  
**CADMAN PLAZA NORTH COMMUNITY ROOM**

**Rental Regulations, Procedures, and Checklist as of March 2018**

***Before the event:***

**\_\_\_\_1. Only a Shareholder/Management /Staff of Cadman Plaza North may rent the Community Room; the Shareholder may not sublet to non-Shareholders. The Board of Directors must give prior approval to commercial, religious, or fund raising events. Charging admission for any function is prohibited except under special circumstances and with prior approval of the Board.**

**\_\_\_\_2. The key to the room will be at the Doorman's station in an envelope with the renter's name on it the day before the event. If not in use, otherwise, the key will be available the morning of the event.**

**\_\_\_\_3. The room fee and security deposit are due at least two weeks before the event. Arrange with the Board member for method of transmittal. (Please refer to fee schedule on page 3.)**

**\_\_\_\_4. Decorating: Use only masking tape on the walls and doors. Do not use scotch tape, nails, tacks, or staples. Do not attach anything to the ceiling. You may use the small hooks at the top of each pillar.**

**\_\_\_\_5. A list of names (people attending your event) is to be submitted to the front desk and to Community Affairs Chair prior to the start time. *(Failure to do so will result in a $50.00 fee deducted from your security deposit.)***

***During the event:***

**\_\_\_\_6. Notify the maintenance staff and/or Doorman immediately of any emergency.**

**\_\_\_\_7. There must be at least two adult chaperones present at all times during an event for those less than 18 years of age.**

**\_\_\_\_8. An adult must supervise the operation of any appliance.**

**\_\_\_\_9. Amplifier equipment or D.J. is prohibited. Music must be reduced by 11 PM and the event must end no later than 12 Midnight; otherwise, forfeiture of the deposit and denial of future rental will result.**

**\_\_\_\_10. Serving alcoholic beverages to persons less than 21 years of age is prohibited.**

**(continued on next page)**

***During the event: (continued)***

**\_\_\_11. Use of the terrace is prohibited until further notice Please keep the door to the terrace closed during the event. It is to be used as an emergency exit only.**

**\_\_\_\_12. Loitering or playing in building corridors and stairwells is prohibited. In this regard, please take extra care to monitor children at all times.**

**\_\_\_\_13. Personnel of Cadman Plaza North have the right to close the Community Room upon receiving and investigating complaints of excessive noise or disturbances.**

**\_\_\_\_14. Cadman Plaza North is not responsible for any injuries caused by renter neglect or for any personal property left in the Community Room.**

***After the event:***

**\_\_\_\_15. CLEANING UP.**

**●Clear the kitchen floor and the Community Room floor of any rubbish, garbage, paper, and spillage. (A broom will be provided.) Mop up liquid spillage immediately to prevent sticking. Put refuse in provided trash garbage bags. Put glass bottles into cartons, not bags. Place all garbage bags and cartons in foyer near entrance to room.**

**●Leave stove, refrigerator, microwave oven, and kitchen counters clean and empty.**

**●Remove all decorations.**

**●Fold up all chairs and tables used and replace them on racks. The table rack belongs**

**in the right corner next to the window; the chair rack belongs against the right wall**

**as you enter the room.**

**\_\_\_\_16. Close all windows, turn off all lights, and slam the entrance door as you leave. Check to see that it has locked behind you.**

**\_\_\_\_17. The renter is responsible for any damages to the room, appliances and/or equipment.**

**\_\_\_\_18. After you have locked up, return the room key in the envelope to the Doorman.**

**\_\_\_\_19. A Board member will inspect the room for any damages or failure to clean up as specified. If there are no problems, your security check will be returned to you. If there are problems, the Board member will contact you to discuss their resolution.**

**(Rates on following page)**



**CADMAN PLAZA NORTH COMMUNITY ROOM**

**ROOM RENTAL RATES**

***(Room rental rates include the use of room furniture and appliances. There is no additional charge.)***

**Events**

**Room rental…………………$200.00**

**Security deposit……………..$150.00**

**(Two separate checks payable to CADMAN COMMUNITY ROOM FUND)**

**“FURNITURE ONLY” RENTAL RATES**

**(When you are not renting the room, only the furniture)**

**Large table……………………$12.00**

**Card table…………………… $ 7.00**

**Round table…………………..$ 7.00**

**Chairs…………………………$ 2.00 per chair**

**(Check payable to CADMAN COMMUNITY ROOM FUND)**

***For reservations or questions, please contact Community Affairs Chairperson***

***(Rates are as of May 1, 2018)***