



COMMUNITY BUILDING RENTAL REGULATIONS

Revised 07-19-23; Effective 08-19-23

COMMUNITY BUILDING RESERVATION PROCEDURE:

1. Community Building is available for private use only. No commercial functions are allowed unless proper insurance is provided.
2. Events and activities in the Community Building are accepted by residents only. Non-residents are not permitted to reserve the Community Building.
3. To reserve the Community Building, please call 734-971-0233 to check date(s) availability.
4. Resident must pick up a Community Building key at the Village office during business hours.
5. Resident must lock the Community Building and drop key in outside drop box upon leaving the premises. The Village staff will check the condition of the Community Building on the next business day.
6. A \$75.00 damage deposit check must be provided by resident. Check will be cashed only if damage caused by resident event. If no damage occurs, and no special cleaning is required, \$75 check will be returned to the resident.
7. A \$40.00 usage fee is charged per individual event.
8. Resident must sign a written agreement to pay for any damages or usual expenses incurred as a result of Community Building usage.

COMMUNITY BUILDING USE:

1. The Community Building is available during non-business hours any day it is not in use the Village staff, Board, Committees, or other Village events. Overnight events are not permitted.
2. Alcohol is prohibited in the Community Building.
3. Use of refrigerator, sink, restrooms, television, tables, chairs:
 - a. Must remove all leftovers from refrigerator when leaving.
 - b. Must bring own dishes, silverware & plastic ware items.
 - c. Must leave sinks, restrooms, tables, chairs in a neat tidy fashion.
4. Noise restrictions: per Ann Arbor City Ordinance.
5. All lights must be turned off upon departure. Note: lights automatically remain ON near the front door. All outside doors must be locked upon departure.
6. Smoking is prohibited in the Community Building.
7. No decorations may be affixed to walls, ceilings, or exterior surfaces that may cause damage to these surfaces.
8. All activities must be contained within the Community Building area.
9. The resident responsible for renting the Community Building is responsible for the safety of all guests. They must remain on-site for the duration of the event.



10. The Community Building door key must be deposited into the after-hours drop box prior to departing the premises.
11. Minor children cannot be left unattended in the Community Building. A responsible adult must be present at all times.
12. No pets of any kind are permitted in the Community Building.
13. All garbage created must be bagged and removed from the Community Building upon departure. Resident must supply their own garbage bags.
14. Persons who have a communicable disease, including but not limited to COVID-19, or open wounds are prohibited from use of the Community Building. Regardless of whether there is an official diagnosis of a communicable disease/illness, any resident or their guests exhibiting the following symptoms shall refrain from entry or use of the Community Building: a fever over 100.4°; cough; shortness of breath; sore throat; new loss of smell or taste; and/or gastrointestinal problems including, but not limited to, nausea, diarrhea, and vomiting. Residents or their guests experiencing any of these symptoms, or who have been around anyone experiencing these symptoms, must refrain from using the clubhouse for at least 14 days from when the symptoms subside or from the time of exposure to the individual experiencing these symptoms. The State and County health and safety requirements regarding COVID and other communicable diseases/illnesses may change from time to time. Individuals must follow all regulations in force at the time of the reservation.
15. The Board of Directors reserves the right to close the Community Building for any reason it deems necessary at any time.
16. The Board of Directors may modify rules and regulations pertaining to the Community Building's use at any time.
17. The Board of Directors may appoint a special monitor to oversee certain functions.
18. The Board of Directors and Village management reserve the right to access Community Building area and oversee functions as necessary.
19. The Board of Directors may impose fines when the Community Building rules are violated. The Board will determine the amount of any fine according to its discretion.

The Board of Directors reserves the right to review, modify and otherwise amend this Rule as it determines appropriate. The Board may enact further restrictions and guidelines pursuant regulations from the State or County.



COMMUNITY BUILDING RENTAL REQUEST

COMPLETE THIS FORM AND RETURN IT TO THE PITTSFIELD VILLAGE OFFICE WITH TWO (2) SEPERATE CHECKS

\$40.00 PER DAY RENTAL FEE & \$75 DAMAGE DEPOST*

**(\$75 check will be returned to you if Community Building does not require any repair or special cleaning)*

Today's Date: _____

Date & Times(s) of Community Building Rental: _____

Description of Event: _____

Resident or co-owner responsible for rental: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

Number of People to Attend Event: _____

I agree to all the terms and conditions outlined in The Pittsfield Village Community Building Rental Regulations. I understand a \$40.00 per day rental fee is non-refundable. I also understand that I am responsible for any damage or special cleaning costs that result from my use of the Village Community Building.

Signature

Today's Date