



Foxcroft Homes Association, Inc.

Rules and Regulations for Use of Common Facilities

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Approved by the Foxcroft Homes Association, Inc.
Board of Directors
January 17, 2016

1.0 GENERAL FACILITY USE

1.1 Regulations

1.1.1 The facilities and property of the Foxcroft Homes Association, Inc. are open to Foxcroft Homeowners, their families, and guests subject to these Rules and Regulations. A resident must accompany their guest at all times.

1.1.2 It is required that each resident and their guest protect our facilities and property including the clubhouse, pool, athletic equipment and furnishings. The responsible family will replace any property damage due to negligence by a resident or guest with similar kind and quality.

1.1.3 Use of the facilities is at your own risk. Foxcroft Homes Association, Inc. assumes no responsibility and no person shall have any claim against the Association or its representatives for accidents or injuries or for loss or damage to personal property of any said party that is brought into or left on the Association premises.

1.1.4 Use of fireworks is prohibited on Association property.

1.1.5 Loud, boisterous or disruptive activity is prohibited on Association property including profane and abusive language and music.

1.1.6 If alcoholic beverages are consumed or served, the resident is responsible for enforcing all applicable laws and regulations. No alcoholic beverages are served to minors.

1.1.7 Drive slowly (3 mph maximum when conditions permit) and carefully on driveway and parking areas. All motor vehicles and bicycles must be parked in designated areas. This is important to avoid congestion on Foxcroft and Devenger Roads. Please do not drive or park on the lawn or the grassed areas (ball field, soccer field, playground, shelter area, clubhouse lawn, etc)

1.1.8 All common areas have a curfew of 11:00 PM. This curfew will be enforced by sheriff's deputies that patrol our subdivision.

1.1.9 These rules may be revised from time to time, as needed, only by the Foxcroft Homes Association, Inc. Board of Directors. Significant changes should be ratified at the next Foxcroft Homes Association meeting.

1.2 Discipline

1.2.1 The following procedure applies to minors violating these rules or regulations:

First offense: verbal warning

Second offense: sit out one hour, verbal apology, notify parents in writing, copy to President

Third offense: out the remainder of the day, written and verbal apology witnessed by parent, copy to President

Repeat offenders must have their parent or guardian present in order to use the facilities for the remainder of the week. Parents should be aware of the actions of their children and check in from time to time to verify that their children are behaving appropriately.

1.2.2 The Board of Directors may deny any individual the use of Association facilities if their Association dues are not paid, they violated the By-Laws or Rules and Regulations, or they abused the property, furnishings, or equipment of the Association.

2.0 CLUBHOUSE

2.1 General

2.1.1 The clubhouse is available to residents for private parties, receptions, and other group functions subject to the Association regulations, procedures, conditions and fees. The clubhouse is also available to non-residents at a higher rate of rent. Contact the Clubhouse Director to make a reservation to use the clubhouse. The Foxcroft Homeowner, or renter of record, is financially responsible for the clubhouse, must sign all Clubhouse Rental Agreements, and must be present at the function.

2.1.2 Although food and soft drinks may be served and consumed inside the clubhouse, adult residents, their families, and guests are held responsible for proper clean-up and trash disposal. No dining preparation facilities other than for consumption of light refreshments are provided in the clubhouse.

2.1.3 Do not tape anything to the walls, ceiling, or fans (decorations, etc).

2.1.4 Wet or damp bathing attire is not permitted in the clubhouse.

2.1.5 Smoking is prohibited in the clubhouse.

2.1.6 The "Clubhouse Rental Agreement" must be adhered to and each person using the clubhouse is requested to keep it clean, neat and orderly.

2.1.7 No person may enter the pool area unless the pool is open, permission is obtained from the head lifeguard, and guest fees are paid.

2.1.8 The clubhouse is available upon advance reservation for meetings by the Board of Directors, committee meetings, social activities, and general membership meetings. Other organizations chartered by the Board of Directors may use the clubhouse at no charge.

2.2 Procedures

2.2.1 The Clubhouse Director manages the operation of the clubhouse. This Director makes all reservations for the usage of the clubhouse facilities. (Note: This does not include use of the pool. Pool use must be arranged separately through the Pool Director).

