

# Amenity Reservation Request Form

Tenant name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Amenity space: \_\_\_\_\_

Event date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Reservation details below:

There will be a mandatory \$250 deposit for each amenity being reserved and you get that back as long as our team does not need to clean up after you. Payment can be personal check or cash. It can be left in the drop box located under the parking garage in front of spot for at least 1-2 days before the reservation date.

After 5 hours of use tenants will then be charged \$25 per hour. (Charged to portal)

Tenants MUST have event insurance and we will need proof at least a day before the event date.

Absolutely NO alcohol of any kind in any of the amenity spaces or common areas.

No pets in the amenities space or common areas.

No smoking of any kind in amenity space or common areas.

There is a maximum capacity of:

30 people for the kitchenette

20 people for the game room

20 people for the movie/ media room

20 people for the fire pit area

15 people for the lounge area

Guests will not be able to roam around the amenities space while visiting, they are only allowed to stay in the reserved area.

Guest is only allowed to use the guest parking spot 280-283 and 336-339 when they are on site. If a guest of yours is found parking in a tenants assigned space or open spaces only intended to be used by tenants then their vehicle will be towed immediately, no exceptions and you will be fined \$100 per occurrence.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date