

## The Midwest Club Clubhouse Facilities

In order to assure that the Clubhouse may be maintained in an inviting condition, and in accordance with procedures that will enhance the interest of the largest number of Recreation Club Members, the following operating rules have been established for Clubhouse activities.

### A. Use of the Clubhouse (General)

#### A.1 Reservations

All reservations for use of the Clubhouse are to be made through the Management Office, 1100 Midwest Club, and (630) 655-9002. No reservation will be made by the Midwest Club office until a reservation form and agreement are properly completed and a deposit check is received with reservations approved by the Midwest Club office. Reservations forms and charges for private parties may be obtained from the Management Office. This deposit is refundable if cancellation is made forty-five (45) days prior to the scheduled day of the event. This reservation deposit may be applied to any applicable Clubhouse rental fee, equipment rental charges, and clean-up charges and set up charges. Reservations made less than 14 days in advance will not be accepted.

The lower level of the Clubhouse may be reserved after snack bar hours and independently of the upper level only if the upper level had not been reserved. Reservations for the lower level only may be taken 14 days in advance.

Renters are required to provide a **Certificate of Insurance** for no less than one million dollars (\$1,000,000) naming The Midwest Club as additionally insured; **with an event endorsement stating the event holders insurance is primary**. This should be delivered to The Management Office no later than 14 days prior to the event. (BOD July 27, 2009)

#### A.2 Restricted Use

As the Clubhouse functions as an extension of an individual residence with further restrictions in order to benefit the greatest number of Club Members, the use of the Recreation Clubhouse is for functions that are primarily social in nature.

*No area of the Clubhouse is available for such activities as business purposes, charitable functions, sales or promotion meetings, fund raising activities, or political activities unless sponsored by the Midwest Club.*

No Member of the Midwest Club may make reservations for use of the Clubhouse more than three times in any one calendar year.

The Clubhouse facilities may only be rented **by and for The Midwest Club residents. Residents may not rent the facilities for use by non-residents.** Residents who are found renting the facilities for a third party or non-resident will be banned from renting the Clubhouse facilities for two (2) years. (Addendum July 17, 2009)

### **A.3 Area Availability for Private Use**

During normal snack bar operation hours, only the *upper* level of the Clubhouse may be used for private social affairs hosted by a Club Member or a group of Club Members. During other times, the lower level may also be reserved. The lower level may be reserved independently of the upper level after snack bar hours and only if the upper level has not been reserved.

### **A.4 Availability and Restricted Dates**

Affairs sponsored by the Social Committee will have the precedent right to the date available for the Clubhouse use until such dates have been reserved for private use by a Club Member. In general, the Clubhouse is not available for private use by any Club Member, or any restricted group of Members on *Christmas Day or New Years Day or the entire day and evening immediately preceding each of the same.*

### **A.5 Use by Club Members' Children**

Club Members' children, or guests under 21 years of age, are permitted in the Clubhouse only when accompanied by at least one Club Member parent,

### **A.6 Use by Guests**

*Guests* of Club Members are permitted in the Clubhouse and Recreation Club area only when accompanied by the hosting Member.

### **A.7 Security Guard**

A Midwest Club Security Guard must be hired at the renter's expense during the summer months when the pool is open from the hours of 8:00 p.m. until the Clubhouse property is vacated.

## **B. Procedure for Scheduled Use of the Clubhouse**

### **B.1 As Far In Advance as Possible**

**B.1.1.** Check date availability and make reservations with the Club Management (630) 655-9002. The reservation is confirmed with a deposit and properly completed forms as requested by management.

**B.1.2.** Specify type of affair and time.

**B.1.3.** Specify number of guests and/or number of persons.

**B.1.4.** Advise Management Office of name of a caterer, and name of person from a caterer's office in charge of the affair. *(All caterers must have prior management approval arranged before they will be permitted to have access to the facilities.)*

**B.1.5.** Specify Clubhouse, party furnishings and equipment required.

**B.1.6.** Specify decorating plans.

### **C. After the Affair**

All personal effects, decorations, etc. should be removed from the Clubhouse prior to cleaning service arrival. Access to the Ballroom to remove personal effects should be arranged with the Property Managers.

