

**Exhibit G**  
**Villas of Arden Mills Condominium Association**  
**CLUBHOUSE RESERVATION REQUEST**

Date: \_\_\_\_\_ Requesting Resident's Name: \_\_\_\_\_

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

Date and Hours Requested: \_\_\_\_\_ Event: \_\_\_\_\_

(Include set up and cleanup times)

Approval by IMB / Date / Check No. \_\_\_\_\_

If required, approval of Clubhouse Committee or Exec. Board \_\_\_\_\_

1. There will be a non-refundable \$75.00 usage fee as well as a \$175.00 security deposit\*. Both checks should be made payable to "Villas of Arden Mills Condominium Association". Your reservation will be confirmed upon receipt of these checks. The renting resident must be in good standing with the Association. This means that all fees must be current with no outstanding violations. Please refer to your **Rules /Regulations Sections K** for the liability rules that apply to your rental of the Clubhouse.
2. The rental is restricted to the Clubhouse party/meeting room, kitchen, foyer and restrooms. All rules of the Clubhouse must be observed at all times. The renting resident and his/her invited guests may *not* use the pool, pool area\*\*, exercise room, office or shoot pool during the rental event. The swimming pool may *not* be reserved for any party. \*\* After the pool has closed for the season, the poolside area may be permitted for use-by adults only-for evening events with prior approval of the Clubhouse Committee and the Executive Board. Food and drink may be taken outside the Clubhouse for this event only.
3. The Clubhouse is available to residents and committees for functions generally intended for personal enjoyment of the renting resident and his/her family and/or invited guests. Examples of this type of activity are holiday parties, birthday parties, wedding receptions, wedding anniversaries, showers and family reunions. Unsupervised parties for children and teenagers are prohibited. The renting resident acknowledges and understands that he/she must **personally** use and be in attendance during the entire requested time that the Clubhouse is being reserved. Furthermore, the Clubhouse cannot be rented by a resident for the purpose of reserving or leasing to an outside party. A resident may rent the Clubhouse for a fund raising event.
4. A **pre-inspection** of the Clubhouse by the renting resident is required. A **Pre-Inspection Check List**, a **Resident Clean Up Check List** (with the names of the Clubhouse Committee members), and a copy of **Helpful Hints for Cleaning and Care of the Clubhouse** are posted in the kitchen area for the convenience of the renting resident. If there are any pre-existing problems, bring them to the attention of a Clubhouse Committee member or Innovative Management by Bucci, LLC (724-926-3093) during the pre-inspection or prior to the event. This will insure that you are not held responsible for any pre-existing problems. A resident directory with committee members' phone numbers is located in the kitchen drawer.
5. Your security deposit will be returned to you by Innovative Management by Bucci, LLC upon a **favorable** clubhouse post-inspection by a Clubhouse Committee member. If an **unfavorable** post inspection occurs, the renting resident will be called and will be informed that a portion of the security deposit will be forfeited. The deposit of \$175.00 will be refunded after the renting date less charges for cleaning, damage, loss, excess cleaning due to misuse or carelessness, or failure to follow rental policies and procedures stated in this rental agreement. The amount of the deposit to be forfeited shall be determined by Villas of Arden Mills Executive Board or its designee in their sole discretion, upon the recommendation of the Clubhouse Committee and a review of the circumstances. If repairs for damages exceed the deposit, the renting resident will be billed for the difference.
6. The renting resident reserving the Clubhouse is responsible for their invited guests until they leave the property of the Villas of Arden Mills. The renting resident is responsible for the conduct of their guests, the parking of their guests' automobiles, for the clean-up of the Clubhouse, and trash removal following the rental. They are also responsible for any damages to the facility and the grounds.
7. As a courtesy to community residents, guest parking is limited to the Clubhouse side of the street and **must not** block a community resident's driveway.

8. The use of alcoholic beverages shall be in accordance with the state and local Charters Township laws. Use of recreational drugs is strictly prohibited. The ingestion of alcohol by a person under the legal age of an adult (21), with or without the knowledge of the renting resident, would constitute a violation of this agreement which will result in forfeiture of all or a portion of the deposit. The violation of this and other Clubhouse rules may result in a one (1) year suspension of the Clubhouse renting privileges. Any resident may petition the Executive Board for review of a suspension at the next regularly scheduled Board meeting.
9. During the event, all tables **must** be covered with the padded tablecloths located in the kitchen cabinet, under the counter, directly to the right of the stove. The padded tablecloths should then be covered with plastic tablecloths supplied by the renting resident. The leaf extensions in the tables must not be removed at any time. The pool table can be used as a serving table. If hot items are used for the event, the sheet of plywood located in the storage closet will be required in addition to the table coverings. Do **not** move the pool table at any time because of leveling and balancing expenses.
10. The renting resident is responsible for seeing that all functions are held in an orderly manner, so as not to disturb other residents. Noise levels, especially live or recorded music, must be kept at a reasonable level. Community residents should not be annoyed by any activities pertaining to the rental function. Any noise or activity by the renting resident or his/her invited guests which disturbs the neighbors within the community will not be tolerated, and will be in violation of the terms of this Agreement, which will result in forfeiture of all or a portion of the deposit and immediate termination of the rental for cause. Also, any violation described above, may result in the closing down of the event by local authorities.
11. There will be no decorations of any type permitted on walls, ceilings, curtains or any other painted areas within the Clubhouse. Hanging of any objects with the use of tape, tacks, staples or nails is also prohibited. No candles, except for birthday candles, are allowed in the Clubhouse. No confetti, **PLEASE!**
12. NO SMOKING OR TOBACCO usage of any kind is permitted in the Clubhouse, and when smoking outside, cigarette and cigar products **must** be disposed of in the proper containers. The outside ashtray is located at the side entrance. Spitting is prohibited.
13. Board meetings, fixed Social Committee events/activities and social functions (e.g. games, poker, cards and pool will have priority over all private reservations. Daytime rentals will be available Monday through Friday from 10 am to 5 pm. A request for any date other than those listed here will be reviewed and approved by the Clubhouse Committee. Any request for the rental of the clubhouse on the above listed blacked-out dates must be submitted by a resident to the Executive Board for approval.
14.  \* Check this box for waiver of the rental and security deposit fees in case of the rental for bereavement service/luncheon in the event of a resident's death.

