

Willow Lake Club Guidelines

The Staff of the Willow Lake Club welcomes you to Parkview Hills. We're looking forward to showing you all of the activities and facilities we have here for you. Please let us know how we can help make your stay more enjoyable. These are a few guidelines to keep the club enjoyable for all residents:

Membership Cards

Each new resident over the age of 12 is given a membership card.

Please carry your membership card and be prepared to show it upon request when using any of the indoor or outdoor club facilities.

Renew your card each January by bringing it to the clubhouse office.

If you lose your card, please come to the clubhouse office to report the loss and to receive a new card.

Entry

Members and guests must sign in at the front desk every time they enter the clubhouse.

Any child under the age of 12 must be accompanied by an adult.

Pets are not permitted in the clubhouse.

Smoking is not permitted in the Willow Lake Club.

Members and their guests use the Willow Lake Club facilities and surrounding properties at their own risk. Any misuse or vandalism of the clubhouse or surrounding property will result in immediate loss of club privileges and monetary charges for repairs.

The club manager, staff, and security have the authority to request identification from and to refuse service to anyone who disregards the club rules. On the recommendation of the staff and Security, the club manager may revoke the privileges of any Willow Lake Club member.

Any person found on the clubhouse property after closing hours will be arrested for trespassing.

Membership privileges will be revoked. If the offender is a minor, the responsible party will be notified.

Guests and Guest Passes

A resident may have no more than two guests at the Willow Lake Club.

Each guest must sign in at the front desk when entering the clubhouse.

Guests of residents may not bring their own guests.

Each guest must be accompanied by a resident. (If an exception is necessary, please talk to the Willow Lake Club office staff in advance; based on pool occupancy.)

If you have a house guest, you may get a guest pass for a maximum of two weeks by visiting the clubhouse office in advance of your guest's arrival.

If a guest loses his/her pass, please come to the clubhouse office to report the loss and to receive a new guest pass.

The cost of any damage to club property by a guest will be charged to the resident.

Keyless Entry

The keyless entry system allows residents and immediate family members to enter the Willow Lake Club through the front door between 6 a.m. and 11 p.m. seven days a week.

You may apply at the clubhouse office for a key fob that permits keyless entry. Only one fob will be issued per family or per household.

The fob may be used only by the person to whom it was issued or by members of his/her immediate family.

The fob number and time of entry are recorded by the access device.

Please be prepared to show the fob to clubhouse staff or security at any time.

No one under the age of 15 is allowed in the clubhouse during keyless entry hours unless he/she is accompanied by an adult.

If your fob is lost or stolen, report the loss immediately to the club office staff. The cost of replacing the fob is \$25.

Alcoholic beverages are not allowed in the club or on the surrounding property during keyless entry

hours.

A red security phone and a first-aid kit are mounted on the wall in the entry area between the pools.

Telephone

A courtesy phone in the library may be used for local calls only.

No incoming calls should be received on the courtesy phone.

Bulletin Board/Web Site

The club manager must approve any item to be posted on the bulletin board or web site.

Material that is controversial, political, or religious will not be posted.

Each item to be posted will be dated by the manager. Posting time is two weeks.

Material appropriate for posting includes:

- Notices of Parkview Hills Community Association

- Meetings and minutes of those meetings

- Kalamazoo-area activities of interest to Parkview Hills residents

- Advertisements by individual residents

- Parkview Hills realty and rental opportunities (must include contact information for the person listing the property)

Private Parties

The clubhouse can accommodate up to 80 people and includes a fully equipped kitchen. Staff can help you plan your event.

Reservations should be made at least 30 days before an event.

Residents pay a \$100 deposit at the time the reservation is made. The deposit is refundable or credited to the rental fee. The rental fee, billed after the event, is \$30 per hour, with a two-hour minimum.

Non-residents pay a \$300 rental fee. Deposit is also \$300 and due at the time of reservation.

The deposit is credited to the rental fee of \$300.

Two weeks cancellation notice must be given to receive a full refund of the deposit unless the cancellation is due to adverse weather.

Set-up is \$20 per hour; clean-up is \$50 per hour.

Groups of fewer than 15 may use the clubhouse without charge if they provide their own set-up and clean-up.

The resident must be present at all times during the event.

The resident booking an event is responsible for any loss or damage to property in or around the clubhouse during his/her party.

Wedding parties may be scheduled only by a resident or a member of his/her immediate family.

Beer kegs are allowed on outside decks only.

Not permitted:

- Smoking

- Use of pools, saunas or the game room

- Parking on the driveway or in the street. (Overflow parking is available in the Woodstone lot across from the clubhouse.)

- Rental tables

Locker Rooms

Lockers are available in the locker rooms outside the fitness room on the lower level of the clubhouse.

You may use any empty locker and provide your own lock on every visit, or you may rent a locker for six months (\$10) or for a year (\$20). You will need to provide your own lock for the locker you have rented.

If a lock is placed on a locker rented by someone else, a warning will be posted on the locker for two weeks. After that the lock will be confiscated.

No child over the age of 7 is allowed in the locker room for the opposite sex. A bathing suit or towel must be worn in the saunas.

Indoor and Outdoor Pool

Please wear a robe or cover-up and shoes when going to or coming from the pool areas.

All members and guests must sign in at the front desk before entering the pool area.

Swimmers must shower before entering the pool.

Admission will be refused to anyone with skin abrasions, bandages or infections or anyone who is intoxicated.

