150 STANIFORD STREET BOSTON, MA 02114



## PHONE 617.720.4646 FAX 617.725.1888

## COMMUNITY ROOM RESERVATION AGREEMENT

I,		<u>,</u> of Unit #	_ wish to reserve the Community
Room on	, for the purpose of		
	(Date)		(Type of Event)

I hereby agree to meet the following conditions and responsibilities:

- 1. To hold the event in a peaceful manner, respecting the rights of other residents and their guests in the building, maintaining an appropriate noise level at all times.
- 2. To confine my event to the Community Room, kitchen, and restroom. I will insure that my guest do not enter the elevators or lobby areas except to enter and exit the event. All guest are to enter and exit by the front lobby door. Under no circumstances will I allow access to any other part of the building, garage, service area or courtyard
- 3. To keep food and beverages confined to the Community Room and kitchen
- 4. To properly bag trash, understanding that I may place it in the kitchen for disposal by the cleaning crew.
- 5. To clean the Community Room, kitchen and restroom and restore them to the condition they were prior to the event. I understand that I may arrange for cleaning through the Management Office, in advance, for \$18.00 per hour (circumstances permitting).
- 6. To conclude my event by no later than 11:00 pm.
- 7. To prohibit smoking.
- 8. To prohibit the consumption of alcoholic beverages in any "common" area.
- 9. To accept full responsibility for the behavior of my guest and pay for any damages that may occur during my use of the facility. This includes, but not limited to, doors, windows, walls, rugs, floor, counters, cabinets, appliances, restroom, and any other property belonging to West End Place or another party. I understand that I will be charged the full cost to repair or replace any item damaged by me or my guest and that my deposit of \$100.00 is refundable only after confirmation that no damages occurred and that no additional cleaning is/was required. I understand that while on the property, all guests are bound to the same Rules & Regulations as every other resident and their guest(s) and I shall be held equally accountable for their actions and/or failure to adhere to the Rules & Regulations of West End Place.

- 10. To return the key to the mail slot located near the Management office immediately following the event. I agree to remain solely responsible for the key and will not allow anyone else access to the key while it is assigned for my use.
- 11. Not to hold West End Place and/or its agents/affiliates responsible for any injury, loss, accident, or damage to any person or property in connection with use of West End Place for this event. If any claim made against West End Place and/or its agents/affiliates arising out of my use of West End Place for this event, I agree to indemnify West End Place and/or its agents/affiliates against any loss or expense, including reasonable attorneys fees, in connection with said claim.
- 12. To ensure that the greeting, identifying and permitting of access to my guests remains my sole responsible. I will personally (or by designated representative) ensure that all event guests are verified as such prior to their entry into West End Place and will instruct each to sign in and out of the Guest Register in the Main Lobby. I understand that office and security staff shall not permit access for my guests.

Any resident who uses the Community Room under this Agreement and violates any section of this Agreement will forfeit any future rights to use the Community Room. Management reserves the rights to take any and all remedial action available in the event that this Agreement is violated.

By signing below, I agree and consent to the terms and conditions of this Agreement:

Resident Signature

Date

Cleaning Requested

[ ] Yes [ ] No

Management Authorization

Date

Date

Date Deposit Received

Date Deposit Returned

In the event the deposit was not fully refunded and/or this resident is restricted/prohibited from use of the Community Room in the future, detail below all events and/or damages relating to such. If monetary, note all costs.

Signed: