

REQUEST FOR HOSPITALITY ROOM RESERVATION

The undersigned, _____ residing in apartment _____ at the 2500 Lakeview Condominium, 2500 Lakeview, Chicago, Illinois, hereby requests to reserve the Hospitality Room for use on the _____ day of _____ 19_____. We request that this room be provided for our use between the hours of _____ and _____.

As a condition of our use of the room, we hereby agree to indemnify and hold harmless the 2500 Lakeview Association, its directors, its officers and its agents for any and all damage done to the furnishings and fixtures in the Hospitality Room by ourselves and/or guests during the period of time for which the room is being used by us, and to abide by the rules and regulations adopted for its use, and listed below.

This indemnification shall apply to the 2500 Lakeview Association, its directors, its officers, its agents and employees, and shall be for all costs, expenses including reasonable attorney's fees, damages, liabilities and judgements, for personal injuries, including death, resulting therefrom, and for property damage alleged to be caused, directly or indirectly, by any act or omission, negligent or otherwise, or the undersigned residents or their guests of invitee's, or occasioned by the use of the Hospitality Room in the above described building. The undersigned shall also provide defense for any such action or suit brought against the 2500 Lakeview Condominium Association, its directors, its officers, its agents and employees, as well as the owners of the building, and shall pay all costs and expenses of whatsoever nature, including attorney's fees resulting therefrom and in conjunction therewith, and shall pay on behalf of those indemnified under this agreement the amount of any judgement that may be entered against them in any such action or suit.

A **\$100.00 DEPOSIT** must be paid to Management prior to intended use. This deposit shall be refunded following such use subject to inspection of the premises.

RULES AND REGULATIONS FOR USE

1. The Hospitality Room may not be used unless the Unit Owner has reserved its use for that particular time with Management, in accordance with the following procedures:
 - (I) The room shall be reserved on a first-come, first-served basis, based on receipt of a \$100.00 damage deposit and \$50 Rental Fee by Management.
 - (II) The Hospitality Room may be reserved only by the actual owner of the Unit, and not by his/her household residents or dependents.
 - (III) Owners reserving the room shall sign a release of liability to 2500 Lakeview Association and its agents.
 - (IV) The Hospitality Room may not be reserved more than sixty days in advance of the desired date.
 - (V) Prior to the date of use, a form shall be filled with Management, giving the date and time of the event, the approximate number of guests expected, and the nature of the event (i.e., dance, card party, shower, etc.).
2. The Hospitality Room may only be used for social purposes, and such other purposes as are approved by the Board. No fees for admission, attendance, food and/or drinks shall be charged to anyone attending an event in the Hospitality Room. The Hospitality Room shall not be used for fund-raising or for solicitation of funds.
3. A Unit Owner shall be present at the event throughout its duration. When the Hospitality Room is used for any gathering of minors, an adult shall be present at all times, and shall be responsible for them.
4. Noise shall be kept to a reasonable level, particularly during late evening hours, in connection with any use of the Hospitality room, such that the noise does not disturb neighboring Unit Owners.
5. No food, drink or partying is permitted in the halls, stairwells or other common areas outside the Hospitality Room.

Hospitality Room Reservation Form – Page 2

6. Immediately after any use, the Hospitality Room shall be left in the same condition as found, cupboards, counter, refrigerator, etc., shall be cleaned or proper arrangement made for their cleaning.
7. The Room should be inspected before and after the event. The Unit Owner shall be financially responsible for an damage caused by his/her guests to the Hospitality Room, its furnishings, or its contents.
8. No music (recorded, live or otherwise) shall by played after midnight at any function held in the Hospitality Room.
9. All reservations for the Hospitality Room shall be for a specific date. No Unit Owner shall reserve the Hospitality Room on a regular basis. No Unit Owner shall, at any time, have more than two reservations outstanding, provided, however, that the Board of Directors may grant special exceptions, at their discretion. (Adopted April 15, 1981.)
10. Guests attending Hospitality Room functions **are not permitted in other areas of the building.**

GUEST LIST

A guest list, not to exceed 100 persons, shall be submitted to the doorman prior to the time of intended use. Any person whose name does not appear on this list **will not be admitted.**

CLEAN UP FEES

A charge for cleaning the Hospitality Room may be deducted from the \$100.00 security deposit at the discretion of Management.

The undersigned agrees to immediately respond in a positive manner any complaints, noise or otherwise registered by Unit Owners, or agents of building including doormen or building engineers.

SIGNED AGREEMENT

RESERVATION DATE: _____

HOURS: _____

NUMBER OF GUESTS: _____

INTENDED USE: _____

SECURITY DEPOSIT: \$100.00 RENTAL FEE: \$50 DATE PAID: _____

ACCEPTED BY: _____

UNIT #: _____ **DATE:** _____

APPROVED: 2500 LAKEVIEW ASSOCIATION DATE: _____