

# Nagle Apartments Community Room Rental Agreement

## 1. Renter's Responsibilities

- A. You are responsible for the Community Room and its contents from the time you pick up the key until the key is returned to us. You will receive an itemized copy of the Board Room inventory (inventory list) that includes furniture, artwork, and accessories. If any item on the inventory list is damaged, destroyed, or missing after you have used the Community Room, you will be charged for replacement value or cost to repair.
- B. After the party, you must empty all trash in refuse containers, counters and restroom, and leave the Community Room in the same condition as it was when you picked up the key.
- C. You and your guests must comply with all rules governing the use of the Community Room as set forth in this agreement.
- D. All doors and windows to the Community Room must be kept closed while you are using the room.
- E. No live music is permitted in the Community Room and/or courtyard.
- F. Management has the right to discontinue an event should it become disruptive to the quiet enjoyment of other residents. If a complaint is lodged against your party, you shall receive a single warning from management to immediately lower the noise level. If this warning is not heeded, the event will be summarily terminated. Warnings from the superintendent are to be regarded with the same weight as those from the Property Manager.
- G. The Community Room is available from 9:00 am to 5:00 pm Monday thru Friday, and from 11:00 am to 7:00 pm on Saturday and Sunday.
- H. A list of guests must be left with the Superintendent prior to the party.
- I. Furniture and room layout may not be moved or changed by the renter.

### **Inventory List**

(as of March 19, 2006)

- 1. 2 8ft tables
- 2. 3 6ft tables
- 3. 11 cloth chairs
- 4. 8 metal chairs
- 5. 7 plastic chairs
- 6. 1 computer
- 7. 1 monitor
- 8. 1 printer
- 9. 1 scanner
- 10. 1 fax machine
- 11. 1 copier
- 12. 1 telephone
- 13. 1 refrigerator
- 14. 2 12 x 8 imperial rugs
- 15. 1 small CD player
- 16. 1 in wall AC
- 17. 4 large file cabinets
- 18. 4 small cabinets

**2. Fees**

Management shall retain the right to charge for costs incurred for parties under the following conditions:

- A. Resident's will be charged a \$ 7.00 per person usage fee for general maintenance and upkeep of the Community Room. This charge is separate from the cleaning fee listed below and is due prior to date of the event. The usage fee will be reflected on the resident's maintenance statement.
- B. If there is damage to the Community Room, its furniture, fixtures, and other appliances listed in the inventory list, a repair or replacement charge will be added to the resident's maintenance statement.
- C. If the Community Room has not been cleaned and trash has not been properly disposed of, the minimal cleaning fee shall be \$ 30.00
- D. If you have not returned the key to the Superintendent following the party, a charge will be added to the resident's maintenance statement.

Your signature on this document affirms that you have read and accepted the above and agree to comply with all policies. You agree that you are applying to reserve the Board Room facilities for you own use and that you will be present at the party.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Apartment: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_(25 max)

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**Management Use:**

\_\_\_\_\_  
(Signature) Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_