The hosting Club Member should tour the Clubhouse with a Management official to verify the condition of the facilities, and to return custody of any Clubhouse equipment used.

**Note:** The sponsoring Club Member is responsible for the cost of cleaning or repairing any damage to facilities occurring during the affair, for the cost of replacing any broken equipment or furnishings, and for the cost of replacing any items short when custody of the equipment is returned to the Management.

## **THE MIDWEST CLUB RULES, FEES, AND AGREEMENT FOR RENTAL AND USE OF THE CLUBHOUSE FACILITIES AND EQUIPMENT**

### **CLUBHOUSE USE / RENTER RESPONSIBILITY**

- Only a resident may rent the Clubhouse for that resident's personal use.
- No Member of the Midwest Club may make reservations for the use of the Clubhouse more than three (3) times in a calendar year.
- The Member's Midwest Club assessment payments must be paid and current.
- The resident/renter must be in attendance at all times and supervise the orderly conduct.
- The Clubhouse is not to be used to sponsor outside organizations or for such

activities as business purposes, fundraising or political functions.

☐The nature of the party must be stated at the time of rental, and the MWC Board of Directors reserves the right to refuse such rental when proper notice is given to the resident within the seven (7) day period from date of reservation

☐No exclusive teenage parties, unless fully supervised, including the cost of a security guard provided by Midwest Club at the renter's expense.

☐The lower level of the Clubhouse may be reserved for evening use independent of the upper level after snack bar hours only if the upper level has not been reserved. The lower level may also be reserved during weekdays independent of the upper level when the snack bar is not in use.

☐Children must be supervised at all times by an adult, especially when the lower level is being used.

### **NUMBER OF GUESTS**

☐The maximum number of persons allowed by order of the Oak Brook Fire Department is:

**BALLROOM: 120 PERSONS**

**LOWER LEVEL: 40 PERSONS**

This rule will be strictly enforced, and no more than 120 chairs will be allowed in the upper level of the Clubhouse for a private party.

**HOURS OF USE:** Beginning Time: As Arranged  
Party not to exceed 6 hours

**Closing Time: 12:00 PM. weekdays and Sundays,  
1:00 AM. Saturday**

*These closing times are strictly enforced and non-compliance will be met with fines to the Hosting Club Member.*

☐The Clubhouse will be locked promptly at closing time. Failure to vacate the Clubhouse at the specified time will result in penalty fees including a charge for Security Guard overtime pay.

☐The parking lot should also be vacated at the times specified. Security overtime charges will be assessed until guests have vacated the parking lot.

### **SET UP & CLEAN UP**

☐The room layout must be submitted to the Property Management Office at least ten (10) days in advance of the event.

☐Access to the Clubhouse for decorating prior to the event, or to remove personal effects after the event should be arranged with the Property Managers at least five days in advance.

☐All personal effects, decorations, etc. should be removed from the Clubhouse prior cleaning service arrival (generally scheduled the next morning).

☐There are additional fees to set up and clean up. (Please see Fee Schedule Section).

☐ All garbage is to be put into the outside dumpster's.

### **COOKING**

☐ Cooking is not permitted in the Clubhouse. Food must be prepared off-site and catered to the site.

☐ Ovens may only be used to keep prepared or catered foods warm.

### **DECORATIONS**

☐ Decorations, signs, balloons, etc., may NOT be affixed to the walls, woodwork, draperies, or ceiling by any means.

☐ Such items as confetti, glitter, and rice are not allowed in the Clubhouse.

☐ Candles are not allowed in the Clubhouse by order of the Oak Brook Fire Department.

### **EQUIPMENT RENTAL**

☐ Equipment rental must be submitted within 14 days of the scheduled event.

### **MUSIC**

☐ Music and other loud noise, due to the residential nature of the facility, must be kept within reasonable bounds

### **ALCOHOL USE**

☐ No alcoholic beverages may be served to minors

☐ Liquor may not be left unattended in the Clubhouse at any time.

