AMENITY SPACES RESERVATION AGREEMENT

Name: _____ Unit #: _____

Date: _____ Time (up to 4 hours): _____

Event: _____ Number of Guests: _____

Please note: Amenity spaces cannot be reserved during holidays.

Is the event being hosted by a student group or organization? ☐ Yes ☐ No

Is the event affiliated with a University-sponsored event? ☐ Yes ☐ No

If yes to either, identify the group/organization and/or University-sponsored event:

_____

Amenity Requested: *(Mark selection with "X")*

AMENITY	MAX OCCUPANCY	PRICE	REQUEST
TOP OF THE HOUSE W/ GRILLS*	40	$350 - 4 HOUR RESERVATION	
RIVER ROOM	50	$250 - 4 HOUR RESERVATION	
EAST TERRACE BBQ GRILLS 1 & 2*	20	$75 - 4 HOUR RESERVATION	
WEST TERRACE	20	$70 - 4 HOUR RESERVATION	

WEATHER PERMITTED * GRILLS ARE NOT AVAILABLE FOR USE IN THE WINTER MONTHS.

Payment method:

_____Check payment - **Please make checks payable to Hudson Cornell Tech LLC.**

_____I am enrolled in ACH auto-payment. Please charge to my ACH account on file.

_____One Time Credit Card Payment.

Resident's Responsibilities

A) Resident is responsible for the amenity space and its contents from one hour prior to event, to the completion of the event. If any item is damaged, destroyed or missing after the Resident's use of the private amenity space, the Resident will be required to reimburse the Owner for replacement value or cost to repair.

B) After the scheduled event, Resident must empty all trash in refuse containers, clean counter surfaces and leave the space in the same condition it was in. Any extraordinary janitorial services required by the site staff will be charged to the Resident's rental account for a minimum of $200.00.

C) All Resident's guests must comply with all rules governing the use of the common areas as set forth in the House Rules and Regulations and The House at Cornell Tech Amenity Spaces Agreement. Guests are permitted only within the amenity space reserved.

D) Amenity spaces are available for reservation from 9AM-1OPM.

E) The amenity spaces are not available for reservations on holidays or major events such as Easter Sunday, Memorial Day, Labor Day, 4th of July, Halloween, Thanksgiving Day, New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, and Super Bowl Sunday.

F) Live music must be approved by management prior to booking your event. Excessively loud music is not permitted.

G) Pets are not permitted in the amenity spaces at any time. Service animals are permitted and must be on a leash.

H) Children under the age of 18 must be under adult supervision at all times.

I) Smoking is strictly prohibited. Consumption of alcohol by anyone under the age of 21 is strictly prohibited.

J) Any Resident who requests use of an amenity space must be current with their rental account including all other charges and fees.

K) A list of guests must be left with the Concierge desk prior to the event (template list provided). If a guest list is not left with the concierge desk, resident shall not receive access to the reserved space. Any guest omitted from the list will not be permitted access to the premises. You can also email the guest list to ConciergeCT@Related.com.

L) Furniture and room layout may not be moved or changed by Resident or guests.

M) Resident acknowledges that Owner is not responsible for any personal property used or left behind in the private amenity space.

N) Housing license holder (resident) or other adult listed as a family member on the license agreement must be present for the duration of the event.

O) Any outside vendors (i.e. caterers and entertainers) are required to provide certificates of liability insurance.

P) Amenity space use for Cornell Tech or Cornell University sponsored events is not permitted without prior written consent of University leadership.

Owner's Rights

A. Owner has the right to discontinue an event should it become disruptive to the quiet enjoyment of other residents. If a complaint is lodged against your party, Resident shall receive a single warning to immediately lower the noise level or terminate other disruptive behavior. If this warning is not adhered to, the event will be summarily terminated. Warnings from the concierge staff are to be regarded with the same weight as those from the Resident Manager or other members of the management team.

B. Owner reserves the right to charge any and all costs of replacing or repairing items that are damaged, destroyed, or missing to the Resident's account. Any such costs shall be immediately due and payable by resident.

Resident's Acknowledgements

_____ _____

Print Name Phone Number

_____ _____

Signature Date

Your signature on this document affirms that you have read and accepted the above and agree to comply with all stipulated guidelines. You agree that you are requesting to reserve the amenity space selected above for your own use and that you will be present at the event.

THE HOUSE AT CORNELL TECH

GUEST LIST

Name	
Apartment #	

Event Date	
Total # of Guests	

GUEST #	NAME
1	
2	
3	
4	
5	
6	
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You can also email the guest list to ConciergeCT@Related.com