

# HIGHLAND LAKES CONDOMINIUM ASSOCIATION

## HIGHLAND HOUSE RENTAL APPLICATION

Please provide the following information for Highland Lakes Condominium Association review:

1. Co-Owner/Lessee Name: \_\_\_\_\_
2. Rental Date Requested: \_\_\_\_\_
3. Afternoon or Evening: \_\_\_\_\_
4. Amenities Requested: Highland Room  AV Equipment  Kitchen  Main Lounge
5. Type of Function (Please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If the function is for a person (birthday, graduation, shower, reception, etc.), please state relationship: \_\_\_\_\_
7. Number of guests attending: \_\_\_\_\_
8. Age group of guests: \_\_\_\_\_
9. Will food be served? \_\_\_\_\_

### **NOTES:**

- (a) Requests for exception to any provision of the Rental Agreement must be submitted in writing to the Clubhouse Committee and approved by the Committee and the Board of Directors.
- (b) Renters may only rent Highland House if a permission letter is signed by the Co-Owner.
- (c) The date requested will not be confirmed until the rental fee is paid.
- (d) Unit owner must be present during entire party.

**I HAVE READ AND UNDERSTAND ALL THE RULES AND REGULATIONS CONTAINED IN THE HIGHLAND LAKES CONDOMINIUM ASSOCIATION HIGHLANDS HOUSE RENTAL AGREEMENT.**

\_\_\_\_\_  
Co-Owner/Lessee

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



# HIGHLAND LAKES CONDOMINIUM ASSOCIATION

## HIGHLAND HOUSE RENTAL AGREEMENT

Name of Co-Owner/Lessee: \_\_\_\_\_  
*(Lessee must be registered by Co-Owner)*

Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Telephone: \_\_\_\_\_

For Rental of: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Time Allotted: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Bank and Check No. : \_\_\_\_\_

Security Deposit Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Bank and Check No. : \_\_\_\_\_

*(Please make checks payable to "H.L.C.A." No cash or business checks; only Highland Lakes resident's personal checks.)*

RENTAL FEES	Base Rate – Afternoon <small>(1 pm - 5 pm.; 4 hrs. max)</small>	Base Rate – Evening <small>(7 pm - 12:30 am; 5-1/2 hrs. max)</small>	Security Deposit
Highland Room	35.00	75.00	75.00
AV Equipment	-----	-----	50.00
Highland Room + Kitchen	55.00	90.00	100.00
Main Lounge, Kitchen and Highland Room	145.00	200.00	300.00
<i>Any extension of the rental time recommended by the Clubhouse Committee and approved by the Board of Directors will require an additional hourly rental fee of \$10.00 for the Highland Room, \$15.00 for the Highland Room and Kitchen, and \$35.00 for the Highland Room, Kitchen and Main Lounge.</i>			

### **RENTERS ARE RESPONSIBLE FOR COMPLYING WITH THE FOLLOWING RULES AND REGULATIONS:**

1. Only Co-Owners/Lessees in good standing may rent Highland House for social functions conducted by themselves, and must be in attendance during the entire Function. Lessees must furnish a letter from the Co-Owner accepting responsibility for any damage to the Clubhouse not covered by the security deposit and not Reimbursed by the Lessee. Co-Owners may not rent the Clubhouse for a non- resident and may not sublet the Clubhouse.
2. No Co-Owner / Lessee may rent Highland House for political functions, office parties, promotional purposes for commercial enterprise, or outside organizations, notwithstanding that Co-Owner / Lessee may be a member of that organization. Exceptions may be made, with Board approval, for some business meetings and for meetings with public officials to discuss issues affecting the Highland Lakes Community but may not include fundraising or campaign activities.
3. Highland House is available for rental only when such rental does not interfere with Association business meetings or social functions. The Clubhouse may not be rented on national legal holidays such as Christmas,

Thanksgiving, Easter, Memorial Day, July 4th, or long holidays which entail a shortage of staff.

Highland House will not be rented for Monte Carlo, bingo, millionaire's parties or any other form of gambling. Rental of the facility is restricted to non-profit social functions, and is subject to all State of Michigan alcohol and gambling regulations and to all state and local ordinances. Sale of liquor is prohibited.

4. At the discretion of the Clubhouse Committee, a request of rental for a function or for a specific date may be denied. Any denial may be appealed to the Board of Directors.
5. No rental fee is required for use of the Clubhouse for funeral receptions upon the death of a Highland Lakes resident. On weekdays, when the office is open, functions shall be limited to the Kitchen and Highland Room. Precedence will be given to prior commitments for residents who have made a deposit for rental of the premises. All other rental requirements, including a refundable deposit, will apply.
6. No rental can be scheduled more than six (6) months in advance.
7. The rental fee must be paid at the time the Rental Agreement is signed. The security deposit must be paid ten (10) days before the rental.
8. Rental applicants shall receive full reimbursement of security deposit and rental fee upon cancellation up to 30 days (6 weeks for December rentals) prior to rental date. All cancellations made subsequent to these dates will forfeit 50% of the rental fee.
9. If a Co-Owner/Lessee rents any equipment, the Co-Owner/Lessee must be at Highland House to accept delivery of such equipment. The Co-Owner/Lessee also must be at Highland House when such equipment is picked up by the rental company. The office staff will not assume responsibility for accepting or returning rental equipment.
10. No smoking is permitted in Highland House.
11. Helium balloons are not permitted.
12. Set-up time for afternoon functions will not start before noon on the day of the party. The Co-Owner/Lessee may start setting up at 6:00 p.m. the day of an evening function. No more than ten (10) persons may be present to set up for parties. No food or beverages may be served prior to the rental time.
13. Maximum capacities for rental of Highland House are 100 for the Main Lounge and 40 for the Rap Room
14. Guests are restricted from the following non-rented areas:

