

Renaissance Owners Association

Conference Room Reservations and Usage Policy

Revised Wednesday, January 20, 2016.

1. Events/meetings may begin any time after 7 a.m., and must end by 10:00 p.m. Residents should inspect the room before the event/meeting since the area is open to all residents. An Association representative will inspect the condition before and after the event.

2. The room may be reserved for up to a maximum of four (4) hours consecutively within a 24 hour period.

3. Owners are responsible for, and bear all costs of repairs and/or replacement for any damage to the Conference Room, by the Owner, or Owner's tenants, guests, employees or contractors.

4. The Association reserves the right, to refuse the use of the Conference Room for any event/meeting it deems inappropriate.

5. No food or drinks other than water and coffee/tea are allowed in the Conference Room.

6. Conference Room space is limited a maximum of eight (8) people.

7. No additional furniture is permitted in the Conference Room.

8. The removal of Conference Room furniture is not permitted.

9. Minors in the Conference Room must be supervised by an adult at all times.

10. The Conference Room is for the sole use of Management, Owners and Residents.

**RENAISSANCE OWNERS ASSOCIATION
CONFERENCE ROOM RESERVATION**

Date Requested: _____ Day of the Week: _____

Type of Event: _____

Owner's Name _____ Unit#: _____

Phone: _____ Email: _____

Tenant's Name (if applicable) _____

Phone: _____ Email: _____

Time: From: _____ to: _____ Number of Guests: _____

I HAVE READ AND UNDERSTAND THE ASSOCIATION RULES AND AGREE TO ABIDE BY THEM AND TO PAY FOR ANY DAMAGE, MISSING ITEMS, AND ANY FEES OR FINES RESULTING FROM USE OF THE CONFERENCE ROOM. I UNDERSTAND I AM RESPONSIBLE FOR LEAVING THE CONFERENCE ROOM IN GOOD CONDITION AND FOR ASSURING THOSE ATTENDING THE EVENT/MEETING CONFORM TO THE USAGE POLICY.

Owner's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____
(if applicable)

**CONFERENCE ROOM INSPECTION
(OFFICE USE ONLY)**

Pre-inspection: _____

Post-inspection: Any Damage Noticed: Yes: ___ No: ___

Damage Consists of: _____
