

Klines Resort... your home at the lake.

22260 Klines Resort Road
Three Rivers, MI 49093

***Important: If using kitchen you must pick up key at office or arrange for a hostess to meet you.**

SAMPLE CLUBHOUSE USE AGREEMENT

NOTE: You must contact office to make reservation. Office will complete form & ask for payment & signature.

RESIDENT HOSTING: _____ **SAMPLE ONLY** _____ LOT # _____

DATE: _____ TIME: From _____ to _____ = HOURS _____

NUMBER IN PARTY: _____ ACTIVITY PLANNED: _____
(see maximum for each room below)

AREA TO BE USED:

MAIN DINING ROOM (max. 112 seats unless special arrangements/setup made for up to 144)

_____ **WITHOUT KITCHEN** (*Kitchen remains locked. Service counter sink available.*)
FEE: \$50 - up to 4 hours including setup. \$25 each additional hour. \$ _____

_____ ***WITH KITCHEN: SERVING & CLEAN-UP ONLY** (no cooking): *Pick up key at office.*
FEE: \$60 - up to 4 hours including setup. \$25 each additional hour. \$ _____

_____ ***KITCHEN FULL SERVICE:** *You must arrange to meet with hostess to unlock and instruct.*
FEE: \$100 - up to 6 hours including setup. \$50 each additional hour. \$ _____

_____ **RE-ARRANGE Dining Room tables: ADD \$30.** (*Pre-arrange with office.*) \$ _____

_____ **FIRESIDE ROOM** (max 30): *Weekends only. Includes use of kitchenette in fireside room only.*
FEE: \$25 up to 4 hours including setup. \$10 each additional hour. \$ _____

_____ **PARTY TENT** (max 150): *Available June - August. Includes use of kitchenette in rec room only.*
FEE: \$25 up to 4 hours including setup. \$10 each additional hour. \$ _____

_____ **BASEMENT REC ROOM** (max 36): *Not Available June - August. Does not include exercise room.*
FEE: \$25 up to 4 hours including setup. \$10 each additional hour. \$ _____

TOTAL..... \$ _____

EQUIPMENT REQUESTED: _____
(See list of available equipment. You are responsible to arrange for pickup with hostess.)

RESERVATION FEE is non-refundable & due with reservation. Refunds will only be given if the room becomes unavailable due to circumstances beyond management's control. Resident agrees to host and be in attendance at this event and to communicate the attached rules to their guests.

I agree to abide by the attached rules, conditions and fees for use of the clubhouse:

Resident: _____ Date: _____

OFFICE USE: Date placed on calendar? Y N Cleanup checked by: _____
Custodian notified? Y N Damage charge? \$ _____
Hostess notified? Y N Deposit Returned? Y N

Contact Numbers (area code 269)

Office: 649-2514 Tama Kline: 649-5350

Building Security - Don Squires 649-2046 and Larry Helmer 649-3414

Maintenance - Mark Wright: 816-1070

Manager: Phil Kline: 649-5350 or 491-2378

RULES FOR USE:

