

ULMSTEAD CLUB, INC.

RECREATION ROOM REQUEST

NAME: _____

DATE(s) of Reservation: _____

I hereby request that the Ulmstead Club, Inc. (UCI) recreation room(s) Fireplace Side/Carpeted Side/Both (circle one) be reserved in my name for the date(s) shown above. I have received a copy of the UCI recreation room rules and clean up instructions and will comply and/or ensure compliance by others (assisting me in this event) with these rules and instructions.

A cleaning/damage deposit check made payable to UCI in the amount of \$250.00 has been delivered to the recreation room manager (Manager) with this form. I understand that the requested reservation will not be confirmed until receipt of the deposit check. This deposit will be refunded if the post event condition inspection is satisfactory. A separate check for the corresponding rental amount shall be delivered to the Manager not less than one (1) week prior to the rental dates indicated above.

I will personally pick up and return the UCI recreation room key (KEY) on each day of the reservation. This Key will remain in my possession during the entire event. If this is not possible, I will advise the Manager of the name of the UCI member in good standing to whom I have transferred the key for safekeeping and control. I understand this key may not be retained overnight and must be returned by me no later than 1:30 am unless other arrangements are made with approval of the Manager.

I will ensure the recreation room(s) and equipment are cleaned and returned to a condition of maintenance and cleanliness which meets the satisfaction of the Manager. The cleaning/damage deposit fee of \$250.00 will be refunded to me if no additional cleaning and repairs are needed. This determination will be made solely by the Manager. I will repair or pay for all damages incurred while the recreation room was in my custody and control within one (1) week of the event. **Cleaning** (and removing decorations if applicable) **will be completed by 12 Noon of the day following my event.** If another event is scheduled on the day following my reservation, I will ensure cleaning is completed at a time satisfactory to the individual reserving the room(s) on that date.

I agree that:

- I. It is my responsibility to prevent the consumption of alcoholic beverages by those who are not legally eligible; and
2. I will be present throughout the entire course of the event.

I acknowledge receipt of a **copy of the UCI Recreation Room Rules and Cleaning and Use Instructions** with which I will comply and will review and adhere to Article V. Section 6.b.2. of the UCI ByLaws dated November 1993, revised April 13, 2000, which is attached to this request.

I understand that my failure to act in accordance with the stipulation of this Request and non-compliance with the UCI Recreation Room Rules and Cleaning and Use Instructions may result in the Board's action to suspend or revoke my UCI membership privileges.

Signature: _____

UCI Member in Good Standing

***** Please Read and Sign *****

In order to control the noise level for surrounding neighbors, the fire escape door and windows on the fireplace side MAY NOT BE OPENED during my event. I agree to comply with this rule, and if complaints are made by neighbors, my security deposit will be forfeited.

Signature: _____

