

**Park Lane Condominium
116-24 Grosvenor lane
Kew Gardens, NY. 11418**

**COMMON ROOM USE RENTAL
AGREEMENT**

Date _____

Time _____

Occasion _____

of people _____

Telephone _____

E-mail address _____

I, _____ from apt. _____ request to book the
Common Room for the date and times specified above.

I have read and agree to abide by the rules of the Common Room Policy, listed below.

1. All events must finish by 11pm on weekdays and by 12am on Fridays or Saturdays.
2. There will be no smoking in the Common Room
3. Guests are NOT ALLOWED to loiter in the lobby, corridors, stairwells or any other common areas of the building.
4. Food and beverages are to be consumed in the Common Room. Alcoholic beverages are not permitted.

5. Housing staff reserve the right to inspect the facility at any time and to terminate any event that violates any of the rules above or is proceeding in an illegal or disruptive manner.
6. The owner/tenant of the unit who signs the application must be present throughout the event and is responsible for ensuring that there is no excessive noise or disruptive behavior.
7. The owner/tenant is responsible for the actions of all of their guests and will be held accountable for any damages caused by any guest
8. The owner/tenant is responsible for setting up the common room and returning all furnishings to their original location.
9. The Common Room must be cleaned thoroughly following the event. If the common room is not cleaned to the satisfaction of Housing staff, the tenant will be charged for the cleaning of the room.
10. Not responsible for loss or damage of renters personal property.
11. All children parties must be supervised.
12. **25** maximum person occupancy allowed.
13. Your application for reservation of the Common Room should be made with the Management representative not less than 14 days prior to the date.

PLEASE NOTE:

THE OWNER/ TENANT AGREES THAT SHOULD THERE BE ANY DAMAGE OR REPAIRS REQUIRED AS A RESULT OF THE EVENT, THE COST OF THE REPAIR OR REPLACEMENT WILL BE CHARGED TO THE OWNER/TENANT. IF THE OWNER/TENANT DOES NOT ACKNOWLEDGE THE DAMAGES AND MAKE GOOD ON THEIR REPAYMENT, IT MAY BE CAUSE FOR LEGAL PROCEEDINGS

Park Lane Condominium reserves the right to prohibit future common room bookings to the above-named person and to any individual or organization who fails to abide by the Common Room Policy.

Owner/Tenant Signature

Date

Park Lane Representative.

Date

