

## **Prairie Club Rental Procedures**

### **January**

Prairie Club office publishes the rental procedures in The Bulletin, our quarterly club newsletter.

### **February**

No requests will be honored before **February 15<sup>th</sup>**. Members who want to rent Club owned facilities must mail their written requests along with a deposit to the Club office with the dates requested and the preferred rental locations. Envelopes must be postmarked no sooner than February 15<sup>th</sup>. No faxes, e-mails, or telephone calls will be accepted. Rental requests will be taken in order of receipt beginning on February 20<sup>th</sup>. Listing three rental dates, in order of preference, usually assures a rental during the summer. Please enclose a nonrefundable deposit check in the amount of \$50.00 for each rental request made payable to the Prairie Club. Any unfulfilled requests will be returned to you along with your unused deposit. If you do not include a deposit for each rental request, your request will not be considered.

Any Prairie Club member can rent one facility at Hazelhurst Camp during peak season (June 13 - Labor Day weekend). The renting member must be present in the facility or in the camp, if they are a siteholder, and is held responsible for all guests. The member will be held responsible for any damage or charges incurred and will not be allowed to rent again until all charges are paid in full. All facilities will be inspected after check out by the cleaning crew and the Caretaker, who will arrange for any emergency repairs. Our facility chair(s) will be notified immediately of any loss or damage.

Details of The Prairie Club's rental facilities may be found on our website: [ThePrairieClub.org](http://ThePrairieClub.org)

### **March 1-15**

Club office confirms rentals with members. Reservations are finalized.

### **May 1**

Final payments for peak season rentals must be made by May 1<sup>st</sup>. If rental is booked after May 1<sup>st</sup>, all payments are due 30 days prior to the rental stay.

### **Cancellation Policy**

To be guaranteed a refund, cancellations must be made by May 1<sup>st</sup> or 30 days prior to the stay. This cancellation policy is in effect for ALL Prairie Club owned rental facilities.

### **Other notes**

A waiting list will be established for rentals that cannot be immediately accommodated. Off season rental requests may be made throughout the entire year. Please contact the office directly for information regarding renting for large groups.

### **Private Cottage Rentals**

Siteholders may rent their private cottages to active Prairie Club members only.

In accordance with Hazelhurst Camp Rules and Siteholder Lease Agreement, siteholders are responsible for remitting 10% of all proceeds received from private cottage rentals to the Prairie Club to reimburse the Club for use of its beach and grounds. The siteholder must send the 10% use fee to the Prairie Club Office along with the Hazelhurst Private Rental Information Form. The siteholder must complete the Hazelhurst Private Rental Information Form, which includes the names of renters, the names of all persons who will be staying at the rental site, time period of rental, and other rental information to the Club office and the caretaker at least 14 days prior to the beginning date of the rental. All siteholders who rent their cottages must provide proof of liability insurance coverage for the rental of their property.

The Prairie Club is not responsible for any aspect of private cottage rentals, including defaults on rental agreements. Siteholders must provide renters with the Hazelhurst Camp Rules and may be held responsible for any violations by their renters.