



*Villas at Northville Hills*  
CONDOMINIUM ASSOCIATION

# Clubhouse Rental Information Package

- Clubhouse Rules & Regulations
- Clubhouse Rental Form

# Clubhouse Rules & Regulations

## RESERVING CLUBHOUSE SITTING ROOM:

1. Only the sitting room may be reserved but during the reserved time, the sitting room guests may use the kitchen, the restrooms and the small patio outside the back doors of the sitting room. However, use of the Pool or Pool deck or exercise equipment is prohibited and the kitchen appliances may only be used for warming (not cooking) food.
2. The inviting Owner(s) must be present at all times and must make sure that all of the requirements set forth herein and in the forgoing Rules are strictly observed.
3. No gambling or loud, risqué or illegal activities are permitted.
4. The sitting room and kitchen (including the range, microwave and refrigerator) must be left clean and neat and no food or food related garbage may be left anywhere on the premises.
5. The total number of guests and Owners in attendance may not exceed 30.
6. Parking is strictly limited to the marked spaces and other approved parking areas.
7. Nothing may be tacked, taped or otherwise attached to the lights, walls, ceilings or curtains.
8. To reserve the sitting room, the Association's management company must be contacted at least one week in advance. If the proposed date and time are available, the Owner must make a \$200 deposit to make the reservation. \$100 of the deposit is a refundable security deposit to cover any damage and/or inordinate cleaning charges and \$100 is a non-refundable rental fee. The reserving Owner(s) agree to be responsible for any damages in excess of the \$100 security deposit and to hold the Association harmless from any liability that may arise as a result of the use of the facilities. (NOTE: the check will be deposited and will be shown on the Co-owner's account. If there are no damages, or cleaning charges, the Association will issue a check for the Security Deposit within 2 weeks of the rental).
9. To facilitate Owner only functions in the sitting room (such as card games, book clubs, television events and the like), Owners who would like to use the sitting room at a specific time or times and do not intend to invite guests may also reserve the sitting room in advance (with no security deposit or rental fee) by contacting the Association's management company at least one week in advance.
10. No Owner who is in arrears on any financial obligation to the Association may reserve the sitting room for any purpose.
11. No Owner may reserve the Clubhouse sitting room for guest or non-guest functions more than once per month.
12. The Clubhouse may not be reserved or used for public or commercial functions and no signs of any kind may be placed on the clubhouse or other Association property.
13. Prior to and within ninety days of rental, the Owner must have their insurance carrier furnish the Association Management Company a certificate of insurance or an evidence of insurance statement showing coverage for the date of the rental and liability and property coverage limits that meet the Association's insurance requirements found in section 3 of our By-Laws.

GENERAL:

1. The Clubhouse and Pool are for the exclusive use of Villas Owners and their invited guests. A guest may use these facilities only when accompanied by an Owner.
2. No personal items may be left on the premises at anytime (including in the Clubhouse refrigerator) and each Owner is requested to do his/her best to keep all of the facilities neat and clean and to turn off or down lights, TVs, appliances and the heating/cooling system when they are not needed.
3. No loud noises or other activities generally considered disturbing in a residential neighborhood are allowed.
4. No pets are allowed in the Clubhouse or Pool area.

CLUBHOUSE:

1. The Clubhouse will be open from 6 AM until 10 PM seven days per week but everyone should vacate the premises by 9:55 PM because the automatic alarm system activates at 10 PM.
2. If others are waiting to use the exercise equipment, each person should limit their total use to thirty minutes.
3. No smoking is allowed in the Clubhouse.

Management by: Kramer Triad Management Group, LLC  
40000 Grand River, Suite 100 • Novi, MI 48375

248.888.4700 800.301.0121 Fax 248.888.4721 [www.kramertriad.com](http://www.kramertriad.com)

**AAMC**  
ASSOCIATION MANAGEMENT COMPANY



Villas at Northville Hills  
CONDOMINIUM ASSOCIATION

## Clubhouse Rental Form

I request the use of the **Villas at Northville Hills** Clubhouse on \_\_\_\_\_, 20\_\_\_\_, for the (approximate) hours of \_\_\_\_\_ A.M./P.M. until \_\_\_\_\_ A.M./P.M. (not later than 10:00) for the following purpose: \_\_\_\_\_.

### **BREAKDOWN OF RENTAL FEE:**

Rental Fee	\$100.00	(NON-REFUNDABLE)
<b>Security Deposit:</b>	<b>\$100.00</b>	(Refundable – please write a separate check)
<b>TOTAL RENTAL FEE:</b>	<b>\$200.00</b>	

The **Rental Fee, Security Deposit Fee** and this completed **Reservation Form** are necessary to guarantee the use of the Clubhouse on the date of your event.

- **THE \$100 SECURITY DEPOSIT FEE IS REFUNDABLE**
- **Please make all checks payable to: Villas at Northville Hills Condominium Association.**

I have enclosed the rental fee of \$\_\_\_\_\_ (check #\_\_\_\_\_) with this Reservation Form. I have enclosed the security deposit of \$\_\_\_\_\_ (check #\_\_\_\_\_) with this Reservation Form

I RECOGNIZE THAT I, THE RENTING CO-OWNER, WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, EQUIPMENT OR SUPPLIES AND FOR ANY INJURIES TO PERSONS ATTENDING THIS FUNCTION. I agree that the **Villas at Northville Hills Condominium Association** or individuals acting on behalf of the aforementioned Association are not responsible for any damages or injuries which may occur at this function.

I have read and understand the attached **Clubhouse Rules And Regulations** for using the **Villas at Northville Hills Condominium Association** facilities and agree to abide by them. I further understand that any violations of the outlined rules and regulations may result in the automatic forfeiture of the \$100.00 Security Deposit.

\_\_\_\_\_  
Renting Co-owner (Print Name)

\_\_\_\_\_  
Renting Co-Owner's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone                      Cell Phone

Received by: \_\_\_\_\_  
Agent for Villas at Northville Hills Condominium Association

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