**The renting resident filling out and signing this rental agreement knowingly assumes all responsibility for the rental and actions of each person in the rental party.**

**I, undersigned Renting Resident, certify that I have read this Clubhouse Reservation Request and the enclosed Pre-Inspection Check List, Resident Clean Up Check List and Helpful Hints for Cleaning and Care of the Clubhouse and agree to the rental terms set forth above and assume responsibility for the enforcement of the rental agreement, including the rules and regulations set forth in this Agreement. I do agree to pay for all repairs and damage to the building facilities and/or equipment resulting from or related to the use of the Clubhouse and to pay the cost to replace any furniture, fixtures, equipment and property that is damaged in connection with such use.**

**I further agree to indemnify and hold harmless Villas of Arden Mills Condominium Association, its members, officers, directors and agents, from any and all losses, claims, damages, liabilities, expenses, attorney's fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Clubhouse facilities by me, the Renting Resident, and/or my guests.**

Please make a copy of this Clubhouse Reservation Request form for your records before it is returned to Innovative Management by Bucci, LLC.

Please sign this reservation form and return it with the accompanying checks (2) to:

Innovative Management by Bucci, LLC, 138 North McDonald Street, Suite 200. McDonald, PA 15057

Resident's Signature \_\_\_\_\_ cc: Clubhouse Committee

# Pre-Inspection Check List

## Party Room:

1. Verify the carpets are vacuumed, and make notations of any stains on the carpet.
2. Check furniture for any damage.
3. Verify the position of the furniture, should you need to re-arrange. Pool Table:
  1. Lift the pool table cover to verify there is not damage to the felt.
  2. Verify there are 16 balls, 4 pool cue sticks and 2 ball racks
  3. Do not move the pool table for any reason

## Kitchen:

1. Verify ceramic tile floors have been swept
2. Verify counters are clean and free of any stains
3. Verify the refrigerator is empty Entry Ways:
  1. Verify floors have been swept and free of any leaves, snow, etc.
  2. Verify the outside ashtray is free of cigarette butts

## Bathrooms:

1. Verify counters are clean and free of stains
2. Verify floors are clean and litter free

If there are any pre-existing problems, bring them to the attention of a Clubhouse Committee member or call Innovative Management by Bucci, LLC at (724) 926-3093. A posting of all Clubhouse Committee Members names and telephone numbers can be found posted on the wall inside the closet to the right of the kitchen.

## **Resident Clean Up Check List**

Clean and turn off any appliances that were used.

Verify all tables, counter tops and padded tablecloths have been wiped clean.

Vacuum carpeted area, kitchen and foyer. Remove any cigarette butts from outside ashtray.

All furniture should be checked for damage, and returned to original position.

Remove all garbage from kitchen and bathroom areas. Trash can be placed in designated cans located in the enclosed trash and recycling area adjacent to the pool. All trash must be bagged before placing in it in the outside cans.

Verify all fans, television and fireplace have been turned off.

Verify all contents have been removed from the refrigerator.

Check cleanliness of bathrooms, and confirm no water is running in sinks or toilets.

Secure the building. Lock and dead bolt side door, pool area door and the two bathroom doors leading to the outside. Follow the posted instructions to activate the security system located inside the kitchen closet to the right of the dishwasher. This will lock the front door.

Verify all party room lights are turned off, and exit through the front door. Foyer lights operate off a timer. During the holiday season, the Christmas tree lights operate off a timer as well.

# Helpful Hints for Cleaning and Care of the Clubhouse

1. During your event, please cover the tables with the padded tablecloths located in the kitchen cabinet, under the counter to the right of the stove. Do not remove the leaf extensions from the tables.
2. Wipe tabletops and range top with a damp cloth and dry.
3. If the oven is used, remove surface dirt. Do not use the self-clean option.
4. Wipe up any spills and stains from tile floors in kitchen, bathroom and foyer areas.
5. If food or beverages are dropped on the carpet during the event, please use the Folex spot remover immediately. It is located under the sink. Follow the directions on the bottle.