

RIVERWATCH CONDOMINIUM

APPLICATION FOR USE OF THE COMMUNITY ROOM

UNIT OWNER'S NAME: _____

UNIT OWNER'S ADDRESS: _____

TELEPHONE: HOME: _____

BUSINESS: _____

DATE OF FUNCTION: _____

TIME OF FUNCTION: _____

TYPE OF FUNCTION: _____

NUMBER OF PEOPLE: _____

MAXIMUM NUMBER OF GUESTS: 50

.....
I HAVE READ AND UNDERSTAND THE POLICIES PERTAINING TO THE USE
OF THE COMMUNITY ROOM AND I AGREE TO ABIDE BY THESE RULES
AND REGULATIONS.

Signature: _____ Date: _____

CHECKS SHOULD BE MADE PAYABLE AS FOLLOWS AND INCLUDED WITH
THIS FORM:

DAMAGE DEPOSIT - \$250.00 (refundable) - PAYABLE TO RIVERWATCH
CLEANING FEE - \$50.00 - PAYABLE TO RIVERWATCH

Application and checks must be sent to:

**Westchester Property Management Group, Inc.
280 North Central Avenue, Suite 100
Hartsdale, NY 10530
Attn: Leslie
914-686-9500, ext. 28**

RIVERWATCH CONDOMINIUM COMMUNITY ROOM RENTAL POLICY

- The Community room at Riverwatch Condominium is available on a limited basis for rental by Unit Owners for private parties deemed appropriate by the Board of Managers. Unit Owners wishing to rent the Community room must submit an application, deposit and fee to the Management office at least three weeks in advance of the planned event.
- The Community room area refers only to the seating area, dining area, bar, and bathrooms. The fitness facility is specifically excluded from use by guests at a Community room function.
- Smoking is **NOT PERMITTED** in the Community room.
- Guests attending any function at the Community room must park in designated Visitor Parking areas only.
- No taping or pinning of decorations on any walls. Tape can be attached to the top of the door frames or the top of window frames. All tape must be completely removed after the party.
- No loose balloons. Only weighted balloons are permitted and they must be removed after the party.
- No confetti of any kind is allowed.
- All tables on which food is served or eaten must be covered.
- The Unit Owner sponsoring a Community room function must be in the Community room for the entire event. The Unit Owner sponsoring the event is responsible to close all windows, turn off all lights, etc. before leaving the Community room.
- The use of amplified music, disc jockey, musical instruments, etc. will end at 10:00pm. The Community room is a community facility and its' use cannot inconvenience other members of the community.
- To eliminate burden of clean-up and maintain a consistent standard of cleanliness, all cleaning of the Community room after any function must be arranged through WPMG. The homeowner must include payment for this service with the rental application. **Please note this does not include the cleaning of the items from your party.**

- Damage to the Community room interior, furniture, fixtures, etc. will be the direct responsibility of the Unit Owner. Accidents, incidents, violation of dram shop laws, etc. will be the direct responsibility of the Unit Owner. The Board recommends that you check with your Homeowner Policy to ensure that you have adequate coverage.
- The Riverwatch Condominium Board of Managers reserves the right to terminate or deny any rental, which, in the sole judgment of the Board, is inappropriate, or results in unlawful conduct or activities which violate the rules and regulations stated.
- Reservations for the Community room will not be accepted more than one year in advance of the desired date. Reservations for the Community room will not be accepted without a minimum of three weeks notice so as not to inconvenience other Unit Owners. Reservations will be accepted on a first come, first served basis.
- All policies governing use of the Community room apply during any Community room event.
- All Community room functions must conclude no later than 11:00pm.
- Rental Fees will be as follows:
 - \$ 50.00 - Cleaning Fee – check payable to Riverwatch
 - \$ 250.00 - Refundable Damage Deposit – check payable to Riverwatch

ALL DAMAGE DEPOSITS WILL BE RETURNED AFTER COMMUNITY ROOM HAS BEEN INSPECTED AND CLEANING CONTRACTOR PAID.