

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: _____