2.2.2 The Clubhouse Director reviews the "Clubhouse Rental Agreement" and the "Responsibilities for Care of Foxcroft Clubhouse" with the prospective renter. Both parties sign two (2) copies of the Rental Agreement. The renter receives one copy of the Rental Agreement. The Clubhouse Director retains the other copy.

2.2.3 A key is issued to the renter as specified in the Agreement. The key to the office/storage room is not provided since this room is for use only by the Board and authorized committees for storage of files, tools and supplies.

2.2.4 The Clubhouse Director shall maintain the clubhouse in a respectable condition and must inspect the premises after each usage to determine the condition of the facility before returning any deposits to the renter. If the Clubhouse is found to be in poor condition or if damage is found, the deposit will be held until this can be reported to the Board of Directors and they determine the amount of money to assess the renter.

2.3 Clubhouse Rental Fees

Resident Rental Fee	\$50
Non-Resident Rental Fee	\$150
Deposit	\$300

Refer to Rental Agreement for terms and conditions.

2.4 Conditions

All users of the clubhouse, except for meetings of the Board of Directors and authorized committees, must agree to and sign the terms and conditions spelled out in the following, "Clubhouse Rental Agreement," regardless of whether or not a fee is charged.

Vehicles on the lawn (to include playground area) are strictly prohibited. If Tenant, or any guest or invitee of the Tenant, is found driving on or parking on the lawn during the term of this Agreement, Tenant will be automatically fined the sum of **\$50.00**, in addition to paying for damages incurred thereby (including, but not limited to the underground irrigation system).

3.0 SHELTER

3.1 General

3.1.1 The Clubhouse Director manages the operation of the shelter. This Director makes all reservations for the usage of the shelter facility.

3.1.2 Residents may reserve the use of the shelter in advance.

3.1.3 Adult residents, their families, and guests are held responsible for proper clean-up and trash disposal.

3.2 Shelter Rental Fees

Rental Fee	\$10
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3.3 Conditions

All users of the clubhouse, except for meetings of the Board of Directors and authorized committees, must agree to and sign the terms and conditions spelled out in the following, "Shelter Rental Agreement," regardless of whether or not a fee is charged.

Vehicles on the lawn (to include playground area) are strictly prohibited. If Tenant, or any guest or invitee of the Tenant, is found driving on or parking on the lawn during the term of this Agreement, Tenant will be automatically fined the sum of **\$50.00**, in addition to paying for damages incurred thereby (including, but not limited to the underground irrigation system).

4.0 SWIMMING POOL

4.1 General

4.1.1 All Foxcroft Homeowners and their families are encouraged to use the pool facilities, subject to the Association Rules and Regulations.

4.1.2 The Board's Pool Director has full responsibility for the operation and maintenance of the pool including contracting for or directly hiring a qualified Pool Manager and lifeguards.

4.1.3 The Pool Manager supervises and assists the lifeguards in their daily schedules to operate and maintain the pool in a safe, clean, and disciplined manner within Health Department guidelines.

4.1.4 The Pool Manager has the authority to operate the pool to maintain discipline and keep pool activities going, so long as his/her actions do not violate the rules, regulations or By-Laws of the Association.

4.1.5 The Pool Director and Staff names are posted on the pool bulletin board.

4.1.6 Everyone must identify themselves as a Foxcroft resident or guest upon entry to the pool area.

4.1.7 Any suggestions or other matters regarding the pool must be in writing and addressed to:

Pool Director
2 Foxcroft Road
Greenville, SC 29615

4.2 Pool Schedule

4.2.1 Pool opens Memorial Day weekend to all Foxcroft Homeowners and their families and closes after Labor Day weekend.

4.2.2 The schedule is as follows:

Monday - Saturday	10 AM	-	9 PM
Sunday	1 PM	-	9 PM

Scheduled hours are modified when schools are in session. The pool is closed to residents during SAIL events typically held two Thursday evenings during swim team season (early June to early July).

4.2.3 Special events are announced in advance.

4.2.4 On weekdays, a portion of the pool may be "blocked off" for swim team practices, group or individual swimming lessons at the discretion of the Pool Manager with notices posted.

4.2.5 One lane will be available for adult laps. This is particularly important during the early morning and late afternoon since many adults, especially seniors, must minimize their exposure to the sun.

4.2.6 Pool will be closed when necessary for maintenance or inclement weather and reopened at the discretion of the Pool Manager and/or the Pool Director.

