



Common Room Reservation Use Permit

The caterers kitchen is located off of the lobby on the first floor of the building and is open to all residents during the hours of 6:00am to 11:00pm. You may reserve the kitchen in conjunction with either the media room and/or dining room for a private function by filling out this use permit and paying \$50 for the use of the room. Also you will to place a \$200 security deposit down, which is refundable after the event assuming the resident leaves the room in the same or better condition as when they found it and no items are missing.

The rules to the permit are:

- There will be no alcohol in the common room at any time during the use of the facility.
- There is no more than 30 guests allowed in the common room during the function.
- The residents are responsible for the actions of their guests.
- The common room will be rented no later than 12 am, at which time the guests should leave the common room area.
- If the guests choose to park in our garage, they will need a guest permit that is attainable in the management offices, and should be done well in advance, to avoid any cars getting towed from the garage.

If any of these rules have been broken, you will forfeit the right of your \$200 deposit.

I _____ of Unit # _____ request to reserve the Common Room
on _____ from _____ to _____.

I agree to pay \$50 fee for the use of the Common Room, as well as forfeit my \$200 deposit if the rules have at all been broken.

Signature Lessee _____ Date _____

Signature Management _____ Date _____

\$200 Check # _____

\$50 Check# _____

Total Amount _____

of Guests _____

Received by _____