

**Applegate Swim Club CLUBHOUSE**  
**Private Event & Rules/Regulations Agreement**

**A. General Information:**

Reservations will be accepted on a first-come basis. *Check your Portal's calendar for real-time event statuses.* Community events have priority on the calendar.

**Rates for Swim Club Members:** A usage fee of \$50.00 will be charged for the use of the Clubhouse by members of the Applegate Swim Club in good standing, for a typical 4-hour rental (with access an hour before and after for setup/cleanup); Each subsequent event hour will be an additional \$25 charge.

**Rates for Applegate Members:** A usage fee of \$75 will be charged for the use of the Clubhouse by Applegate Condominium Association homeowners for a typical 4-hour rental (with access an hour before and after for setup/cleanup); Each subsequent event hour will be an additional \$25 charge.

**Rates for Other Non-members:** A usage fee of \$100 will be charged for the use of the Clubhouse by Applegate Condominium Association homeowners for a typical 4-hour rental (with access an hour before and after for setup/cleanup); Each subsequent event hour will be an additional \$25 charge.

# Event Hours This Agreement: \_\_\_\_\_ Rate: \_\_\_\_\_ Renter Initials: \_\_\_\_\_

**A \$50.00 security deposit is required with all rentals, in addition to the above agreed upon rate.** Any and all damages to the property will be the sole responsibility of the individual renting the Clubhouse. The Applegate Swim Club will make necessary repairs and bill the individual who rented the Clubhouse. Payment is expected promptly, or usage privileges of the Pool Club will be suspended. Please indicate when emailing this form to [Applegateswimclub@gmail.com](mailto:Applegateswimclub@gmail.com) that you want to pay via secure payment link; OR, make two checks payable to Applegate Swim Club and mail with this form. These fees are required to be paid in advance of the date of the party. Maximum occupancy of the clubhouse is limited to 100 persons. It is understood that the Member is responsible for all actions and/or damages that are a result of any persons in attendance or activity occurring during the course of the party. Members are responsible for explaining the rules and regulations to all guests, and ensuring that the regulations are followed.

**B. Use of the Clubhouse for private events specifically does NOT include the use of the pool. The screened Patio/Sunroom is also reserved for the enjoyment and use of members and their guests on a communal basis. That space is NOT part of a reservation. Please do not obstruct it from all member's enjoyment. It cannot be decorated or otherwise altered to appear to be part of a private function's reserved space.**

**C. Noise Level:**

The Applegate Swim Club Clubhouse is centrally located within the Applegate Community, with a large number of homes within close proximity. It is therefore very important that the noise level of any Private Event be kept to a minimum. If you will be utilizing a disc-jockey (DJ), the volume must be kept to a level which cannot be heard outside of the Clubhouse. Any complaints from the Applegate HOA residents regarding excessive noise originating from the Clubhouse will result in immediate termination of the party, and all fees and deposits shall be forfeited. In addition, no gathering or "partying" in the Clubhouse parking lots shall be permitted.

**D. Decorations:**

You may decorate the Clubhouse in a fashion appropriate for the event. However, there are a few guidelines which must be followed: 1) No signs, banners, flags, or any other materials may be attached to the entrance signs; nor attached to the Clubhouse sign; 2) When decorating the interior of the Clubhouse do not use tape when securing decorations to glass windows. Do not put anything on the painted walls. There will be additional charges if it is necessary for Applegate Swim Club organizers or Parkview Hills Management to remove decorations in violation of any of the above guidelines.

**E. Food and Beverages:**

Food and beverages are allowed in the Clubhouse. Alcohol is allowed in the Clubhouse, with the firm proviso that the Member is responsible for ensuring that NO underage consumption of alcohol is permitted. If it is determined that underage drinking was allowed, the Member will lose all privileges. Kegs of beer must be set up inside on the kitchen floor. **IN NO CASE WILL YOU BE ALLOWED TO SET THE KEG ON THE CARPET.** Please do not place food or allow food to be taken back to the pool or outdoor areas. While food is allowed to be consumed poolside, the space is NOT for private events. Please do not place tables or displays on the front lawn. You must clean up and properly dispose of all food leftovers in the proper bins that have been provided for trash collection.