4.3 Guests Pool Use

4.3.1 The fee is \$1.00 per person for all local guests, regardless of age. There is no fee for out-of-town, over-night guests. Grandchildren and their parents are also exempt from the guest fee, but their grandparent (resident) must accompany them.

4.3.2 A guest must be invited and accompanied by a resident. The resident must be an adult if the guest is under 13 years of age.

4.4 Safety And Health - General

4.4.1 Each person uses the pool facilities at their own risk. Children eight and older who pass the prescribed swimming test (posted by the Pool Manager) and display safe behavior are permitted to use the pool without adult supervision. Otherwise, children under 13 must be accompanied by an adult (age 18 and over).

4.4.2 Use of any swimming equipment must be approved by the Pool Manager or head lifeguard. Personal floatation

devices such as life vests and swimees are acceptable. Rafts, floats, and inner tubes are discouraged since they obstruct the view of the lifeguards.

4.4.3 Each person using the pool is required to help keep the pool clean, neat and orderly.

4.4.4 The pool and deck are for swimming and lounging only. Any other activity is prohibited; this includes running, pushing, wrestling, ball-playing, jogging, climbing on fences, riding bicycles, skating, roller blading, skateboarding, scooters, football, etc.

4.4.5 No one shall be permitted into the pool unless they are wearing proper swimming attire (shorts, cut-off blue jeans, etc. are prohibited).

4.4.6 All bathers/swimmers should shower before entering the pool.

4.4.7 Swimmers must remove all loose metal objects before entering the pool; such as bobby pins, jewelry, identification bracelets, hair clips, etc.

4.4.8 Admission shall be denied to anyone with skin abrasions, colds, coughs, inflamed eyes, infections or wearing bandages.

4.4.9 Expecting and blowing of nose in pool is prohibited.

4.4.10 Only one person is permitted on the diving board at a time. No one may hang from the diving board and no one may jump or dive to the side of the diving board.

4.4.11 Food and soft drinks may be served and consumed on the pool deck, but not within five (5) feet of the pool. Residents are responsible for policing their area. Glass containers are prohibited in the pool area.

4.4.12 Intoxicants are prohibited in the pool area.

4.4.13 Smoking is prohibited inside the enclosed pool area.

4.4.14 No pets are allowed within the enclosed pool area.

4.4.15 No person, other than Pool Staff, is permitted in the pump house or chlorine room or to operate any of the valves, vacuum, chemicals, etc.

4.5 Safety And Health - Children

4.5.1 Use of the Wading Pool is limited to pre-school children with an adult monitoring their actions.

4.5.2 Children with a cold, flu, vomiting, or diarrhea are prohibited from pool use.

4.5.3 Children are to wear appropriate clothing at all times.

4.5.4 Diaper changing is restricted to designated changing table(s) only.

4.5.5 Soiled diapers are only to be discarded in designated receptacles.

4.5.6 New swim diapers must be used each day (available from the lifeguards for a small fee).

4.5.7 Bathing suits must be worn over the swim diapers.

4.5.8 Children in swim diapers must be accompanied. (within five feet) by an adult in the main pool at all times.

4.5.9 The main pool is not to be used by at risk non-potty trained children the day preceding or the day of a SAIL home swim meet.

4.5.10 First violation of any of these rules in this section results in loss of privileges for one week; second violation remainder of season.

4.5.11 If an accident occurs, remove the child immediately and notify the lifeguard; a fine of \$100 will be imposed for each incident requiring closing of the pool or pool area; this fine is doubled if the offender does not respond promptly and provide timely notification.

4.6 Pool Rental

4.6.1 The pool is available for rental by residents over 21 years old only for their personal, private parties or events after pool hours until 11:59 p.m. Contact the Pool Director, not the Pool Manager. A rental fee of \$40, security deposit of \$200, and the wages for two (2) lifeguards must be paid in advance. The security deposit will be a separate check against damages and will be returned following acceptable inspection of pool facilities by the Pool Director or another board member. Rental of the pool does not include the clubhouse. The pool will not be available for rental during scheduled events such as swim team events, etc.

4.6.2 All rules and regulations of the Association will be adhered to.

4.6.3 Renters must clean the pool deck with water, leave all pool furniture in an orderly manner, and turn off all lights.

