

Dalton Farm Homeowners Association

Roosevelt House Reservation Forms

We are pleased that you have selected the Roosevelt House at Dalton Farm for your next social event. Along with the privilege of having the exclusive use of this Dalton Farm amenity come some Homeowner responsibilities. We ask that you read carefully the attached Roosevelt House Rules and Regulations and then submit the following to the office located on the second floor of the Roosevelt House:

1. A check for \$500.00 made payable to Dalton Farm HOA
2. Signed copy of Rules and Regulations (Pages 2 & 3)
3. Signed copy of The Roosevelt House Reservation Form (page 4)
4. The Authorization Form (page 5)

ROOSEVELT HOUSE POLICY

1. Each family may have two advanced reservations per year (reservations made more than one month in advance), and unlimited reservations made less than 30 days in advance, depending upon availability.
2. The reservation fee is \$300 per event per day and will be retained by the Homeowners Association to cover expenses. A deposit of \$200 is also required and providing there are no additional expenses (damage, extra cleaning, etc.) will be refunded to the Homeowner by mail following the event.
3. Any violation of the Roosevelt House Rules & Regulations will result in the loss of the entire security deposit.
4. In order to receive a refund of the \$200 reservation fee, cancellations must be made to the management company at least two weeks prior to the reserved date.
5. The Board of Directors reserves the right to cancel reservations and/or close the Roosevelt House at any time based upon discretion of the HOA Board. Such reasons may include but are not limited to: interior or exterior safety concerns, weather related concerns, etc. Your full deposit will be returned. Any expenses incurred by a homeowner for their function will not be reimbursed (vendor deposits, invitations and supplies, etc.). The Board is not responsible to find or pay for a new venue for your event.

Sincerely,

Dalton Farm Homeowners Association Board of Directors

DALTON FARM HOMEOWNERS ASSOCIATION ROOSEVELT

RULES AND REGULATIONS

1. Homeowner Restrictions:

- a) If a Homeowner's account is in arrears, they may not rent the Roosevelt House.
- b) Exclusive reservations are only permitted to members of the Homeowners Association, who are in good standing, or the tenant of a Homeowner who is in good standing.
- c) Occupancy of the Roosevelt House begins at 10am on the rental day and ends by 11pm, unless pre-approved via email by the Management Company.
- d) The Homeowner or Tenant must be present for the duration of the rental.
- e) Homeowners and their guests are restricted the first floor only.
- f) Pets or animals are prohibited in or around the Roosevelt House on the grounds and in the pool area.
- g) No tacks and/or tape may be used to hang decorations from the walls or ceilings.
- h) The furniture in the Roosevelt House cannot be removed for outside use.
- i) All furniture must be returned to its original position.
***Binder in kitchen cabinet above refrigerator provides photos of floor plans.
- j) The fence along Route 7 may not be removed.
- k) No vehicles are permitted on the front lawn areas.
- l) For tents, please contact the Management Company for specifics.
- m) Roosevelt House reservations may not be used for events that (1) charge admission or ask for a contribution, (2) are advertised to the public through newspapers, bulk mailing flyers, telephone or radio/TV, (3) result in a profit to the Homeowner or a second party, (4) Official or unofficial Political gatherings are strictly prohibited.
- n) A Roosevelt House reservation does not include use of the pool.

SMOKING AND VAPING IS PROHIBITED INSIDE AND ALL EXTERIOR AREAS TO INCLUDE PATIOS, WALKWAYS AND PARKING LOTS.

2. Homeowner Responsibilities

- a) Every Homeowner is responsible for proper disposal of trash in the dumpster, general cleanup of the kitchen area and utensils, as well as the proper storage of any games, books and toys after use. The refrigerator and freezer should be left empty. Thorough cleaning of tables and furniture and trash/debris removal must be completed by 9:00am on the day following the event. Failure to comply will result in loss of deposit as well as additional penalties and costs. A checklist that will be used to inspect the premises is attached for Homeowner reference.
- b) Children under eighteen (18) years of age must not be left unattended in any area of the Roosevelt House. Children are not allowed to jump on furniture and must be supervised at all times. Any damage cause by children of the member, their families, guests, hired or volunteer staff is the sole responsibility of the member.

