

HILLCREST VILLAGE CONDOMINIUM ASSOCIATION
Community Room Reservation and Procedures Form

1. The Community Room is available to Hillcrest Village residents for parties or meetings on a first reservation basis by calling Chris Ricketts, Weststar Management at 720-880-2912.
2. Reservations should be made at least 7 days prior to the event. The room may be accessed and used any day of the week from 9:00 a.m. until 10:00 p.m. only.
3. Upon confirmation from Weststar Management, this reservation form **must be signed by the Unit Owner and returned with a \$100.00 refundable deposit to the Weststar offices prior to the event.** It may be mailed or delivered to Chris Ricketts, Weststar Management Company 6795 East Tennessee Avenue Suite 601 Denver, CO 80224. The deposit is refundable upon final inspection by the management company and the premises are left clean, undamaged, and all rules followed.
4. All of the rules listed below must be followed:
 - a. All Hillcrest Village Rules and Regulations must be followed by residents and their guests.
 - b. Hillcrest Village Condominiums does not allow smoking in any of the Common Areas.
 - c. Denver Fire Regulations restrict the use of the Community Room to 40 persons or less.
 - d. The party or meeting must be confined to the Community Room and guests are not allowed to wander around the building.
 - e. **Private Parties may not be of a commercial, political or organizational nature. Party room hosts may not make any monetary charges whatsoever to their guests for parties, i.e. no cash bar, no reimbursement for liquor, no party fees, etc.**
 - f. The resident host/hostess must be in attendance during pre-party, party, and post-party times.
 - g. The resident host/hostess is liable for any damage to the Hillcrest Village property.
 - h. No existing furniture may be removed from the Community Room.
 - i. The foyer to the Community Room may not be used for or during the event.
 - j. The resident host/hostess is responsible for letting guests in the Hudson Street (West side) front door and giving directions to the Community Room. Guest parking should be on Hudson Street or the side streets only. Parking is not allowed on the Holly Street (East side) of the building. This is a private parking lot not owned by Hillcrest Village Condominiums and violators may be towed.
 - k. Any vendors needing access or deliveries being made to the building must be made through the Holly Street (East side) entrance only. Vendors may not be unaccompanied in the building.
 - l. **No building access codes may be given out to guests or vendors.**
 - m. No cooking is allowed in the Community Room.
 - n. The resident host/hostess is responsible for returning the premises to their original order and condition, making sure that all guests have departed from the premises and reporting any damage to the management company.
 - o. All cleaning and removal of rented or personal items must be accomplished by or before noon (12:00 p.m.) of the day following the event. All trash must be bagged and tied before being thrown down the trash chute. Charges and/or fines will be assessed for inordinate messes or rules violations and may be in addition to or deducted from the deposit.
5. **All minors must be under the direct supervision of an adult at all times.**

I have read the Hillcrest Village Community Room Procedures and the Hillcrest Village Rules regarding the use of the premises and I will comply with them.

I would like to reserve the Community Room facilities on _____ from _____ to _____
(Date) (Time)

Unit Owner Signature

Unit Number

Date