Renters of CSA, Wildewood and Golf Lane Association property owners are required to register in the office and purchase an Assembly ticket. In recent years it has become increasingly clear that registering these renters presents some challenges. Returning renters (renting same property) usually are easy to register as they know the process, know the name of the property owner and the address of the property. New or infrequent renters often do not have this information, making it difficult to determine if they meet the criteria for purchasing Assembly Tickets. And, some renters do not even know that they are required to register.

In addition, sometimes renters of properties not on the CSA, Wildewood or Golf Lane ask to register. Those individuals have been mistakenly told by either the owners of the rental property or by other people associated with the CSA they can purchase Assembly Tickets.

We spent 2019-2020 clarifying and communicating the CSA rental policy, preparing two standard letters (included below) to be used by property owners and the CSA Office, and notifying several owners of properties not in the CSA, Wildewood or Golf Lane Associations that their renters and house guests were not eligible to purchase Assembly Tickets or use the beaches.

The next step, beginning with the 2021 season, is requiring property owners in the CSA, Wildewood and Golf Lane Associations to notify the CSA Office of their renters in advance of the rental using the attached form. Providing the Office Manager with information on all the persons renting their respective properties during the nine-week season will allow the office staff to welcome and efficiently process those registrations following CSA policies.

Assembly Tickets will not be issued to the renters unless this form is on file with the Office Manager. They will be asked to contact the property owner to have them complete the form. They will not receive an Assembly Ticket until this process is completed.

We appreciate your help with implementing this process. If you have any questions, please email congregationalsummerassembly@gmail.com.

Owner's Renter Assembly Ticket Form

During the nine-week summer season, owners on the CSA grounds, Wildewood and Golf Lane Associations who rent out their cottages are required to fill out this form in order for their renters to obtain the required Assembly Tickets. CSA Office Staff needs the information provided in the form so they can welcome and register renters efficiently.

Assembly Tickets will not be issued to the renters unless this form is on file with the Office Manager. Please complete the form and mail it to the Office Manager, CSA, 2128 Pilgrim Hwy, Frankfort, MI 49635 or email it to officecsa2128@gmail.com.

Owner's full name: _____

Owner's CSA, Wildewood or Golf Lane property address: _____

_____

Owner's email address: _____

Owner's phone #: _____

Local Contact Person/Phone # if owner is not in the area: _____

Dates Renter in residence at CSA, Wildewood or Golf Lane: _____

Renter's full name: _____

Names of all individuals in the Renter's group (optional, please provide birthdate for all children under age 18):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Renter's home address: _____

Renter's email address: _____

Renter's phone #: _____

The birthdates for children help us to maintain appropriate services and staffing for both adult and children's programs each season.

The information will not be shared or used outside of the CSA.

TO: CSA, Wildewood and Golf Lane Association Property Owners who rent out their cottages during the summer season

FROM: CSA Board of Trustees

DATE: 11/24/2020 - updated 1/22/2025

If you rent out your cottage in the CSA, Wildewood or Golf Lane during the season your renters are required to purchase an Assembly Ticket allowing use of the CSA facilities and participation in CSA programs.

Please note the following:

- You are responsible for telling your renters to register in the Assembly Building for the week(s) they are in residence. Tickets are sold per person, by the week. One auto sticker per car on the grounds must be purchased. Please see the CSA's website for a list of current fees at this link - https://summerassembly.org/news-update/fees.html

- Please note that individuals who purchase 10 years of Assembly Tickets are eligible to become an Associate Member of the CSA.

- As stated in the CSA's USE OF PROPERTY REGULATIONS all rentals must be for a minimum of one week (no weekend rentals are permitted).

- If the renter does not pay the fees, you are responsible for their registration and payment to the CSA.

- If you are not in the area when your cottage is rented, please appoint a local contact person for the renter so any issues can be handled in a timely manner.

- Please complete and distribute the attached "Letter to Renters" which informs your renters of relevant CSA policies.

Thank you for helping ensure funding and stewardship for the future of the CSA.

To: Renters who rent in the CSA, Wildewood or Golf Lane during the summer season:

Welcome to the Congregational Summer Assembly (CSA).

As a renter in the CSA, Wildewood or Golf Lane, you are required to register at the Assembly Building, 2128 Pilgrim Highway, (the big brown building by the ball field) for the weeks you are renting during the summer season.

At registration, you are required to purchase an Assembly Ticket for each person (3 years and older) for each week in residence. This fee pays for the use and access to beaches on Crystal Lake and Lake Michigan, tennis and swimming lessons and all other activities of the CSA.

In addition, you must purchase a sticker for each vehicle you have on the CSA roads and property. All persons, 16 years of age or older, playing tennis or pickleball on any CSA tennis courts must also have a current Racquet Sports Tag.

When you register at the Assembly Building, be sure to pick up a copy of the “Welcome to the Congregational Summer Assembly” letter. Among other things, it includes information about quiet hours (11:00 pm - 8:00 am), trash pickup, pets, and a schedule of activities included in the Assembly Ticket fee. No alcoholic beverages, illegal drugs, smoking devices, marijuana, intoxicants derived from marijuana or fireworks are to be used on any CSA common properties and beaches.

Enjoy your stay!

For questions about your cottage, please contact Owner:

Name_____ Phone_____

Or Local Contact Person if owner is not in the area:

Name_____Phone_____