

# Hi-Rise Space Use Agreement

Community Space(s) at \_\_\_\_\_ Hi-Rise

Name of Resident Requesting Space \_\_\_\_\_

Resident Phone \_\_\_\_\_ Resident Apartment # \_\_\_\_\_

I, the undersigned, request the use of the following:

Dining Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Community Room \_\_\_\_\_ Patio \_\_\_\_\_ Other \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ am or pm to \_\_\_\_\_ am or pm (circle one)

Purpose \_\_\_\_\_

## Conditions of agreement:

- The RESIDENT will make the reservation at least 14 days in advance of the date requested. \*\*
- The RESIDENT will pay a non-refundable administrative fee of \_\_\$10.00\_\_ \$15.00 \_\_\$20.00 or \_\_\$25.00, and a damage and cleaning deposit fee of \$50.00.
- The RESIDENT event may not exceed 50 guests, including children. \*\*
- All events are limited to four (4) hours; with an additional one (1) hour for clean-up.
- Guests may not park in the Hi-Rise parking lots after 9 p.m.
- Residents may have access to vending machines during a reserved event. Only invited residents may attend a reserved event.
- The RESIDENT will be present at all times with their guests. All GUESTS (adults & children) must remain in the reserved space. CHILDREN may not use the pool table, pianos, exercise equipment, karaoke equipment, televisions, air hockey tables, computers or any other such items. CHILDREN must be supervised by an adult.
- Children are not allowed in the hallways or bathrooms without an adult escort.
- The KITCHEN may only be used for reheating and serving food. It may not be used for food preparation.
- The RESIDENT will leave the space in clean condition, all furnishings replaced to the original placement and all TRASH removed to assigned receptacles.
- The RESIDENT *will be held responsible* for any damage to Resident Council and/or PHA property. The PHA may assess the RESIDENT for the cost of any repairs and/or cleaning expense resulting from misuse of the assigned space.
- SMOKING, ALCOHOL AND CONTROLLED SUBSTANCES ARE NOT ALLOWED ON PREMISES.
- The RESIDENT is responsible for letting their guests into the Hi-Rise. No children are to be letting in guests, and the doors may not be propped open.

\*\*Exception to this is a memorial service for a Hi-Rise resident.

Additional conditions pertaining to this event: \_\_\_\_\_

Signed, Resident \_\_\_\_\_ Date \_\_\_\_\_

Signed, Resident Council Officer \_\_\_\_\_ Resident Council Office Phone number \_\_\_\_\_

Two originals, each signed by all parties: one each for the Resident & Resident Council files.

The following addendums pertain specifically to \_\_\_\_\_ Hi-Rise:

\_\_\_\_\_  
\_\_\_\_\_

This agreement facilitated by the Presidents Council in conjunction with PHA management, Nov.2016.

<p style="text-align: center;"><b>Space Use Agreement</b> <b>Administrative Fee and Deposit Receipt Form</b></p>
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\_\_\_\_\_ has furnished the required \_\_\$10.00, \_\_\$15.00, \_\_\$20.00 or \_\_\$25.00

Administrative Fee and the required \$50.00 deposit for the Space Use Agreement that has been approved for the date of:

\_\_\_\_\_ at \_\_\_\_\_ Hi-Rise

Signature of Council Officer acknowledging receipt of funds:

\_\_\_\_\_

Signature of Resident:

\_\_\_\_\_

The \$50.00 Deposit has been (\_\_\_\_) returned, or (\_\_\_\_) withheld with cause (list causes on attached sheet).

Signature of Resident/Date:

\_\_\_\_\_

Signature of Council Officer/Date:

\_\_\_\_\_

## Community Room Cleaning Checklist

You are expected to leave the community room the same way you found it. A Resident Council officer will go over this checklist after your event. If the room does not meet these standards you will not get your damage deposit back.

Item	Yes	No
Are tables and chairs moved back to where they were?		
Are upholstered chairs and side tables moved back to where they were?		
Are tables clean?		
Is floor clean?		
Is kitchen clean?		
Has garbage been taken out?		
Are windows and doors free from marks that weren't there when you arrived?		
Are restrooms clean?		
Are all decorations taken down?		

When reserving the community room you are expected to straighten it up when you are finished. This includes:

- Moving furniture back to where you found it (this includes couches and upholstered chairs)
- Wiping tables
- Taking all garbage out
- Sweeping floor and mopping it if needed
- Wiping down the metal kitchen counter and any other surfaces that need it
- Washing any dishes used
- Taking down all decorations you put up

**A copy of this sheet will be given to you along with the Space Use Agreement.**

Resident Council Officer \_\_\_\_\_