

**CHATILLON HALL CONDOMINIUM
REQUEST FOR RECREATION ROOM**

Name: _____

Owner: Yes/No

Unit No.: _____

Day Phone: _____

Evening Phone: _____

Mailing Address: _____

.....
I am requesting approval for reservation of the Recreation Room for the following function:

_____. The function will take place on _____, 20__ and will be attended by _____ expected guests.

Scheduled time & date for walk-thru prior to event: _____ (am)(pm), _____, 20__.

Scheduled time & date for walk-thru after event: _____ (am)(pm), _____, 20__.

I acknowledge, understand and agree, a fee of \$50 will be paid for the usage of the room and that a cleaning/damage security deposit refundable if the room is received in the same condition before the event of one hundred dollars (\$ 100.00) must be received by the Property Management Office with this request for reservation of the facilities in order to hold the date for my event for the type of function stated above.

I will conduct a fifteen (15) minute walk through with a Management representative before and after the event to review the condition of the facilities that includes the room used and the access areas to that room. I understand that certain circumstances, such as damages caused by myself or persons attending or assisting in the event could increase the time for the after event walk-through.

I acknowledge, understand and agree that disturbing noise levels whether conversation or music will not be allowed, that decorations requiring attachment to walls will not be allowed, including thumb tacks, tape, staples, etc., and that the gathering must conclude at 9:00 P.M. If pool is being used no one is allowed to come in wet into the room or in the common areas leading to the room. I acknowledge, understand and agree that I am responsible for room cleanliness including the access areas, bathroom and Grill and for disposing all garbage in appropriate refuse containers. I agree that the facility will be cleaned and brought back to the condition prior to my event immediately after the conclusion of the event.

I acknowledge, understand and agree that I will abide by the rules and regulations for the use of the room and access areas requested above, for all the above acknowledgements, understandings and agreements and for all other rules governing condominium living at **CHATILLON HALL CONDOMINIUM ASSOC.**

I acknowledge, understand and agree that my failure to comply with the above acknowledgements, understandings and agreements and other related condominium rules and regulations will result in the forfeiture of my one-hundred Dollar (\$ 100.00) security deposit and that I will reimburse the **CHATILLON HALL CONDOMINIUM ASSOC.** which were caused by my failure to comply.

I acknowledge, understand and agree that if any damage occurs during this function, **THE CHATILLON HALL CONDOMINIUM ASSOC.**, will bill me and I will pay for repairs of such damage in excess of the one hundred dollar (\$ 100.00) security deposit. And further agree that such excess damage may be invoiced through my assessment account with all collection privileges currently in place for this account. Make two separate checks issued to The Chatillon Hall condominium. (\$50 fee cashable, \$100 refundable deposit)

I read, I acknowledge, I understand and I agree with all the above.

Resident's Signature

Date

Management Representative

Date

.....
Recommended to the board for Approval :

Manager's Signature

Date

.....
ROOM CANNOT BE USED UNTIL WALK- THROUGH HAS BEEN PERFORMED BEFORE THE EVENT.

.....
DEPOSIT WILL NOT BE RETURNED TO UNIT OWNER UNTIL INSPECTION HAS BEEN COMPLETED AFTER THE EVENT.