

Colonial Village II
Rules and Regulations
Meeting Room Use

1. Any residents 21 years of age or older may request the private use of the Meeting Room, on a reservation basis, through a Representative of the Colonial Villages Management Office. If the resident is not a unit owner, written permission and acceptance of responsibility by the unit owner is required. The Meeting Room, which is located at the corner of Wilson and Troy on 1701 Troy Street (or 1913 Wilson Boulevard,) may be reserved only for non-profit activities. Gatherings of a profit-making nature are prohibited.
2. A request for the Meeting Room Reservation Form must be submitted to the Colonial Villages Management Office at least 48 hours in advance of the non-profit activity. Reservation requests shall be considered on a first-come, first-serve basis. The Meeting Room will be available for only one party, on any given day. A deposit of \$100.00 must accompany the Reservation Form, along with a separate check or money order in the amount of a \$35.00 use fee. Cancellation less than 48 hours before the activity will result in forfeiture of the room use fee.
3. Assessment payment for the owner's unit must be current.
4. The key to the Meeting Room shall be picked up from and returned to the Colonial Villages Management Office by the resident that reserved the Meeting Room, during normal business hours Monday-Friday.
5. The resident reserving the Meeting Room is responsible for restoring the Meeting Room back to its original condition, after use. At the time of vacating the Meeting Room, all personal items including but not limited to food, beverages, stereos and other possessions must be removed; all trash shall be placed in the trash room (key to be provided by Management;) all furniture shall be restored to its original placement; and the kitchen facilities shall be left in a clean condition. The Meeting Room **must** be completely clean by noon of the following day.
6. Do **NOT** remove large conference table(s) from the Meeting Room for any reason.
7. If a Representative of the Colonial Villages Management Office determines that the room has not been adequately cleaned, a cleaning cost will be deducted from the \$100.00 deposit.
8. In making the reservation, the resident automatically assumes responsibility for any and all damages caused during the function, and the person making the reservation agrees to reimburse the Association for the cost of repairing such damages. If such damages are not paid within thirty (30) days after a bill for the damages has been sent to the resident, the Association may assess the unit pursuant to Section 1(b) of Article X of the Bylaws.
9. Parties and gatherings of person(s) under 18 years of age must be supervised at all times by the adult resident who made the reservation. Consumption of intoxicants must conform to state law.

10. The Meeting Room can accommodate a maximum of **68** people. Any excess of that number is prohibited.
11. Noise must be kept at a reasonable level and shall not disturb other residents. Windows should remain closed to minimize disturbance to neighbors. Use the heat pump fan or air conditioning system for ventilation. Use of the Meeting Room must end on or before 12:00 midnight. Clean up after midnight may be conducted, but without music, loud conversation or excessive noise.
12. Candles, torches, chafing dishes, chafing implements or other similar accessories are not permitted.
13. **The resident(s) who reserve the Meeting Room is responsible for the actions of the guest while they are on Colonial Villages' property. The residents reserving the Meeting Room must assure that guests confine their activities to the Meeting Room and do not wander about the Condominium's property. Guest(s) must not congregate on the stoop or sidewalk, at any entrance or courtyard.**
14. Users of the Meeting Room must at all times abide by all applicable laws and ordinances, the Condominium Instruments and Rules and Regulations.
15. Person(s) who use the Meeting Room do so at their own risk. The Condominium assumes **no liability for any injury or damages to person(s) or property** arising from the use of the facility.
16. The resident who reserves the Meeting Room must be sure that both entrance doors are double locked after use.

_____	_____
Unit Owner's Printed Name	Date
_____	_____
Unit Owner's Signature	Date
_____	_____
Owner's Address (If Owner does not reside on property)	Date
_____	_____
Tenant's Printed Name	Date
_____	_____
Tenant's Signature	Date

Colonial Village II Condominium

1903 N. Key Boulevard

Arlington, VA 22201

(703) 525-5557 Phone

(703) 525-5558 Fax

Request For Meeting Room Reservation Form

Name: _____ Owner / Tenant
(Circle One)

Address: _____

Phone Numbers: (Work) _____ (Home) _____

(Cell) _____

Date of Reservation: _____

Time of Reservation: (From) _____ (To) _____

Purpose of Reservation: _____

Deposit: \$100.00 Check or Money Order # _____ Dated _____

Use Fee: \$35.00 Check or Money Order # _____ Dated _____

Deposit Returned: Yes / No (Circle one) Date Submitted to Corporate: _____

Reason for not returning deposit: _____

Signature

If tenant, owner must sign below:

By signing this form, as owner of the above unit, I am accepting responsibility for my tenant in the use of this room. If there is any damage to the room due to my tenant's misuse, I understand that I am responsible for the damages incurred.

Print Name

Signature