



**Adams Landing Condominium Association  
Clubhouse Rental Policy and Agreement  
Updated May 2021**

Clubhouse hours: 10:00am – 11:00pm Maximum Occupancy: 70 people

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

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Request to rent the Adams Landing Condominium Clubhouse on:**

Month \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_

**POLICIES:**

- Only an adult ADAMS LANDING resident Co-Owner in good standing (all dues paid and no problems from previous rentals) may rent the clubhouse, subject to availability and Metro Group Management approval.
- Reservations will be taken on a first come; first-served basis.
- The reserving Co-Owner must be present for the entire event.
- The Board of Directors and Metro Group Management reserve the right to suspend rental privileges for any Co-Owner who does not conform to the rental policies.
- The Clubhouse is not for rent for commercial events where products/services are sold.
- No items of any kind shall be attached to the walls or ceiling. Use only free-standing decorations. Any damage to the building and/or furnishings will be the responsibility of the renter.
- Music must cease by 10:00 pm. All events are to be concluded by 11:00 pm.
- Fireworks are not permitted at Adams Landing Condominiums; this includes the parking lot, pool area and Clubhouse.
- Smoking is prohibited in the Clubhouse. If you choose to smoke outside, please be courteous and discard cigarette butts appropriately.



### **SUMMER RENTAL POLICIES:**

- Clubhouse cannot be reserved for any summer holidays: Memorial Day, Independence Day, or Labor Day
- Restrooms, pool, pool-deck area, and pool furniture cannot be reserved. They remain open to all residents during Clubhouse rentals/events.
- Clubhouse can only be rented on one day of each summer weekend.
- Glass containers of any kind are not allowed on the pool deck or in the pool area.

### **RENTAL PROCESS:**

- To check Clubhouse availability or to schedule your next rental, contact The Highlander Group at (248) 724-2212. Once availability is determined, you must complete the top of page one, sign the bottom of page three, and submit all pages with 2 separate checks (rental and security deposit) to Tari at The Highlander Group – 2878 Orchard Lake Road, First Floor, Keego Harbor, MI 48320. Checks should be payable to Adams Landing Condominium Association. The cost for renting the Adams Landing Clubhouse is \$150.00, plus a refundable \$150.00 cleaning and/or damage fee deposit. Please submit two separate checks with the completed and signed Rental Policy and Agreement. Revised May 12, 2021

### **CLEANING MATERIALS:**

- Vacuum, mop, pail, and broom are in the closet behind the fireplace. Soap, soft scrub, sponges, dish soap, floor cleaner, and garbage bags are under the kitchen sink. All items are available to Co-Owners for cleaning the Clubhouse after the rental event.

### **AFTER YOUR EVENT:**

- Return all furniture to its original place.
- Sweep/vacuum floor; mop if necessary.
- Clean kitchen counters, stove, oven, and refrigerator.
- Leave nothing in the refrigerator.
- Leave toilets and stalls clean – no loose paper.
- Remove any stains on upholstery and/or carpet.



- Remove trash from ALL areas: kitchen, bathrooms, deck and immediately outside of Clubhouse.
- In loft, place books back on shelves.
- Remove all party residue: streamers, ties, balloons, tablecloths, etc....
- Place trash bags in dumpster.
- LOCK ALL OUTSIDE DOORS and shut off all lights.

Under no circumstances will the undersigned sub-lease or sub-rent the Clubhouse to any person or persons. Such action will automatically result in the loss of the full deposit and loss of privileges for future Clubhouse rentals.

I have read the above policies and responsibilities required to rent the Adams Landing Clubhouse.

Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Report any problems or breakage immediately to:

Rob Locher – 248-736-2627 or

Tari Sherlock – 248-724-2212

We hope you have a wonderful event!

Adams Landing Condominium Association