

Mill River Master Association

Rental Agreement

Rental Agreement and security deposit must be in the RTI office 10 days before reservation

In order to maintain the integrity of the Residents' clubhouse, we have to set forth the following guidelines:

1. For private parties, security deposit payments must be in the Association office to permanently hold your reservation; it is first come first served based on security deposit delivery.
 - a. An administrative processing, of \$25.00 must be paid to **Mill River Master Association** and mailed to RTI Property Management with this form. This check will be deposited and is non-refundable.
 - b. **WE WILL NOT ACCEPT CASH.**
 - c. Only Unit Owners who are current on all association fees, including late fees and fines will be allowed to rent the clubhouse. The clubhouse is not available for rental to renters, or those leasing the condominium.
2. Unit Owners may reserve the clubhouse for private entertaining such as birthdays, showers, anniversaries, wedding receptions, etc., only for the unit owner or owners' immediate family members and friends. Private entertaining does not include meetings or events of outside organizations to which homeowners may belong. The clubhouse may NOT be used for commercial parties such as sales demonstrations for private clubs. There will be no rentals for bachelor or bachelorette parties. The capacity of the social room is 49 people.
3. There will be no rentals on major holidays. This includes: New Years Eve, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, thanksgiving, Christmas Eve, and Christmas Day.
4. The unit owner must be present at all times during the rental. Shoes and proper attire must be worn at all times in the building. No bathing suits are allowed in the building.
5. Party activities must remain in the area reserved by the unit owner. Guests are not allowed to enter the fitness room, or outside grounds that include the pool and hot tub.
6. Smoking is not permitted in the building
7. Alcoholic beverages are not permitted. Any group that does not adhere to the **no alcohol policy** will forfeit their privilege of using the clubhouse.
8. No pets are allowed in the clubhouse.
9. No decorations other than floral arrangements or table decorations are permitted (no tape or thumbtacks on walls, ceilings or light fixtures, confetti, candles, etc.).
10. The clubhouse must be cleaned and vacated by **12:00 midnight**. The clubhouse should be cleaned on the same night. Please restore the clubhouse to the condition in which it was received. A vacuum and mop are available for use and can be found in the coat room. Other cleaning supplies are not provided, so please make sure to bring these with you, such as garbage bags and wash rags.

Initial _____

11. Unit owners may lose rental privileges if the following do not check out upon inspection by the clubhouse manager:
 - a. Carpet must be vacuumed and floor mopped.
 - b. Please leave bathrooms clean and neat.
 - c. The cost of any damages to light fixtures, furniture, or stains on the carpeting will be billed directly to the owner.
 - d. **Garbage is to be bagged and taken with you**, as there is no place to store it.
 - e. Stove and refrigerator must be wiped down and cleaned after use.
12. Mill River Master Association/RTI Property Management will not be responsible for items left in the clubhouse.
13. Management reserves the right to deny permission to rent the clubhouse to residents for any reason whatsoever.

PLEASE INSTRUCT YOUR GUESTS:

Unit owners and/or guests who do not abide by the rules must leave if requested to do so by the clubhouse manager on duty. **YOU ARE RESPONSIBLE FOR YOUR GUESTS' ACTIONS!**

Please complete the next page and return to:

**Mill River Master Association
c/o RTI Property Management
10179 Bergin Road
Howell, MI 48843**

Initial _____

Mill River Clubhouse Rental Agreement

1. I hereby certify that I understand and agree with Clubhouse Rules and Regulations and information contained herein and agree to abide by same.
2. I hereby expressly agree to reimburse the Association for any damages to the Clubhouse, its fixtures and furnishings, and/or the condominium premises. I understand the clubhouse is to be vacated by 12:00 midnight.
3. I understand that my processing fee is non-refundable.
4. I tender herewith my check in the amount of **\$25.00** as the administrative processing fee.

Resident: _____ Date of Event: _____

Beginning Time: _____ End Time: _____ Purpose of Use: _____

Beginning Time and Ending Time should include setup and tear down.

Mill River Community: _____ Address: _____

Phone: _____

Signature of Co-Owner

Date

By execution of this agreement, the Association acknowledges receipt of the non-refundable \$25.00 Administrative Processing fee (Check # _____) and owner signed Community Center Rules & Regulations and Rental Agreement.

Agent for Association

Date

OFFICE USE ONLY:

_____ Emailed to: _____

_____ Bldg inspected by _____

Initial _____