4.6.4 Noise and music must be held to a level not to disturb families living near the pool.

4.6.5 In the event of inclement weather, contact the Pool Director for a later reservation or refund.

4.6.6 Advanced reservations for pool rental may be made up to a maximum of two (2) times per season by each homeowner. Additional reservations (beyond two) will only be accepted one week prior to the event.

5.0 TENNIS COURTS

5.1 Rules and Regulations

5.1.1 Adults have priority for use of the courts on weekends, holidays, and after 6:00 p.m. on weekdays. The Athletic Director may authorize special events from time to time.

5.1.2 A maximum of four players per tennis court is allowed in the fenced-in court area.

5.1.3 A guest must be invited by an adult resident and be accompanied by the resident during use of the tennis facilities. Use of the courts by a local guest is limited to once per week.

5.1.4 Players are responsible for turning off the lights and closing the gates. Lights must be turned off no later than 11:00 p.m. so as not to disturb area residents.

5.1.5 Non-reserved courts must be relinquished to any group waiting when one hour of play has been completed.

5.1.6 Group lessons, tournaments, etc. may be allowed at the discretion of the Athletic Director, provided Foxcroft residents are participants.

5.1.7 Only tennis or other smooth-soled athletic shoes are to be worn while using the tennis courts.

5.1.8 Courts are for tennis play only. Any other activity is prohibited such as jogging, hanging on nets, climbing on fences, riding bicycles, skating, roller blading, skateboarding, scooters, football, or baseball warm-ups, etc.

5.1.9 No pets are allowed inside the fenced area.

5.1.10 The lock on the gate is to be secured by the last person using the tennis courts. A key is available from the

Athletic Director upon payment of \$10.00 to help defray its cost.

5.1.11 These courts are yours - Please take care of them! Please sweep off dirt, stones, debris, and water prior to play.

5.1.12 The tennis courts have a curfew of 11:00 PM. This curfew will be enforced by sheriff's deputies that patrol our subdivision.

5.1.13 The Board of Directors has designated the Athletic Director as responsible for the operation and maintenance of the tennis courts. All matters relating to the courts should be addressed in writing to:

Athletic Director
2 Foxcroft Road
Greenville, SC 29615

5.2 Court Reservations

5.2.1 Adult residents may reserve court time at any time with priority as stated in 5.1.1. Children may reserve the courts for use before 6:00 p.m. on weekdays.

5.2.2 Reservation sign-up sheets are posted in advance during the main season. Homeowners are required to remove their name from the sign-up sheets if they are unable to play.

5.2.3 Each tennis-playing family can reserve one court for a maximum of one and one-half (1 1/2) hours each day. No multiple reservations for use of the courts in consecutive hours by different families playing in a group are permitted except by prior agreement with the Athletic Director.

5.2.4 Court must be claimed within ten minutes of scheduled playing time or reservation is cancelled.

5.2.5 Courts are not to be reserved for group lessons after 6:00 p.m. on weekdays or all day Saturday and Sunday.

5.3 Etiquette

5.3.1 When a ball rolls onto your court from an adjoining court, return ball when play has stopped.

5.3.2 Do not enter an adjoining court to retrieve a ball when play is in progress.

5.3.3 Wait outside fenced area until your court is available.

5.3.4 Players should talk softly to prevent disturbing other players.

6.0 BASKETBALL COURT

6.1.1 Use of the court is limited to basketball only. Any other activity is prohibited such as jogging, riding bicycles, skating, roller blading, skateboarding, scooters, football, etc. The Athletic Director may designate other reasonable usage upon special occasions.

6.1.2 No climbing on the backboard poles or hanging on the nets or rims is permitted.

6.1.3 Basketball-type shoes should be worn on the court to avoid excessive wear.

6.1.4 The basketball court has a curfew of 11:00 PM. This curfew will be enforced by sheriff's deputies that patrol our subdivision.

6.1.5 All matters relating to the basketball court should be addressed to:

Athletic Director
2 Foxcroft Road
Greenville, SC 29615

7.0 SOCCER AND BALL FIELD

7.1.1 Organized team activities have preference on the use of the field. Regular use will require a contract and usage fee. Team participation must be open to Foxcroft residents.

7.1.2 Field is scheduled on a first-come first-served basis. Team coaches or parents are requested to work out schedules with the Athletic Director. A liability waiver must be signed by the resident for any reservation.