☐ Renter assumes full responsibility for accidents, injuries and any problems arising from serving alcohol

### **SMOKING**

☐ Smoking is not permitted in the Clubhouse.

### **ACCESS & SECURITY**

☐ Renter must provide a complete list of attendees and caterer to the Gatehouse at least ten (10) days prior to the party.

☐ Failure to provide the Security Gatehouse with a list of attendees and caterer will result in denial of access to the Clubhouse and cancellation of the event. No entry to the Midwest Club will be permitted unless all occupants in vehicle are listed on the attendees' list.

☐ Set up time, caterer's arrival time and delivery/pick up times must be arranged with the Management Office at least seven (7) days prior to the party date.

☐ The Midwest Club reserves the right to ask any unruly guests to leave the premises.

☐ Additional fees will be charged for extra security or for security pay incurred as a result of failure to vacate the Clubhouse at closing time.

● A Midwest Club Security Guard must be hired at the renter's expense during the summer months when the pool is open from the hours of 8:00 PM. until the Clubhouse property is vacated.

**VEHICLES**

●Host is required to advise guests of the 25 m.p.h. speed limits in the Midwest Club, and their guests are only permitted on the main road to and from the Clubhouse.

⌈Parking is only permitted on one side of Midwest Club Parkway.

**Clubhouse Ballroom Rental Fees**

Deposit: The renter agrees to pay a \$2,500.00 deposit to confirm this reservation. The following applicable fees will be deducted from the deposit and that a refund check will be returned to the renter with a detailed fee explanation.

**Regular Fees:**

⌈Ballroom Rental Fee \$750.00  
Weekends and Weekdays

⌈Ballroom Set Up/Breakdown Fee \$200.00  
Includes set up and breakdown of tables and chairs only.

⌈Additional Cleaning Fee: \$25.00/hour

⌈Additional Security Guard Fee: \$40.00/hour  
To guard pool area during pool season, or to assist with parking and closing the Clubhouse when a patrol car is not on duty.

⌈Equipment Fees: Contacted Management for fee schedule

**Penalty Fees: (If applicable)**

Late Fee: \$500.00  
For failure to vacate the Clubhouse at closing times.

Security Guard Fee: \$50.00/hour  
The security Guard overtime fee associated with a late closing.

Damages will be billed to the resident based on the cost of repair or replacement.

Please contact The Midwest Club Management Office at 630-655-9002 for rental fee information, reservation and rental forms. Prices are subject to change without notice.

	<b>Return To</b>	<b>Due</b>
Rules, Fees, and Agreement for Rental	Property Managers	Upon Making A Reservation
Deposit Check – Make Payable to <i>The Midwest Club</i>	Property Managers	Upon Making A Reservation
MWC Equipment Rental Form	Property Managers	14 Days Prior to Event
MWC Room Layout Form	Property Managers	10 Days Prior to Event
Alphabetical List of Attendees/Name of Caterer	Security Gatehouse	10 Days Prior to Event

**THE MIDWEST CLUB**  
**RULES, FEES, AND AGREEMENT FOR RENTAL AND USE OF THE**  
**CLUBHOUSE LOWER LEVEL / POOL FACILITIES**  
**AND EQUIPMENT**

**CLUBHOUSE USE / RENTER RESPONSIBILITY**

- ☐ The lower level of the Clubhouse may be reserved for evening use independent of the upper level only if the upper level has not been reserved. The lower level may also be reserved during weekdays independent of the upper level.
- ☐ Only a resident may rent the Clubhouse or pool for that resident's personal use.
- ☐ No Member of the Midwest Club may make reservations for the use of the Clubhouse more than three (3) times in a calendar year.
- ☐ The assessment payment of the Midwest Club Member must be paid and current.
- ☐ Midwest Club Members and their guests cannot be denied access to the pool and Lower Level areas during scheduled hours of operation. Courtesy should be extended to Members and guest who are not included in your party.
- ☐ The nature of the party must be stated at the time of rental, and the MWC Board of Directors reserves the right to refuse such rental when proper notice is given to the resident within the seven (7) day period from date of reservation
- ☐ The resident/renter must be in attendance at all times to supervise the orderly conduct.
- ☐ The Clubhouse is not to be used to sponsor outside organizations or for such activities as business purposes, fundraising or political functions.
- ☐ No exclusive teenage parties unless fully supervised, including the cost of a security guard provided by Midwest Club at the renter's expense.
- ☐ Children must be supervised at all times by an adult, especially when the lower level is being used.
- ☐ All outdoor eating and drinking must be confined to the Clubhouse and

Clubhouse patio area, and is not allowed in the pool area.

