



Moon Lake Condominium Association

Board of Directors

West Bloomfield, Michigan 48323-1844

CLUBHOUSE RULES AND PROCEDURES

In accordance with our Bylaws and to provide operational guidelines for the rental and use of the facility, the Moon Lake Board of Directors has adopted the following Clubhouse Rules and Procedures. The Clubhouse is intended to be used for Association functions and is also available for rental by Co-owners and others in accordance to these rules and procedures. If the Co-owner needs additional information than that provided below or has questions or comments regarding the following, please contact the Board of Directors. For reservations, please contact the management company, The Highlander Group at 248-681-7883.

1. The Clubhouse may be rented by:
 - Moon Lake Co-owners, who are current on their monthly maintenance fees and any other financial obligations to the Association, and
 - Other parties who satisfy the conditions of the Board of Directors.
2. Pool privileges are not included in the Clubhouse rental
3. When the Clubhouse is rented by a Co-owner, the Co-owner must be present during the entire function.
4. The function may not disturb other Co-owners. Loud singing, amplified music, boisterous talk, or other disturbing actions are prohibited. Any member of the Board of Directors may terminate a function if the function is deemed to be a disturbance to other Co-owners.
5. The Clubhouse must be returned to its original condition by Noon the day following the function. This includes removal of all food, debris, decorations, and rental furniture, and replacement of all furniture to its original location.
6. The renter is responsible for any damages which may occur to the facilities, supplies, and equipment in the Clubhouse or any landscape damage outside of the Clubhouse. Expenses incurred for any repair will be deducted from the deposit and any amounts which exceed the deposit must be paid immediately upon billing by the Association. Functions which result in excessive damage to the facility and/or grounds may also result in loss of future rental privileges.
7. Since the parking capacity of the Clubhouse and the road leading to it is approximately 15 cars, the renter should make arrangements to accommodate the transportation needs of his/her additional guests.
8. All functions must end by Midnight and all persons must be out of the building by then.
9. Co-owners with a confirmed Clubhouse reservation and in the process of preparing for their function will have exclusive use of the Clubhouse. Non-invited Co-owners (other than a member of the Board of Directors) may not enter the Clubhouse for any purpose until the function has ended.



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10. The maximum capacity of the upper level is 63 people. The maximum capacity of the lower level is 42 people.
11. Smoking is not permitted in the Clubhouse.
12. The renter must provide proof of insurance showing at least \$500,000 of liability coverage on their homeowner's insurance policy.
13. Alcohol is permitted at Clubhouse functions.
14. The party renting the Clubhouse is responsible for securing the front door keys from the Management Representative or Board of Director member and returning them.
15. The party renting the Clubhouse is responsible for accepting all deliveries for their function.
16. Rental Fees (Co-owner functions with 10 or fewer people are free but must be scheduled)

	CO-OWNER RENT	CO-OWNER DEPOSIT
UPPER LEVEL ONLY	\$ 150.00	\$ 100.00
BOTH LEVELS	\$ 200.00	\$ 100.00