7.1.3 No motorized vehicles such as go-carts, motorcycles, or scooters are permitted on the field.

7.1.4 The soccer and ball field have a curfew of 11:00 PM. This curfew will be enforced by sheriff's deputies that patrol our subdivision.

7.1.5 All matters relating to the soccer and ball field should be addressed to:

Athletic Director
2 Foxcroft Road
Greenville, SC 29615

8.0 PLAYGROUND

8.1.1 The equipment on the playground is intended for use by children 12 and under. Use by older children or adults may result in damage to the equipment.

8.1.2 The playground has a curfew of 11:00 PM. This curfew will be enforced by sheriff's deputies that patrol our subdivision.

8.1.3 All matters relating to the playground should be addressed to:

Athletic Director
2 Foxcroft Road
Greenville, SC 29615.

9.0 CLUBHOUSE & SHELTER RENTAL AGREEMENTS



FOXCROFT HOMES ASSOCIATION, INC. CLUBHOUSE RENTAL AGREEMENT

THIS RENTAL AGREEMENT made and entered into by and between Foxcroft Homes Association, Inc., a South Carolina Eleemosynary Corporation, as Owner, and the undersigned, as Tenant, this the _____ day of the month of _____ and the year of _____. Owner hereby rents to Tenant the Clubhouse building (no other facilities) located at Foxcroft Road for the period from _____ am/pm on ___/___/___ to _____ am/pm on ___/___/___, for a total rental of \$50.00 for residents; \$150.00 for non-residents, to be paid in advance. A deposit check in the amount of \$300.00 for damages, additional cleaning, and/or non-compliance with the terms of this agreement will also be paid in advance. Tenant remains responsible for all damage, including when such may exceed the deposit. Foxcroft Homeowners will obtain a quote for repairs and the Tenant is responsible for the cost of the repairs. In addition, removal of any Foxcroft property will be deducted from the deposit. The deposit check will be returned to the Tenant within one week when the Clubhouse Director inspects the Clubhouse and determines that it has been left as stipulated on the checklist.

Vehicles on the lawn are strictly prohibited. If Tenant, or any guest or invitee of the Tenant, is found driving on or parking on the lawn or the field during the term of this Agreement, Tenant will be automatically fined the sum of **\$50.00**, in addition to paying for damages incurred thereby (including, but not limited to, the underground irrigation system).

No fireworks are allowed on Foxcroft property. Our insurance policy does not cover damage associated with the use of fireworks.

No tape is allowed on any surface in the clubhouse; this includes walls, woodwork, ceiling, floor, etc. If tape or damage caused by tape or any other application (tacks, nails, etc) is found when the Clubhouse Director inspects the property after a rental, the Tenant will automatically be fined \$20.00 per piece of tape or \$20.00 for each "spot" of damage caused by removal of a piece of tape.

Tenant assumes sole responsibility for all his/her guests as to the observance of all applicable laws, rules and regulations, for the maintenance of the premises during the term hereof, and accepts liability for any damage to the premises occurring during the term. The responsibilities listed on the checklist provided are part of the applicable rules and regulations.

At the end of the rental period, the Tenant shall immediately remove all trash, clean all spills, wipe all tables and counter tops, and sweep and mop the floor. All tables shall be stacked on the table rack and/or arranged along the walls. All chairs shall be placed in the chair rack provided. In addition, the Tenant shall adjust the heat and air conditioning and turn off all lights and appliances in accordance with the checklist provided. Once all items are completed, the Tenant must lock the Clubhouse.

Tenant agrees to indemnify and hold Owner harmless from any and all liability for damages and/or injuries that may occur to any member(s) or guest(s) during the term hereof. In the event alcoholic beverages are to be served, Tenant agrees to comply with all laws and regulations pertaining hereto. Foxcroft Homeowners Association, Inc. is not responsible for any liability associated with the serving of alcoholic beverages as we do not directly supervise any parties that occur during the lease agreement.

Tenant can pick-up the key(s) _____ .

Use of the key(s) prior to this time for inspection of the premises will be by special arrangement.

The key(s) shall be returned by Tenant no later than on _____ to the lockbox outside.

Tenant Name: _____

FOXCROFT HOMES ASSOCIATION, INC.