I have read the above information and agree to fully comply (SIGN) _____

- c) Unauthorized use of the Roosevelt House by non-residents is strictly forbidden.
Any questionable occupant may be challenged and must provide identification to ensure proper use of the facilities. In the event the individuals occupying the house are not authorized, the HOA Board and Management Company reserves the right to cancel the event and vacate the property.
 - d) Each Homeowner is to ensure that proper alarm procedures are taken during after-hours use (after 11pm). Please call the Management Company at (914) 646-5108 for alarm instructions.
 - e) Before resetting the alarm, the Homeowner should (1) shut off all interior lights, (2) check and secure all doors and windows, turn off A/C Units and (4) be certain all persons have exited the building.
3. Homeowners, their guests, relatives, and contractors agree to hold harmless: Dalton Farm Homeowners Association, The Board of Directors and Management Company, their employees, assigns, services, laborers, officers and caretakers.
 4. The Homeowner reserving the Roosevelt House is responsible for any damage, destruction or vandalism which may occur during the time the Roosevelt House reserved. Any damage caused by the Homeowner, guests, or hired/volunteer personnel shall be repaired by Dalton Farm Homeowners Association and will be billed to the Homeowner or deducted from his/her security deposit. Any damage in excess of the security deposit will be billed to the Homeowner's account.
 - a. Upon entering the Roosevelt house for set up, if the Homeowner sees what they perceive to be existing damage or an unclean house, it is suggested the Homeowner take photos and email the Management Company ASAP (so there is a time stamp), and therefore not held responsible.
 5. The storage closet off the dining room will be available for the renters including additional tables, chairs, use of the vacuum cleaner, bucket, mop, broom, dustpan and brush. A list of cleaning supplies that the Homeowner should remember to bring to an event is suggested on the last page.
 6. The Homeowner must strictly comply with (1) all time restrictions (2) number of occupant's is restricted to a maximum of 100 people (3) security procedures and (4) guidelines for restricted areas.
 7. The Homeowner is solely responsible for the conduct of his/her guests and all hired or volunteer personnel.
 8. The Homeowner hereby understands and consents that any breach of the Rules and Regulations by a Homeowner, guest, or hired/volunteer personnel will result in the immediate cancellation of the event and/or vacating the premises.
 9. The Board of Directors reserves the right of final approval of all application requests or to impose further restrictions and it may deem necessary.
 10. Certificate of Liability Insurance: If a professional vendor such as cleaning or catering services or disc jockey is engaged, a Certificate of Liability Insurance must be submitted to the Management Company one week prior to the date of the reservation naming Dalton Farm Homeowners Association as additional insured.
 11. The Board of Directors reserves the right to modify, amend or change the Rules and Regulations without prior notification.

I have read the above information and agree to fully comply (SIGN) _____

Dalton Farm Homeowners Association
Roosevelt House Reservation Form

Homeowner's Name: _____ Today's Date: _____

Address: _____

(Home) _____ (Work) _____ (Cell) _____

Date Requested: _____ Hours Requested: _____

Type of Occasion: _____

Number of Guests: _____

Approximate number of staff/volunteers: _____

Will there be a tent on grounds? _____ If yes, dates: _____

Name of Catering Service, if applicable: _____

Contact Person: _____ Phone: _____

Insurance Carrier: _____

Name of DJ or Band, if applicable: _____

Contact Person: _____ Phone: _____

Insurance Carrier: _____

Please submit this completed form, the attached Authorization form and a check in the amount of \$500 made payable to Dalton Farm HOA, to the On-Site Office located on the second floor of the Roosevelt House. For your convenience, there is a mail slot in the office door.

