

3875 OWNERS CORP.
COMMUNITY ROOM REQUEST FORM

Complete this form, and return it with a deposit check in the amount of \$75 to:

Metro Management Development Corp.
42-25 21 Street
Long Island City, NY 11101

Any resident of 3875 Owners Corp. wishing to reserve the building's Community Room for their private use must complete this form. By signing this form, the resident requesting reservation (hereinafter as the Host) agrees to comply with the Terms and Conditions for the Use of the 3875 Owners Corp. Community Room set out on the reverse of this form.

UNIT NUMBER	NAME OF UNIT OWNER	TODAY'S DATE
-------------	--------------------	--------------

NAME OF HOST: (PERSON MAKING RESERVATION) _____	AGE OF HOST: _____
Will you be attending the function ____ yes ____ No	OVER 21: The host may be required to provide proof of age if alcohol will be consumed at function

Maximum number of guests expected: _____
Purpose for which room will be used: (i.e. birthday party, bridal shower, housewarming, etc) _____
Will alcohol be served at this function ____ Yes ____ No

Date Requested: Month/Day/Year ____/____/____
Hours during which room is required: from _____ AM/PM to _____ AM/PM

SIGNATURE OF HOST: _____

Telephone where host could be reached for confirmation of reservation
Day ____-____-____ Evening ____-____-____

For Cooperative Use Only:	
Is the community room available at the requested date and time	Yes ____ No ____
Is the account of the owner of the above mentioned unit in good standing	Yes ____ No ____
Has the Host provided security deposit	Yes ____ No ____

Condition of room after function:
I have examined the Community Room and found it to be in the following condition: Good _____ Fair _____ Needs Cleaning (please explain) _____

Security deposit check returned to Host: Yes ____ No ____ Amount Returned _____

Manager Signature: _____

Board Signature: _____

3875 OWNERS CORP COMMUNITY ROOM REGULATIONS

The community room may be reserved by an owner (adult) for a private party, meeting or event providing the owner is not in arrears with any cooperative fees.

Reservation, by application, should be made at least two weeks in advance.

A security deposit in the amount of \$75.00 payable to 3875 Owners Corp.

Once the application for the reservation of the Community Room is approved, you will receive a confirmation phone call from Management

No smoking is allowed in the community room or any other common area of the building

Use or play on gym equipment is strictly prohibited. The Cooperative will not be responsible for injury as a result of non-compliance to this rule.

All children must be supervised by at least one adult.

The host will be held liable for any damage to room including gym equipment and furniture.

By signing this form, I hereby agree to abide by the rules and regulation regarding the use of the Community Room

Host Signature: _____