- ROOM ARRANGEMENTS:** **Do not re-arrange furniture without permission!** Do not drag tables - it damages both the tables and the floor. Use two people to lift and move. **Dining room:** you must request and pay a fee to have tables re-arranged. **Only park personnel may move the dining room tables.** (This rule does not apply to folding tables.)
- CLEANING:** We ask that you do a basic clean-up. Spray bottles, buckets and cleanup rags are under the sinks in the dining room, fireside room, and rec room. Please spray and wipe clean table tops and surfaces. (Leave rags and we will wash). A broom is located beside the fireside room fridge, and a Bissell sweeper is by the garbage cans in the dining room. We do not require you to vacuum the entire room, but do pick up larger crumbs. Haul trash & re-line cans.
- KITCHEN:** Wipe all surfaces and clean up any spills. Spot clean floor - mopping will be done by custodian. Clean and return all equipment to the proper locations. Air dry all igloos and pans - do not replace lids. **Follow instructions on 3 basin sink.** Remove all leftovers from fridge.
- DÉCOR:** **No tape. No tacks. No glue. No tack or other "removable" hangers. Do not attach anything to ceiling, walls, doors, windows, frames, lights, furniture or fixtures.** We suggest decorating with balloons (tied to weights), centerpieces, & table covers. The piano is not a table, place nothing on it.
- CARE:** **No red punch!** **Serve food and beverages over hard surfaces only (not on carpet).** Keep tables and chairs away from walls. Please check all areas your party uses, including bathrooms.
- ACCIDENTS:** **Clean up spills as best you can, then** contact custodian for further cleaning. Let us know if anything is damaged, missing or not operating properly.
- DAMAGE FEE:** Additional fees will be charged for actual costs to repair damages caused by your party. We will also charge an automatic damage fee if you use tape or tacks, stain or damage floor coverings, leave a mess, or re-arrange furniture without permission. You will receive an invoice and charges will be posted to host's resort account.
- USE:** Facilities are for use of park residents and their guests only. You may not reserve for events which do not directly involve a resident. **Resident must be in attendance and responsible.**
- RESORT ACCESS:** Your reservation is only for the reserved room. The building will remain open to other resort activities during your event. **Café area & exercise room may not be used by guests. Please keep children from playing in stairs, elevator, bathrooms, etc.**
- SUPERVISION:** Responsible resident will accompany guests at all times building is in use, and agrees to be responsible for cost to repair any damage caused by visitors and guests.
- CHILDREN:** **Minors must be accompanied by an adult** while in clubhouse and while using common areas, basement rec room, beach and playground. **No kids in exercise room!**
- PARKING:** Please make sure your guests park only in areas designated for clubhouse. **Do not park in front of homes along the street.** If lot is full, park down the hill in the marina carport area.
- TOBACCO & ALCOHOL:** Tobacco use and alcoholic beverages are not permitted at any time in the clubhouse. No smoking on porch. Alcoholic beverages only permitted on resident's lot.
- GRILLS:** Keep grills a minimum of 25 ft. from building while in use. Do not grill under porch.
- COPYRIGHT & LICENSING:** Copyrighted videos and other materials may not be shown unless a public performance copyright license is obtained. Music is covered by resort's license.

AVAILABLE EQUIPMENT

This equipment is available only in the designated locations:

Dining Room:	Bunn Coffee maker (filters are under sink), single basin sink and counter.
Fireside Room:	Fridge/ice maker, small microwave, 12 cup coffee maker, 2 basin sink & counter.
Rec Room & Tent	Basement fridge/ice maker (off in winter), 2 basin sink & counter.
Kitchen	Fridge (no freezer), microwave, sinks (follow instructions for 3 basin sink.) Serving equipment. (Bring your own paper supplies!)

CAFE' ICE MAKER is regulated by health department rules. **Please follow these rules:** Wash hands. Only use the approved scoop to remove ice from bin. Transfer ice to a clean, sanitary container (ice bucket). Do not contaminate scoop in other products. Leave scoop on top of bin. **Place NOTHING in bin.** Never use ice bin to chill food products or hold bagged ice. Throw out leftover ice - do not return to bin.

(Note: Icemakers are also located in the refrigerators in both the basement rec room and the fireside room.)

EQUIPMENT AVAILABLE by REQUEST

You must contact a hostess in advance to arrange for the following:

All Rooms: 100 or 30 cup coffee makers, 5 gallon drink coolers, large picnic ice chest, 5 buffet chafers (you will need to purchase foil pans and heating fluid), additional trash containers, folding tables.

Dining Room: Coat rack, folding tables, piano (key required), dance floor (resort personnel will move piano upon request), additional seats up to 144 (requires setup fee).

Kitchen Cooking Equipment: (Available only if you reserve the "full service" option.)

- Kitchen stove: **Do not turn on gas!** Resort personnel must light all the pilots.
- Convection Oven.
- Steam pan heaters (2). Always fill with 1 gallon of water before use.

(Note: Pancake griddle is not available for private parties.)