**F. Regulations Specific to Applegate Swim Club Members:**

Any Member reserving the Clubhouse for a Private Event **MUST BE PRESENT DURING THE ENTIRE PARTY AND CLEAN UP PROCEDURE.** If it becomes apparent that the Member is not the primary Lessee of the Clubhouse (i.e. has rented the Clubhouse under their name for a non-member), rental privileges will be terminated. **Should the fire alarm be activated by anyone attending your function, you will be billed \$150.00 for the repair of the fire alarm. Please keep away from it!**

Member's initials: \_\_\_\_\_

**G. Clean-Up Procedures:**

All Clean up must be done by the Member. Please bring your own cleaning supplies and/or vacuum cleaner. Trash bags, paper towels, and some cleaning supplies are present but should not be solely relied upon. (Please check to see what is needed.) ***The Clubhouse will be unlocked beforehand to allow access.*** If any furniture is moved by the Member (or any other persons in attendance) to accommodate your party, it is the responsibility of the Member to return the furniture to its original location. If there is additional cleaning needed after your event, you will be charged \$45.00. If the additional clean-up required takes longer than one hour, you will be charge \$45.00 per hour, in 1/4 hour increments.

Member's Initials: \_\_\_\_\_

**H. Liability and Insurance:**

Applegate Swim Club shall not be responsible for any loss of or damage to any personal property whatsoever that may be on the premises. All personal property shall be removed immediately after the event.

\_\_\_\_\_  
(Member name – Please Print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Access Card #

\_\_\_\_\_  
Phone

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Event Date & Time)

\_\_\_\_\_  
(Event Description)

**When emailing this completed form, please indicate you wish to pay with electronic secure online payment (preferred method). OR you may mail two checks, payable to Applegate Swim Club, the rental form & the checklist to APPLEGATE SWIM CLUB PO BOX 445 Oshtemo MI 49077. Your reservation will be confirmed upon receipt. The completed form can be emailed to [Applegateswimclub@gmail.com](mailto:Applegateswimclub@gmail.com) and an invoice for your rental will be sent with a secure payment link. Any questions please call (269)895.6283**

## CLUBHOUSE USAGE INFORMATION and AFTER RENTAL CHECKLIST

To our Clubhouse users: This check list must be used to aid your clean-up of the clubhouse and facilities **after** your event. In addition to being responsible for any damage, you are also responsible to leave the facility in its original clean condition. Failure to do each item listed below will result in your \$50.00 security deposit being forfeited. If two or more events occur back-to-back, and we are not able to complete an inspection prior to the next rental, the party after you will be asked to report any issues. We will notify you if there is another event planned back to back to your event so you can take pictures documenting the condition upon leaving. Please notify PVHM as soon as possible if you arrive and find the condition of the clubhouse is unsatisfactory. You are responsible for the cleaning and any damages found once your event begins, if nothing was reported upon entering.

### WINDOWS AND DOORS:

- Please be sure all windows and doors are closed and locked, when leaving.
- The Thermostat is connected to WiFi and controlled by management. Please do not adjust it

### BATHROOMS: Supplies can be found in each bathroom storage cabinet

- Both Women's and Men's (unisex) bathrooms are clean, toilets flushed sinks wiped down. Any toilets left unflushed or clogged and not reported will cause you to lose your security deposit. Clogged toilets that are not able to flush need to be reported immediately to PVHM. Please contact on call staff at 269-375-0327.
- Charges will apply if any foreign objects are found.
- Please make a note if any paper supplies are low or are gone – so we can resupply before the next rental.

### KITCHEN: Cleaning supplies can be found in the kitchen cabinets.

- Refrigerator and Freezer must be emptied, and the inside and outside are wiped clean.
- Counter tops are clear and cleaned. Sticky countertops will be reported as not clean.
- Sinks cleaned.
- All trash containers must have fresh liners in them and exterior cleaned. Liners can be found in the kitchen lower cabinet under sink. All trash must be put in sealed bags and placed in the containers just outside clubhouse. If you know that you will have lots of trash from your event, be sure to notify PVHM in advance of the event so trash pick-up arrangements can be made. Additional charges may apply is excessive. You can also take extra bags home and place in your own waste containers.
- Stove and oven should be cleaned of all spills and cooked on foods.
- Kitchen floor vacuumed or swept clean. Vacuum and broom/dustpan can be found in storage closet.

### MAIN AREA:

- All carpet areas are vacuumed. If food is spilled and stain is unable to remove, please notify PVHM so carpet-cleaning arrangements can be made. Additional charges may apply.
- All decorations are removed, including tape.
- Sitting room is organized and windows are closed
- Meeting space windows are closed
- Tables should be arranged in a “board room” formation with chairs neatly placed around.
- Additional chairs should be stacked between the rightmost bathroom and the “mechanical room”

### ENTRY AREAS:

- Carpet is clean. Any outdoor debris blown in has been vacuumed up or swept outside.

An inspection of the facility will be completed after your event. Please sign below and list a phone number where you can be reached if the inspection does not meet standards and additional cleaning is needed.

Thank you for your help in maintaining this wonderful facility. We hope your event is a great success!

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address