



## CLUBHOUSE RULES AND REGULATIONS FOR PRIVATE PARTIES

The Association takes pride in presenting our residents with a beautiful Clubhouse in which to relax with neighbors, friends and guests. These rules and regulations are established to permit any resident of **THE VILLAS AT APPLE CREEK** to enjoy use of the Clubhouse without infringement upon the privileges of other residents and their guests. The reserved date and hours shall be posted on a calendar at [www.acvillas.com](http://www.acvillas.com) (our villas website).

The renting party shall:

1. Be completely responsible for their guests at all times.
2. Assume full responsibility for any damage to the Clubhouse, or to articles in the Clubhouse, and for theft of any property.
3. Not permit guests to have use of the Pool or Fitness Room.
4. Not permit guests to park in resident parking areas. Clubhouse parking lot and street parking only will be permitted.
5. Not permit loud, boisterous noises, profanity, or any offensive behavior.
6. Not permit any live or amplified music without prior consent of the Association.
7. Not permit pets or animals of any kind in the Clubhouse area at any time.
8. Not use Clubhouse for sales activities or any other commercial use.
9. Not reserve the Clubhouse on behalf of any outside organization. The Association may consider a written request for an exception to this rule, however, an overt violation will result in deposit forfeiture.
10. Not have more than 90 guests.
11. Ensure that guests under 17 are accompanied at all times.
12. Assure that guests depart in such a manner that they do not disturb other residents.
13. Leave the Clubhouse in a clean condition as prescribed on the Clubhouse Clean-Up Checklist. The cost of any labor for returning the Clubhouse to its original condition will be first deducted from the deposit and any additional balance due shall be paid upon presentation of a statement.
14. Understand that no party items shall be furnished by the Association. **All supplies must be furnished by the renting party.**
15. Close and secure the premises, lock all doors by the following hour: 1:00 a.m. on Friday and Saturday nights, and 11:00 p.m. on all other nights.

No events will be booked for residents under the age of 21. Adults (21 and over) may make reservations, and must be present for the event. Renting party MUST have at least one of the owners present during their party at all times. **\*\*Renting party must have the Clubhouse cleaned by 7am the following morning.**

### CLUBHOUSE CLEAN-UP CHECKLIST

- \_\_\_ All Furniture Returned To Original Position
- \_\_\_ Kitchen Counters Wiped
- \_\_\_ Clubhouse Floors Swept and Wiped or Mopped
- \_\_\_ ALL Dishes Washed and Put Away
- \_\_\_ Cigarette Butts Removed from Front Walk/Parking Lot
- \_\_\_ Lobby Area Swept /Vacuumed /Mopped
- \_\_\_ Bathrooms
  - \_\_\_ Swept / Mopped
  - \_\_\_ Counters Wiped Up
  - \_\_\_ If Toilets are stopped up — they must be fixed.
  
- \_\_\_ Tables in Clubhouse Wiped Down
- \_\_\_ Trash Taken Out of Kitchen and Both Bathrooms
- \_\_\_ Trash Can Liners Replaced
- \_\_\_ Turn Off Lights
- \_\_\_ Lock all Doors - Secure Building

Checklists are also found in the Clubhouse kitchen area

No resident may make advanced reservations for use of the Clubhouse on a weekend (Friday, Saturday or Sunday) more than three (3) times during a social calendar year. There is no limit to the times a resident may make advanced reservations of the Clubhouse on weekdays (Monday- Thursday).

The Association or Owners shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or missed by any resident, guest or friend.

**I HAVE READ THE FOREGOING RULES AND AGREE TO ABIDE AND HAVE MY GUESTS ABIDE BY THE SAME.**

**RENTING PARTY'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## CLUBHOUSE RESERVATION FORM & AGREEMENT

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE & DAY OF RESERVATION: \_\_\_\_\_

IS THIS RESERVATION BEING MADE ON BEHALF OF AN OUTSIDE ORGANIZATION OR FOR COMMERCIAL USE? YES \_\_\_\_\_ NO \_\_\_\_\_

I have read THE VILLAS AT APPLE CREEK rules and agree to abide by them. I fully understand that the cost of the rental shall be applied to my HOA account on the rental date\* any costs incurred or penalties assessed by THE VILLAS AT APPLE CREEK CONDOMINIUM ASSOCIATION, through the use of these facilities by me and/or my guests shall be charged to my HOA account\*, and that any additional balance due shall be charged to my HOA account after presentation of an itemized statement\*\*. I will have no more than \_\_\_\_\_ guests. I wish to use the clubhouse between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_.

### NO CHECKS REQUIRED

RENTAL FEE: \$75.00 (charged to HOA account the day of the rental)

SECURITY DEPOSIT: \$175.00 (separate charge to HOA account if needed)

**\* By signing this form below, you are agreeing to have the rental fee of \$75 charged to your HOA account. If the clubhouse is not returned to its prior condition by 7am the following morning after your rental, your HOA account will also be assessed up to \$175 for the security deposit.**

**\*\* If any additional funds exceeding the \$175 security deposit need to be withheld, due to not returning the clubhouse to its prior condition or causing damage, you will receive a detailed statement of the charges and they will be applied to your HOA account.**

Signature of Renting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out and email the completed form to Brooke Chartier at [bchartier@pfefferle.biz](mailto:bchartier@pfefferle.biz) or mail to Pfefferle offices at 200 E Washington St, Ste 2B, Appleton, WI 54911. **Do not send in any checks.** Contact Brooke Chartier at Pfefferle Management for any questions regarding your reservation at 920-560-5034, as she handles all of your Clubhouse reservation needs.