Tenant Signature: _____

Address: _____

By: _____

Phone: _____

Owner



Rental Checklist

RESPONSIBILITIES:

The following list of cleaning tasks must be completed when your group function is over and prior to leaving:

- Carry all trash from kitchen, bathrooms, etc to outside garbage cans. Replace plastic liners in all indoor trash bins.
- Sweep and damp mop (water only) the floor. Do not use too much water on the hard- wood floor.
- Clean bathroom sinks and toilets.
- Wipe off tabletops.
- Clean kitchen and island countertops and leave sink clear and clean. Operate and empty the disposal.

OTHER IMPORTANT ITEMS TO FOLLOW:

- No one is to park or drive on the grass in front of the Clubhouse on Devenger Road or on the side at Foxcroft Road or on the field (\$50 fine plus damages incurred)
- No tape is to be used on the walls, fans, ceiling or floor. (\$20 fine per piece of tape or spot of damage)
- Be sure that NO perishable food or other items are left in cabinets, oven, or refrigerator.
- Return cleaning supplies and equipment to proper places (utility closet and/or under sink.)
- Stack chairs in the chair rack provided. If other chairs are used (from the back closet) please return those to the closet when finished.
- Place all round tables (4) and all long rectangular tables (4) on the table rack provided. The small tables may be left out but must be arranged neatly along the walls. Carry; **DO NOT SLIDE FURNITURE ACROSS THE FLOOR.**
- Turn off all inside and outside lights and appliances, and verify stove is off.
- Adjust thermostat to proper setting, depending on the season:

Winter	set thermostat to 55 degrees F
Summer	set thermostat to 80 degrees F
Spring and Fall	turn off heating/cooling system

- Close and lock all windows and doors; close all blinds.
- The “Rules and Regulations for Use of Common Facilities” have been followed.
- Sign and return this checklist, along with the key, to the lockbox located outside by the sidewalk that leads to the door nearest the parking lot. Please inform Clubhouse Director of anything at the Clubhouse that may require special attention.

I have completed the above items as indicated by the checkmarks and left the facility in better condition than I received it:

Signature of Tenant

Date



**FOXCROFT HOMES ASSOCIATION, INC.
CLUBHOUSE/SHELTER RENTAL AGREEMENT**

THIS RENTAL AGREEMENT made and entered into by and between Foxcroft Homes Association, Inc., a South Carolina Eleemosynary Corporation, as Owner, and the undersigned, as Tenant, this the _____ day of the month of _____ and the year of _____. Owner hereby rents to Tenant the Clubhouse building (to include shelter building) located at Foxcroft Road for the period from _____ am/pm on ____/____/____ to _____ am/pm on ____/____/____, for a total rental of \$50.00 for residents; \$150.00 for non-residents, to be paid in advance. A deposit check in the amount of \$300.00 for damages, additional cleaning, and/or non-compliance with the terms of this agreement will also be paid in advance. Tenant remains responsible for all damages, including when such may exceed the deposit. Foxcroft Homeowners will obtain a quote for repairs and the Tenant is responsible for the cost of the repairs. In addition, removal of any Foxcroft property will be deducted from the deposit. The deposit check will be returned to the Tenant within one week when the Clubhouse Director inspects the Clubhouse and determines that it has been left as stipulated on the checklist provided.

Vehicles on the lawn are strictly prohibited. If Tenant, or any guest or invitee of the Tenant, is found driving on or parking **on the lawn or the field** during the term of this Agreement, Tenant will be automatically fined the sum of **\$50.00**, in addition to paying for damages incurred thereby (including, but not limited to, the underground irrigation system). **No hammocks of any kind are allowed in the shelter area.**

No fireworks are allowed on Foxcroft property. Our insurance policy does not cover damage associated with the use of fireworks.

No tape is allowed on any surface in the clubhouse; this includes walls, woodwork, ceiling, floor, etc. If tape or damage caused by tape or any other application (tacks, nails, etc) is found when the Clubhouse Director inspects the property after a rental, the Tenant will automatically be fined \$20.00 per piece of tape or \$20.00 for each "spot" of damage caused by removal of a piece of tape.

Tenant assumes sole responsibility for all his/her guests as to the observance of all applicable laws, rules and regulations, for the maintenance of the premises during the term hereof, and accepts liability for any damage to the premises occurring during the term. The responsibilities listed on the checklist are part of the applicable rules and regulations.