I have read the above information and agree to fully comply (SIGN) _____

DALTON FARM HOMEOWNERS ASSOCIATION
AUTHORIZATION FORM

I, _____
(Homeowner)

Living at: _____

Poughquag, NY 12570, do hereby assume any and all responsibility for costs due to negligence, willful misconduct, damage of common areas or amenities, violations of Rules and Regulations including, but not limited to, penalties and/or legal costs incurred in the remedy of same caused or acted to have been caused by homeowners, guest or tenants residing at the above premises.

I agree to defend, indemnify, and hold Dalton Farm Homeowner Association/Directors/Members and the Management Company harmless from and against any and all liabilities, claims, cost and expenses (including legal fees, court cost, and any other disbursements) arising out of or in any way related to the rental. The Board of Directors reserves the right to revoke privileges for cause without notice.

Homeowner's signature

Date

I have either received alarm instructions or do not need them.

Homeowner's signature

Date

A NOTE ABOUT CLEAN-UP PROCEDURES:

The Homeowner is responsible to clear debris from all floors, clean all table surfaces in all rooms, the kitchen counter surfaces, and removal of any and all decorations and tac used to secure them to walls. The Homeowner is responsible to provide cleaning supplies. All garbage pails must be emptied, and bags disposed in the dumpster in the parking lot.

Failure to comply with clean up procedures may result in the loss of your security deposit.

The morning after your event, the Homeowners Association will provide a cleaning service to mop floors in: the dining room, rear foyer, kitchen and kitchen foyer, living room, main foyer, children's toy room, and both bathrooms, inclusive of sinks and toilets. Any additional cleaning needed will be deducted from your deposit.

These Rules and Regulations have been established to protect all those who share responsibility for the use and care of the Roosevelt House, individual Homeowners who wish to reserve the Roosevelt House for exclusive events, individual and groups of Homeowners who wish to use the Roosevelt House on an informal basis when it is not otherwise reserved for an exclusive event, the Homeowners Association and Board of Directors, Committees and the Property Manager. Many of the Rules and Regulations are a matter of simple courtesy and help ensure that all Homeowners will have successful experiences as they use the Roosevelt House.

Roosevelt House Supply List

Homeowners who hold special events in the Roosevelt House are reminded to bring with them the following supplies that are not otherwise provided:

Cleaning:

All-purpose cleaner
Pots and pans Dish detergent
Sponges
Dishware, silverware, glassware
Paper towels
Bathroom tissue

Cooking/Serving:

Can opener Glass cleaner
Oven mitts
Knives and other cooking utensils Dish towels
Rags or dry dust cloths

Other:

Table covers (round and rectangular)
Trash can liners

Inspection Checklist

Homeowners are asked to use the following Inspection Checklist to ensure that they have left the Roosevelt House neat, clean and in the condition in which they found it.

1. Kitchen

- _____ Empty refrigerator and freezer
- _____ Wipe down all counters, stove and sink
- _____ Sweep floor of debris
- _____ Check oven to be sure it is turned off

2. Trash

- _____ Remove all trash to the outside dumpster in the parking lot

3. General cleaning of the other areas:

- _____ Sweep floors
- _____ Clean glass tabletops with glass cleaner
- _____ Dry dust other surfaces
- _____ Remove all decorations
- _____ Check furniture for loose debris and remove
- _____ Replace all furniture to its original location
- _____ Put games and books on the shelves in the Children's Room and arrange toys neatly
- _____ Remove trash, sweep floors, and wipe all surfaces

4. Final Checkout

- _____ Close and lock all windows
- _____ Return all extra tables, chairs and cleaning equipment to the storage closet (vacuum cleaner, mop/bucket, dustpan/bush)
- _____ Replace all outdoor furniture to its original position
- _____ Turn off all interior lights
- _____ Lock all outside doors
- _____ Set alarm according to instructions (if after 11pm) and exit front door
- _____ Remove any signs and/or balloons placed outside

***If you do not have alarm instructions, please contact the Management Company at (914) 646-5108**