

Please print the following information legibly.

NAME: _____ DATE OF EVENT: _____

ADDRESS: _____

HOME #: _(____)_____ WORK #: _(____)_____ NUMBER OF GUESTS: _____

PURPOSE: _____

COMMUNITY ROOM #1 LOCATED AT: 247-11 UNION TURNPIKE (BASEMENT), BELLEROSE, NY 11426

I have read, understand and agree to the terms of this agreement.

Signature: _____ Date: _____

- I agree to indemnify and hold Glen Oaks Village Owners, Inc. harmless from and against any and all claims, losses, liabilities, and costs and expenses, inclusive of legal fees that may arise from my use of the Community Room.
- I agree to use the Community Room in a safe manner and to instruct all my guests to do likewise.
- I understand that the use of the Community Room by me and by my guests is entirely at my sole risk.
- I assume full responsibility for the cost of any damage to property that may result from my use.
- I assume full responsibility for personal property lost or stolen from the Community Room or left remaining in the Community Room at the end of any function.

GUIDELINES

1. The community room is available to all residents of Glen Oaks Village on a first come first serve basis.
2. The fee for the room is \$40.00 to shareholders and \$50.00 to non-shareholders. Make check payable to Glen Oaks Village Owners, Inc.
3. A security deposit of \$50.00 must accompany application. This deposit is refundable provided:
 - All conditions of this agreement have been met by you, and
 - In the event of cancellation, notice must be given to Management at least two weeks prior to reserved date and time.
 - Please allow 2 weeks for the return of your deposit.
4. Hours available are:
 - Monday – Friday: 3PM – 8 PM
 - Saturday & Sunday: 10AM – 3 PM & 4 PM – 9 PM
5. Application must be submitted to Management two (2) weeks prior to scheduled event.
6. Application must state purpose. Room is meant for family social gatherings (children's birthday parties, showers, etc.); it is not to be used for religious ceremonies or bachelor / bachelorette parties.
7. Room limit must be stated and comply with NYS law (36 people)
8. Entertainment (radio/CD player, TV, musical instruments) must be kept at reasonable levels.
9. Applicant is responsible for their guest(s).
10. I agree to:
 - Call security at the start of my function and await their arrival so that they may unlock the premises.
 - Call security at the conclusion of my function and await their arrival so that they may lock the premises.
 - Remove all items belonging to me or my guests.
 - Leave room in broom clean condition.
 - Bag and tie all garbage.