

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION MEETING ROOM RENTAL POLICIES AND PROCEDURES

The Meeting Room may be rented by any owner for a fee, from April 1 through October 31 for Board approved activities or events. The following rules are in effect when renting the Meeting Room:

1. Only condominium owners paid up-to-date on all condo fees may reserve the Meeting Room and the owner must be present during the event for which the room is being rented. The Meeting room may NOT be reserved for non-owners.
2. There is no smoking in the Meeting Room. No pets are allowed in the Meeting Room. Children must be accompanied by a parent or other responsible adult.
3. Noise level and/or music must be lowered after 9:00 p.m. and the Meeting Room must be closed and locked by 10:00 p.m.
4. The owner renting the Meeting Room must insure that guests park in guest parking only. Numbered parking places, the dumpster area, and the mailbox area are off limits for guest parking.
5. The Association is not responsible for lost articles. The Association is not liable for injuries to anyone using the Meeting Room.
6. No tape, glue, or other sticky substances, or thumb tacks or nails may be used to attach decorations, pictures, etc., to the walls, windows, doors, ceiling (including the grids) or woodwork.
7. No more than 50 people can be in the Meeting Room.
8. Report any problems to the Trustees.
9. Immediately after use, the Meeting Room is to be cleaned and returned to its original condition.
 - a) All trash bagged and deposited in dumpster.
 - b) Bathrooms cleaned.
 - c) Floors swept.
 - d) Table tops cleaned.
 - e) Furniture returned to original layout.
 - f) Lights shut off and doors locked.
10. Upon the return of the door key, the Trustees will inspect and assess for damages and cleanliness. Security Deposit will be returned if there is no damage.
11. Fees: Rental Fee \$50.00. Security Deposit \$100.00.

**MEETING ROOM RESERVATION PROCEDURES AND
FINANCIAL CONSIDERATIONS**

1. Call the Association at 413-493-8540 to reserve the date of your function.
2. Fill out two (2) rental agreement forms. Complete each form and return one form to the Trustees along with two separate checks—one for \$50.00 to rent the Meeting Room and one for the \$100.00 security deposit.
3. Trustees will give you a Meeting Room key the day before your scheduled function. This key is to be returned to the Trustees the day after your function.
4. Your security deposit may be returned to you following an inspection of the Meeting Room premises as follows:
 - a) If the inspection is satisfactory, the full deposit check will be returned to you.
 - b) If the Meeting Room is left untidy, there will be a \$25.00 per hour charge against the security deposit for cleaning services.
 - c) The unit owner will be charged for any damages incurred to the Meeting Room and/or furnishings relating to the function.

I HAVE READ THE ABOVE STATEMENTS AND ATTACHED MEETING ROOM RENTAL POLICIES AND PROCEDURES AND AGREE TO THE TERMS STATED THEREIN.

Date: _____

Unit # _____ Name: _____

Unit # _____ Name: _____

MEETING ROOM RENTAL AGREEMENT

Unit # _____ Unit Owner: _____

Date of Event: _____

Number of Guests (Not to exceed 50): _____

Phone Number: _____

REFUND OF THE SECURITY DEPOSIT IS CONTINGENT UPON ADHERENCE TO THE TERMS OF THE MEETING ROOM POLICIES AND PROCEDURES FOR RENTAL PURPOSES.

Date: _____

Signature: _____

Signature: _____

Please remit two checks, each made payable to CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION, to the Trustees:

1. Rental fee in the amount of \$50.00
2. Security deposit in the amount of \$100.00