kind are permitted at or near the building at anytime.
9. Renters may book the facility but the owner must co-sign the application. Owners assume full responsibility for events including the conduct of their tenant and all guests, and any damage that may occur.
10. Trash removal is the responsibility of the person renting the facility.
11. Alcohol may not be sold. If alcohol is to be served, a uniformed off-duty police officer must be present AT ALL TIMES.
12. Proper attire must be worn at all times.
13. Please be sure to adjust the heater/ac thermostat to an appropriate temperature for the season of rental.
14. Furniture must be moved back to its original location. If furniture is not moved back a \$40 charge will be taken out of the security deposit.
15. Lost keys will require a lock change by a locksmith at the discretion of the HOA, the cost for which is chargeable against the security deposit.
16. All function supplies, including paper products, plates, cups, napkins, coffee, filters, etc. to be furnished by the party reserving the facility (with the exception of bathroom paper products).
17. Managers reserve the right to revoke any request / approval if sufficient cause is found that any misrepresentation of facts related to rental request occurred. In which case, there will be a \$50.00 administration fee deducted from rental fee. All other monies will be refunded within 2 weeks, subject to verification of check clearing.
18. HOA reserves the right to change any of the terms of the rules / regulation, and charges at its sole discretion and without prior notice.

Foxbank Plantation
Homeowners Association
Cabin Rental Agreement

This agreement is made by and between _____ (Foxbank Plantation property owner/Responsible Party) and Foxbank Plantation Property Owners Association on _____ 20___. The above mentioned renter is a resident of FBP. The above mentioned renter is a resident of FBP. The above mentioned renter requests the rental of the FBP cabin on _____, 20__ from (time) _____ O'clock AM/PM until approximately _____ O'clock AM/PM for this event involving approximately _____ People. A check totaling \$150.00 has been attached to this agreement. This is a refundable damage deposit provided the Cabin is left in same or better condition as found and/or that it is rental ready at the end of this event.

A walk through will be conducted by the HOA cabin representative prior to and after the event to verify condition of the cabin prior to the proposed event and to assess any damages or cleaning requirements. Repair of damages beyond the responsible party's damage deposit amount will be charged to the responsible party and must be paid within seven (7) days of notice. If no damages occurred and no other actions took place that would otherwise preclude it, then the responsible party's security deposit will be returned.

I have read and understand the rules and regulations established by the FBP HOA and agree to abide by them as written/amended. I also agree to use good judgment in the renting of the FBP amenities and will leave the cabin in as good or better condition than which it was found.

FBP HOW Homeowner/Responsible Party: _____

Date: _____

Signature of above: _____ Date: _____

FBP HOA Cabin Representative: _____

Date: _____

Signature of above: _____ Date _____