At the end of the rental period, the Tenant shall immediately remove all trash, clean all spills, wipe all tables and counter tops, and sweep and mop the floor. All tables shall be stacked on the table rack and/or arranged along the walls. All chairs shall be placed in the chair rack provided. In addition, the Tenant shall adjust the heat and air conditioning and turn off all lights and appliances in accordance with the checklist on the reverse side of this agreement. Once all items are completed, the Tenant must lock the Clubhouse.

Tenant agrees to indemnify and hold Owner harmless from any and all liability for damages and/or injuries that may occur to any member(s) or guest(s) during the term hereof. In the event alcoholic beverages are to be served, Tenant agrees to comply with all laws and regulations pertaining hereto. Foxcroft Homeowners Association, Inc. is not responsible for any liability associated with the serving of alcoholic beverages as we do not directly supervise any parties that occur during the lease agreement.

Tenant can pick-up the key(s) _____.

Use of the key(s) prior to this time for inspection of the premises will be by special arrangement.

The key(s) shall be returned by Tenant no later than on _____ to the lockbox outside.

Tenant Name: _____

FOXCROFT HOMES ASSOCIATION, INC.

Tenant Signature: _____

Address: _____

By: _____

Phone: _____

Owner



Rental Checklist

RESPONSIBILITIES:

The following list of cleaning tasks must be completed when your group function is over and prior to leaving:

- Carry all trash from kitchen, bathrooms, etc to outside garbage cans. Replace plastic liners in all indoor trash bins.
- Sweep and damp mop (water only) the floor. Do not use too much water on the hard- wood floor.
- Clean bathroom sinks and toilets.
- Wipe off tabletops.
- Clean kitchen and island countertops and leave sink clear and clean. Operate and empty the disposal.

OTHER IMPORTANT ITEMS TO FOLLOW:

- No one is to park or drive on the grass in front of the Clubhouse on Devenger Road or on the side at Foxcroft Road or on the field (\$50 fine plus damages incurred)
- No tape is to be used on the walls, fans, ceiling or floor. (\$20 fine per piece of tape or spot of damage)
- Be sure that NO perishable food or other items are left in cabinets, oven, or refrigerator.
- Return cleaning supplies and equipment to proper places (utility closet and/or under sink.)
- Stack chairs in the chair rack provided. If other chairs are used (from the back closet) please return those to the closet when finished.
- Place all round tables (4) and all long rectangular tables (4) on the table rack provided. The small tables may be left out but must be arranged neatly along the walls. Carry; DO NOT SLIDE FURNITURE ACROSS THE FLOOR.
- Turn off all inside and outside lights and appliances, and verify stove is off.
- Adjust thermostat to proper setting, depending on the season:

Winter	set thermostat to 55 degrees F
Summer	set thermostat to 80 degrees F
Spring and Fall	turn off heating/cooling system

- Close and lock all windows and doors; close all blinds.
- The “Rules and Regulations for Use of Common Facilities” have been followed.
- Sign and return this checklist, along with the key, to the lockbox located outside by the sidewalk that leads to the door nearest the parking lot. Please inform Clubhouse Director of anything at the Clubhouse that may require special attention.

I have completed the above items as indicated by the checkmarks and left the facility in better condition than I received it:



**FOXCROFT HOMES ASSOCIATION, INC.
SHELTER RENTAL AGREEMENT**

THIS RENTAL AGREEMENT made and entered into by and between Foxcroft Homes Association, Inc., a South Carolina Eleemosynary Corporation, as Owner, and the undersigned, as Tenant, this the _____ day of the month of _____ and the year of _____ .

Owner hereby rents to Tenant the Shelter building located at Foxcroft Road for the period from _____ am/pm on ____/____/____ to _____ am/pm on ____/____/____, for a total rental of \$10.00, to be paid in advance.

Vehicles on the lawn (to include playground area) are strictly prohibited. If Tenant, or any guest or invitee of the Tenant, is found driving on or parking on the lawn during the term of this Agreement, Tenant will be automatically fined the sum of **\$50.00**, in addition to paying for damages incurred thereby (including, but not limited to the underground irrigation system).

No hammocks of any kind are allowed in the shelter area.

Tenant Name: _____

Tenant Signature: _____

Address: _____

Phone: _____

FOXCROFT HOMES ASSOCIATION, INC:

BY: _____

OWNER