☐ Drinking glasses and any similar breakable items are not permitted in the pool or the Clubhouse patio area. Paper or other non-fragile disposable containers are to be used.

### **NUMBER OF GUESTS**

☐ The maximum number of persons allowed in the Lower Level by order of the Oak Brook Fire Department is forty (40) persons.

### **POOL USE**

- The Property Managers must be informed seven (7) days in advance of the number of persons who will be using the pool or pool area.
- Lifeguards will be hired in advance to accommodate the number of persons. Notice of cancellation must be received 72 hours in advance or the renter will be responsible for this charge.
- Guests are expected to abide the Midwest Club Pool Rules and Regulations.

### **HOURS OF USE:**

Start Time: As Arranged  
Party time not to exceed six (6) hours.  
Lower Level closes at 8:00 PM. during pool season.  
Pool Closes at 8:00 PM.

***These closing times are strictly enforced and non-compliance will be met with fines to the Hosting Club Member.***

☐ The Clubhouse will be locked promptly at closing time. Failure to vacate the Clubhouse at the specified time will result in penalty fees including a charge for Security Guard overtime pay.

☐ The parking lot should also be vacated at the times specified. Security overtime charges will be assessed until guests have vacated the parking lot.

### **SNACK SHOP USE**

- Food for daytime parties can be purchased at the Snack Shop. Management should be informed in advance of the renter's intent to utilize the Snack Shop in order to properly staff the event.
- Only Midwest Club employees may enter or operate the Snack Shop in accordance with DuPage County Health Department regulations.

### **MUSIC**

☐ Music and other loud noise, due to the residential nature of the facility, must be kept within reasonable bounds

### **. ALCOHOL USE**

☐ No alcoholic beverages may be served to minors.

☐ Liquor may not be left unattended in the Clubhouse or pool area at any time.



☐Renter assumes full responsibility for accidents, injuries and any problems arising from serving alcohol

### **SMOKING**

☐Smoking is not permitted in the Clubhouse or on the pool deck.

## **Clubhouse Lower Level Rental Fees**

Deposit: The renter agrees to **pay a \$1,000.00 deposit for evening/weekend rental, or \$500.00 for weekday rental** to confirm this reservation. The following applicable fees will be deducted from the deposit and then a refund check will be returned to the renter with a detailed fee explanation.

Lower Level Rental Fee	\$225.00	Evening Hours
Monday through Friday (6:00 PM – 12:00 PM)		
Saturday and Sunday (6:00 PM – 1:00 AM)		

Lower Level Rental Fee	\$100.00	Daytime Hours,
Monday through Friday (8:30 AM – 6:00 PM)		

Lower Level Set Up/Breakdown Fee    \$25.00 / hour

Additional Cleaning Fee:                \$25.00 / hour

Lifeguard Fee: \$25.00 / hour For additional lifeguard(s). One lifeguard is required for every ten (10) persons.

Security Guard Fee:                        \$40.00 / hour  
To assist with guarding the pool and closing the Clubhouse when a Patrol car is not on duty.

### **Penalty Fees: (If applicable)**

Late Fee:                                        \$500.00  
or failure to vacate the Clubhouse at closing times.

Security Guard Fee:                        \$50.00 / hour  
For Security Guard overtime associated with a late closing.

Damages will be billed to the resident based on the cost of repair or replacement.

Please contact The Midwest Club Management Office at 630-655-9002 for further rental fee information, reservation and rental forms. Prices are subject to change without notice.