Swimming Pool and Patio Deck

Saunas and Locker Rooms

Tennis Courts

Library

Billiard Tables

15. No Co-Owner/Lessee or guest shall be permitted access to the office facilities and there shall be no use of office equipment, including office telephone, at any time during private functions.
16. Eating is allowed in the Highland Room only. Tables for sit-down dinners will not be allowed in the Main Lounge.
17. Co-Owner/Lessee guarantees the orderly conduct of all persons attending the function. Excessive noise, rowdiness, or foul language will not be permitted in Highland House.
18. The Clubhouse must be left in the same condition as it was before rental. For afternoon rentals, clean-up is the responsibility of renter. Main Lounge furniture must be returned to the original set-up. Tables must be wiped off. Two (2) tables and eight (8) chairs are to be left set up in the Highland Room. Remaining chairs must be returned to the chair closet. The Kitchen floor and other tile or brick floors must be left clean and mopped. Carpeted floors must be vacuumed. All countertops, sink, and stove must be cleaned by the renter. Bathrooms

must be clean and trash emptied. All garbage must be placed in the parking lot dumpster.

For evening rentals, the fee includes some clean-up by the Attendant, who vacuums the Main Lounge and Highland Room and mops the Kitchen, if used. All other clean-up is the responsibility of the renter.

19. Failure to vacate premises by 5:00 p.m. (afternoon) or by 12:30 a.m. (evening) will result in the forfeiture of one-half of the security deposit. After 5:30 p.m. or 1:00 a.m. respectively, the entire security deposit will be forfeited.
20. The Co-Owner/Lessee will accompany the Rental Attendant on a pre-party check of the facility being rented in order to inspect for damage and cleanliness. Before the end of the day of afternoon events and by noon of the day after evening events, either the Property Manager or a Clubhouse Committee Chairperson (or designee) will inspect the facility for the same purpose. The Co-Owner/Lessee is encouraged to be present for the after-party inspection. The checklist for Clubhouse usage will be completed and signed after both inspections. Should the Co-Owner/Lessee decide not to inspect, he/she accepts responsibility for the condition of the Clubhouse as determined by the inspection and waives all rights.
21. It is understood that the Co-Owner/Lessee has deposited with Highland Lakes Condominium Association a security deposit which is refundable (less charges provided herein) within 30 days (6 weeks for rentals in December) after the Co-Owner has fulfilled all terms and conditions of this Rental Agreement. It is understood that if managing agent or the Clubhouse Committee representative determines that the Co-Owner/Lessee or any guest violates any of the provisions of this Contract in connection with the party, the total deposit will be subject to forfeiture. Future rentals and use by that Co-Owner/Lessee shall be at the discretion of the Board of Directors.
22. Highland Lakes Condominium Association reserves the right to exclude any guests during the event who violate any of the above rules. The Rental Attendant may, as a result of lack of cooperation, request all guests to leave the premises.
23. Co-Owner/Lessee personally accepts responsibility for all damages to Highland Lakes Condominium Association property or furnishings that may result from the rental of the premises, and agrees to be liable for all such charges in excess of the security deposit, and for service fees on charges not paid within 30 days subsequent to the date(s) of rental(s).
24. Neither Highland Lakes Condominium Association nor any employee or agent thereof shall bear responsibility for injury or death of any person, or for loss or damage to any property in connection with this Rental Agreement. Co-Owner / Lessee agrees to indemnify Highland Lakes Condominium Association and each employee or agent thereof against any liability connected with the use of the premises pursuant to this Rental Agreement.

Co-Owner/Lessee declares that all information on the Rental Application and Agreement is complete and truthful to the best of his/her knowledge and that he/she has received a copy of this Rental Agreement and agrees to abide by all the regulations and provisions contained therein.

**Highland Lakes Condominium Association**

By: \_\_\_\_\_  
*Co-Owner*

By: \_\_\_\_\_  
*Authorized Agent*

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

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

# CHECK LIST FOR CLUBHOUSE USE

Date of Function: \_\_\_\_\_ Name of Resident: \_\_\_\_\_ Unit: \_\_\_\_\_

## BEFORE-PARTY INVENTORY

Checked by: \_\_\_\_\_  
H.L.C.A. Employee

## AFTER-PARTY INVENTORY

Checked by: \_\_\_\_\_  
Property Manager or Clubhouse  
Committee Designee

Time: \_\_\_\_\_

Date and Time: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

### AREA CHECKED

### BEFORE PARTY

### AFTER PARTY

#### Kitchen:

Appliances	_____	_____
Other Equipment	_____	_____
Countertops & Cupboards	_____	_____
Floor	_____	_____

#### Lounge:

Carpet	_____	_____
Brick/Tile Floor	_____	_____
Walls	_____	_____
Furniture	_____	_____
Accessories	_____	_____

#### Highland Room:

Carpet	_____	_____
Walls	_____	_____
Tables and Chairs	_____	_____
Accessories	_____	_____

#### Hallway:

Floor	_____	_____
Walls	_____	_____

#### Restrooms:

Clean-up	_____	_____
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#### Restricted Areas

(Library, Billiard Room, Exercise Room) \_\_\_\_\_