

### **Use of Community Room Policy**

- It is expected that all furniture and appliances in the Community Room will be used with care and discretion. The room and all facilities are to be left in its original condition. Clean and neat.
- All guests must be supervised, and any damages caused by them or other guests will result in the loss of your Security Deposit. No more than 40 guests are permitted at one time in the Community Room.
- Alcoholic beverages are prohibited in the Community Room unless the room is reserved for exclusive use and appropriate proof of adequate insurance is provided.
- The Community Room may be reserved for no longer than 12 hours. This includes the time needed to set up and clean up.
- The Room must be cleaned with all rubbish and food/beverages removed before being vacated. Reservations are on a first come basis. Hours are Sunday through Thursday 6 am to 12 midnight, Friday, Saturday & Holidays from 6 am to 2 am, with any exceptions submitted to the Executive Board in writing via the Manager.
- Reservations are made with the Management Office. A reservation form must be filled out, and the condominium owner's current certificate of insurance must be provided, along with a check or money order payable to Lehigh Riverport C.A. in the amount of \$250.00. The \$250.00 check is your deposit and will be returned to you unless there have been damages to the room or it is not cleaned up. Upon review of the Board, the deposit may be returned or forfeited for non-compliance with rules.

#### **To Make a Reservation, please submit the following:**

- ✓ Completed Reservation form
- ✓ \$250.00\*security deposit (*check or money order payable to Lehigh Riverport*)
- ✓ Copy of homeowner's (& tenant's if applicable) insurance policy

**\* The \$250.00 check will be returned to you, provided the room was cleaned up, and no damage was reported. Upon Board review, deposits may be returned or forfeited for non-compliance of these rules.**