

RESERVATION FORM FOR ROOF DECK

NAME OF HOST: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

DATE OF PROPOSED USE: \_\_\_\_\_

HOURS OF PROPOSED USE (up to 6 hours): \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NORTH SIDE PREFERENCE     SOUTH SIDE PREFERENCE

ADDITIONAL CHAIRS REQUIRED:  Yes  No If YES, Amount Requested \_\_\_\_\_

ADDITIONAL TABLES REQUIRED:  Yes  No If YES, Amount Requested \_\_\_\_\_

RENTAL FEE: **\$50.00**                      SECURITY DEPOSIT: **\$200.00**

DATE: \_\_\_\_\_

SIGNATURE OF HOST: \_\_\_\_\_

SIGNATURE OF 2101 COOPERATIVE, INC: \_\_\_\_\_

**\* Security Deposit check should be paid on a separate check. \***  
**\* Please make all checks payable to the 2101 Cooperative Inc. \***

\*\*\*\*\***Management Office**\*\*\*\*\*

Security Deposit Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Roof Payment Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

## ROOF DECK AGREEMENT AND RESERVATION FORM

1. All reservations for use of the Roof Deck must be made by a shareholder of 2101 Cooperative Inc. ("Host"). Use of the Roof Deck is limited to an event or function at which the Host will be a participant. The Host may reserve either the north side or the south side of the Roof Deck.
2. Reservations will be accepted in writing only on the attached Reservation Form and shall be accepted on a first come, first served basis. Reservations must be made in the management office during regular business hours. Use of the Roof Deck shall be limited to a maximum of 6 hours between the hours of 9:00 AM and midnight.
3. The reservation fee for the use of the Roof Deck and the security deposit shall be paid by the Host at the time the reservation is made. Fees shall be determined by 2101 Cooperative, Inc. The reservation fee guarantees a reserved area on the roof, 3 tables, and 12 chairs. Additional card tables and chairs may be requested by the Host 48 hours prior to the reservation.
4. Responsibility for any loss or damage, as determined by management, to the Roof Deck or any area of the building in excess of the security deposit shall be the responsibility of the Host and shall be paid upon demand. If payment is not made promptly, the cost of the damage shall be included on the Host's next month's bill for carrying charges.
5. The Host may cancel the reservation in writing. No cancellation fee will be charged if the cancellation is received at least 72 hours prior to the reserved date. The reservation fee will be non-refundable for cancellations placed less than 72 hours before the reserved date.
6. The maximum number of people that may occupy the reserved area of the Roof Deck at any one time shall be 25 people. 2101 Cooperative, Inc. reserves the right to cancel the event or function being held on the Roof Deck if, upon inspection, there are more people in attendance than is permitted by this paragraph.
7. The Host agrees to and does hereby indemnify 2101 Cooperative, Inc. and save it harmless and shall defend it from and against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising out of the use of the Roof Deck by the Host and his/her guests or invitees.
8. The Host and his/her guests using the Roof Deck shall abide by all rules and regulations of 2101 Cooperative, Inc. It shall be the responsibility of the Host to ensure that guests comply with all rules and regulations, especially those related to security, trash removal and noise considerations.
9. The use of the Roof Deck is a revocable license personal to the Host and may be revoked at any time by 2101 Cooperative, Inc. for any reason.
10. No minors will be permitted to use the Roof Deck without supervision of the Host. The Host must be in attendance, at all times, at the event.

I, as Host, agree to the terms and conditions set forth above:

Shareholder name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_