



THE EXECUTIVE HOUSE  
CONDOMINIUM

## EXECUTIVE HOUSE CONDOMINIUM ASSOCIATION, INC. MEETING ROOM USE APPLICATION

Owner Name \_\_\_\_\_ Unit Number \_\_\_\_\_

Date of Desired Room Usage \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Number of People \_\_\_\_\_ (50 max)

Proposed use of room \_\_\_\_\_

### Interim Rules governing the use of the meeting room

1. A \$50.00 non-refundable fee and a \$125.00 refundable damage deposit fee (if no damages occur fee will be returned) for the use of the meeting room for private parties must be submitted to Management.
2. You are responsible for your guests, both adults and children. All guests **MUST** remain in the meeting room. Please **DO NOT** congregate in the lobby or in the hallways of the building. Parking is limited encourage your guests to look for street parking.
3. You are responsible for damage & cleaning and may be billed for such.
4. You are expected to clean up and return the room in the condition it was given to you.
5. Please be conscious of your neighbors and keep all noise within a reasonable range.
6. You agree to a complete room inspection both prior to and immediately following use.
7. You agree to indemnify, defend and save harmless Executive House Condominium Association, Inc., its officers, agents, servants and/or employees from and against all loss and expense by reason of liability imposed by law for bodily injury, including death, at any time resulting therefore, sustained loss from use thereof, arising out of or in connection with the performance of this agreement, whether such injuries to persons or damage to property is due or claimed to be due or through the negligence of Executive House Condominium Association, Inc., its officers, agents, servants or employees.
8. The rental room is subject to availability on a first come basis to all owners in good standing.
9. Solicitation of funds is not permitted in the meeting room or on the property of Executive House. Individuals and groups may not charge admission fees, sell tickets or merchandise on the premises.
10. Any form of gambling or game of chance is prohibited on the premises.
11. Tape or any type of adhesive, nails, tacks, etc are not to be affixed to any wall, ceiling, etc. without the prior approval of the Association. Any damage caused by the application of these items will be responsibility of the user
12. Placement of posters, banners, decorations, etc. may not be permitted upon the property without the prior approval of the Association.

Please forward this application along with the \$50.00 non-refundable fee and the \$125.00 refundable damage deposit fee (payable to Executive House) to RCP Management. All requests *must* be confirmed by Management. I have read and understand all of the above terms and conditions and hereby accept them

\_\_\_\_\_  
Signature of Applicant Date

**Your use of the meeting room is: ( ) Approved ( ) Disapproved**

Management \_\_\_\_\_ Date \_\_\_\_\_

Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

**Once the application has been approved, it will be returned to you and may be used as proof**