

Common Room Reservation Use Permit

Rental of the Common Room is \$50 for the use of the room (four hour maximum). A \$200 security deposit is required and is refundable after the event if the resident leaves the room in the same or better condition as when they found it and that no items are missing or damaged. Cleaning and or replacement charges will be assessed if not left in acceptable condition.

Common Room Rules:

- There is a limit of 30 guests allowed in the Common Room during a function
- The residents are responsible for the actions of their guests
- The Common Room will be rented to no later than 12:00 am, at which time other residents will be able to use the room.
- If the guests choose to park in our garage, they will need a guest permit that is available at the Management Office. This should be done in advance to avoid the chance of any cars being towed from the garage
- Should your event run over the time limit reserved, you will be charged at a rate of \$100 per hour billed in ½ hour increments. This includes the time for cleaning and restoring the Common Room to its original condition.
- Rental of the Common Room does not include the use of the Lobby or Fitness Center and no food or drinks are permitted in these areas.
- Alcohol is not allowed in the Common Room. The presence of any type of alcohol in the Common Room will immediately in and of itself will forfeit the Security Deposit and ban the resident from future rentals.

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

Signature _____ Date _____
Lessee

Signature _____ Date _____
Management Office

Check #'s _____

Amount ___\$50___\$200___
Received by _____