

875 West End Avenue Corp.

## **POLICY FOR USE OF COMMUNITY ROOM FOR PRIVATE EVENTS**

**NOTE:** Policy subject to change. For current Policy and Reservation Request Form & Agreement visit [Building Link > Library](#), Copies also available with Doorman.

### **RULES, RESPONSIBILITIES, AND PROCEDURES**

- Reservations are required. The individual making the reservation and hosting the event (the "Host") must be an adult shareholder or renter. Reservations on behalf of non-shareholders or non-renters are not permitted. Reservations are on a first-come first-served basis and limited to one per day. Series of events must be reserved one event at a time. The Building Link Amenity Reservation for the Community Room will show reserved slots.
- To request a reservation, the Host must reserve the date in Building Link and sign and date the AGREEMENT and submit it at least two weeks in advance of the event to **Orsid New York** via email to the Account Executive **Sucel Reyes**, [sreyes@orsidny.com](mailto:sreyes@orsidny.com).
- A refundable deposit check for \$50 and a non-refundable fee check for \$100, both made out to 875 W.E. Apartment Corp. must be dropped off to the doorman station in an envelope to Orsid's attention. Copies of the **RESERVATION REQUEST FORMS** are also available at the Doorman station. For additional information, please contact the Community Room Committee designated by the Board.
- To complete the reservation process and guarantee exclusive use of the Community Room, the reservation must be approved in Building Link. This will ensure that residents are informed in advance that the room will be unavailable during the reserved time.
- Attendance at parties and events is by invitation of the Host only; no events open to the general public or that charge admission are permitted.
- Attendance may not exceed 75 individuals at a time.
- Private events are limited to four (4) hours, including set up and clean up time.
- Children's parties must have adequate adult supervision; at least one responsible adult must be present for every five children aged 12 and under.
- The Host must be present in the Community Room throughout the event.
- The Host is personally responsible for maintenance of order at all times, and for seeing that all participants abide by these RULES, RESPONSIBILITIES, AND PROCEDURES. The Host (not building staff) is responsible for room preparation before and cleanup *immediately* after the event. The \$50 deposit will be returned after the event and cleanup, minus the cost of anything required to restore the space to its condition before the event; the Host is personally responsible for making up any shortfall if more than the deposit is required for restoring the space.
- The Host is personally liable for any damage to the space and its facilities, as well as any other property damage or personal injury sustained at the event.
- Recreational activities, within reason, are permitted in the Community Room. Prohibited are: Pets; water play, including water balloons and squirt guns; and anything reasonably likely to endanger self or others.
- Strictly prohibited in the Community Room and all public areas of the building are: Smoking; roughhousing; possession or consumption of alcohol by minors; possession of hazardous materials or weapons; any illegal activity, including gambling and possession of illegal substances; and anything (including noise) reasonably likely to annoy or interfere with the quiet enjoyment by residents of their apartments and the public spaces in and around the building.
- Attendees at events are required to follow the directives of building staff and management. Attendees are to show respect for the building, its residents, and staff, and to exercise common sense and good manners.
- The hallway door to the Community Room shall be locked at 11:00 p.m. by the doorman and unlocked at 9:00 a.m. by the doorman.

875 West End Avenue Corp.  
**RESERVATION REQUEST FORM**  
FOR USE OF COMMUNITY ROOM FOR PRIVATE EVENTS

Hosting Shareholder/Renter Name (PRINT): \_\_\_\_\_

Apartment # \_\_\_\_\_; Phone: \_\_\_\_\_; Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_; Start Time: \_\_\_\_\_; End Time: \_\_\_\_\_

Number invited: Adults (21 & Over): \_\_\_\_\_; "Teens" (13-20): \_\_\_\_\_; Children (12 & Under): \_\_\_\_\_

Event Type: Party\_\_\_\_; Meeting\_\_\_\_; Class\_\_\_\_; Other (Specify): \_\_\_\_\_

Is this part of a series of events?\_\_\_\_ Describe: \_\_\_\_\_

Group Name (if applicable): \_\_\_\_\_

Affiliated Organization Name (if applicable): \_\_\_\_\_

Has this group reserved space at 875 before? \_\_\_\_\_

Planned Activities: \_\_\_\_\_

Music or Sound System? \_\_\_\_\_ Describe: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

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**AGREEMENT**  
**BY AND BETWEEN 875 W.E. APARTMENT CORP. AND THE UNDERSIGNED**  
**SHAREHOLDER/RENTER**

- I certify that the above information on this RESERVATION REQUEST FORM is accurate and complete and that I have read and understand the RULES, RESPONSIBILITIES, AND PROCEDURES. I agree that I and all attendees at this event will abide by said RULES, RESPONSIBILITIES, AND PROCEDURES.
- I understand that use of the Community Room for private events is a privilege available only to shareholders and renters in good standing. In return for this privilege, I agree that this event will conform to the conditions specified above in this form, that I will be personally responsible for the maintenance of order at all times during this event, and that the space will be left in the condition in which I found it.
- I understand that the penalty for violating this agreement may be loss of this privilege and imposition of a fine.
- I agree that the cost of anything required to restore the space to its condition before the event will be deducted from my deposit, and that I shall be personally responsible for making up any shortfall if more than the deposit is required for restoring the space.
- I understand and agree that I am personally liable as shareholder/renter for any damages to the space and its facilities, as well as any other property damage or personal injury sustained at the event.
- I agree that neither I nor any attendees of this event will hold 875 W.E. Apartment Corp., its officers or directors, or the Managing Agent, responsible or liable for any claim, loss, expense, injury, or damage resulting from the use of the Community Room for this event.

Hosting Shareholder/Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission Granted: \_\_\_\_\_ Date: \_\_\_\_\_