**CHAPEL HILL WEST CONDOMINIUM TRUST**

MANAGEMENT OFFICE

1550 WORCESTER ROAD ⚫ FRAMINGHAM, MA 01702 508-872-5847

**SOCIAL ROOM RESERVATIONS**

INSTRUCTIONS FOR USE OF THE SOCIAL ROOM

Any owner may use the Social Room (or tenant with owner’s written permission) who agrees in writing to abide by the rules established by the Trustees. Reservations must be made at least two weeks in advance of your event by completing this request form available at the Management Office or on our community website at, chapelhillwest.com. **Reservations are on a first come first serve basis.**

Upon acceptance of your reservation, you will be handed a key, which you must sign out for on the day of the event. If your event takes place on a weekend, then the Friday before. The key must be returned to the Management Office the next working day after the event. The key can be returned (in an envelope with your name and unit number) using the mail slot located on the left-hand side of the Management Office door. Acceptance of your application comes with the following regulations:

* HOA (condominium fees) and/or other fees must be current.
* The room must be left in the condition it was before your event.
* Social Room hours end at 11:00 PM, so allow enough time to clean the room and leave by this time. (Make sure the door is locked on your way out)
* Unit owners and tenants must be present at all times.
* The security camera is not to be tampered with in any way.
* Please keep music and other noises to an acceptable level.

**See Reverse Side for Additional Information**

A security deposit of $300.00 is required to rent the room. The deposit will be returned in full after the room is inspected by management and is found to be left in excellent condition.

Please be certain that all the items brought to the event are removed from the room, this includes food and beverages. Trash is to be removed and brought to the dumpsters. Please use heavy-duty trash bags or double bag the trash to prevent leakage. Remove stickers and tape used to hang items. Do not attach anything to the walls and ceilings with nails or similar fasteners.

If Maintenance spends any time repairing walls, removing tape or other adhesives, or cleaning the room, etc. the time spent multiplied by the employee’s current hourly pay rate will be deducted from your deposit.

**Per fire department regulations there are to be no more than 43 people in the room at any time.**

If you request a set – up and removal of tables and chairs, the charge for this is $50.00.

**COVID-19 RULES: Although many of the rules have been modified or lifted, some, including mask wearing for unvaccinated people and children are still in place. We ask that you follow these guidelines and use common sense for you, your guests, and the residents of the building.**

**SOCIAL ROOM RESERVATION**

**By signing this agreement, I agree with and will follow the rules and regulations as outlined. Furthermore, I understand that any damage or misuse caused to the room either purposely or accidentally will result in the loss of some or all of my Security Deposit\***

 NAME (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIT #: \_\_\_\_\_\_\_\_

TELEPHONE#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE of EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE of EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER of PEOPLE SCHEDULED TO ATTEND: \_\_\_\_

(Max Room Occupancy Per Fire Dept. is 43)

DEPOSIT GIVEN: \_\_\_\_\_

KEY GIVEN:\_\_\_\_\_\_ KEY RETURNED:\_\_\_\_\_\_

\* If any damage or misuse is caused that requires repair and or cleaning, you will be charged with the time and materials needed for this work. You will be presented with an invoice explaining all charges.