  
**Community Room Rental Agreement**

**Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Apt. No.\_\_\_\_\_\_Tel. No.\_\_\_\_\_\_\_\_\_\_\_**

**Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From\_\_\_\_\_\_\_to\_\_\_\_\_\_\_**

**Type of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Estimated No. Attending\_\_\_\_\_\_\_\_\_**

**Equipment needed: Check as many as apply, and enter approximate number.**

**\_\_\_\_Tables. How many? \_\_\_\_\_\_ \_\_\_\_\_Chairs. How Many? \_\_\_\_\_**

**\_\_\_\_Television/DVD Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return this signed rental agreement along with TWO SEPARATE CHECKS, payable to CADMAN COMMUNITY ROOM FUND, as follows:**

**1. Room fee for use of equipment and electricity: \_\_\_\_\_\_\_\_**

**2. Security deposit: \_\_\_\_\_\_\_**

**Any and all rentals of The Community Room must be sponsored and supervised by a Shareholder of 140 Cadman Plaza West.**

**The undersigned lessee hereby agrees to abide by all the rules and regulations set forth on the attached pages, and understands that failure to do so may result in loss of some or all of security deposit.**

**Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign and return to Community Affairs Chairperson.**

**(You may leave the agreement and checks in a sealed envelope with the Doorman.)**

**Your cancelled check is your receipt.**

**For CPN files: Received $\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_**