All swimmers must wear bathing suits (no cut-offs, shorts or shirts).

Swim diapers are required for all infants and toddlers who wear diapers.

An adult must accompany children under 12 years of age. During keyless entry hours, no child under the age of 15 is allowed in the club or the pool without an adult.

No life guard is on duty. Swim at your own risk. Swimming alone is not permitted for your safety. The "buddy system" is encouraged.

Not allowed in the pool or pool area:

Only inflatable flotation toys designed for infants and toddlers are allowed in the pool, but children must be accompanied by an adult AT ALL TIMES in the pool with them. (Noodles and kick-boards may be used appropriately.)

Radios without headphones

Running, diving, pushing or boisterous play

Abusive or profane language

Spitting, nose blowing or other human waste

Gum, food, glass containers, or intoxicants

The club manager, staff or security may remove a swimmer, for one day, for inappropriate actions.

On the recommendation of the staff and/or security, the clubhouse manager may remove the pool privileges of any member for a designated time. When lightning is spotted, the pool will be closed immediately!

In an emergency, use the phone in the hallway outside the pool area to dial 911.

For safety and security issues, call Parkview Hills Security at 207-5697.

Hot Tub

Wear a robe or cover-up and shoes when coming to or from hot tub/pool areas.

All members and guests must sign in at the front desk before entering the hot tub area.

During keyless entry hours, no child under the age of 15 is allowed in the hot tub unless accompanied by an adult.

Admission will be refused to anyone who is intoxicated or who has a communicable disease, skin abrasions, bandages or infections.

All bathers must wear bathing suits (no cut-offs, or shorts)

No child under the age of 12 is allowed in the hot tub.

No child under 15 is allowed in the pool or clubhouse unaccompanied by an adult.

No pets are allowed in pool area.

Swimmers must shower before entering the hot tub. Please remove suntan lotion.

No life guard is on duty; use is at your own risk and using alone is not permitted for your safety.

Fitness Room

You must be at least 15 years old to use the equipment in the Fitness Room.

Use the equipment at your own risk.

Return weights to the weight rack.

Fitness equipment must be signed out on clipboard on individual machine during busy times.

Use the spray bottles and towels provided to clean the equipment you have used.

Game Room

Children under the age of 12 may not use the Game Room unless accompanied by an adult. Street attire must be worn in the Game Room.

Boats and Canoes

Two canoes and one rowboat may be checked out by residents. Sign the Equipment Sign-Out Sheet at the clubhouse office and leave your membership card while you borrow the oars and life jackets/cushions.

Anyone under the age of 15 years must be accompanied by an adult.

Boats and canoes will not be checked out in inclement weather or if storms are approaching.

Life jackets must be worn at all times.

Equipment must be returned in the condition in which it was received. Life jackets and oars must be returned to a clubhouse staff member.

Boats, canoes and equipment must be returned at least one hour before the clubhouse closes or before dark, whichever is earlier.

Basketball/Volleyball Courts

A basketball court is behind the Willow Lake clubhouse.

Permanent posts are set up at Lake Hill 'n' Brook for beach volleyball.

Basketballs, volleyballs and pumps are available at the office in the clubhouse. Sign the Equipment Sign-Out Sheet and leave your membership card at the office.

Shoes must be worn on the basketball court.

Equipment must be returned before the clubhouse office closes.

Shuffleboard Courts

Shuffleboard courts are near the outdoor pool.

Shuffleboard equipment must be signed out at the clubhouse office.

Children under the age of 12 may not use the equipment unless supervised by an adult.

Platform Tennis Court

The court is open daily from 7 a.m. to 11 p.m.

An instructional video and paddle tennis racquets are available at the clubhouse.

Use of the court is on a first-come, first-served basis.

Reservations can be made at the office in the clubhouse.

Residents and immediate family use the court free of charge. Be prepared to show your membership card at the court.

Guests may use the court if accompanied by a resident. The cost is \$2 per day per guest. Payment must be made at the clubhouse before play.

Players must wear shoes.

It is expected that a match will be played in 90 minutes.

Players are responsible for snow/debris removal if necessary.

Tennis Courts

Courts are open daily from 7 a.m. to 11 p.m.

Call Security (207-5697) to have the lights turned on.

Limited equipment is available at the clubhouse office for sign-out.

Residents and immediate family use the courts free of charge.

Be prepared to show your membership card at the courts.

Guests may use a court if accompanied by a resident. The cost is \$2 per day per guest.

Payment must be made at the clubhouse before play.

Open courts can be used on a first-come, first-served basis.

Reservations can be made at the office in the clubhouse.

Players must wear shoes.

It is expected that a three-set match will be completed in 90 minutes.

Willow Lake Club Beach

Lake Hill 'n' Brook has a sandy beach with picnic tables, charcoal grill and volleyball area. The beach may be used only during daylight hours.

The beach will be closed immediately if lightning is spotted.

Members and guests must be prepared to show their memberships cards upon request.

Large groups must register in advance at the club office.

An adult must accompany children under 12 years of age.

Admission will be refused to anyone who is intoxicated.

No lifeguard is on duty. Swim at your own risk.

Not allowed on beach:

Swimming alone

Radios without headphones

Diving, pushing, boisterous play

Abusive or profane language

Glass containers

Intoxicants

Pets

Litter; put all refuse in the receptacles provided.

Boats, rafts, aqualungs or other large recreational equipment

Fishing

Approved June 2002