

PARTY ROOM POLICIES AND PROCEDURES

Present House Rules for Linden Place Corporation provided in House Rule B2

“Party Room”: The party room is a Common area of the Property that is available to all members, for private recreational use by reservation, only through the Building Superintendent.

The Board of Directors of the Corporation has adopted the following regulations to amplify and clarify House Rule B2:

Use of Party Room

1. Only members (including a sublessee, if any) shall have access to, and use of, the Party Room for their own recreational use, and for the social use of the Member, their guests, and invitees. The minimum age to reserve and use the party room is twenty one.
2. “Social Use” includes any non-profit, charitable, civic or religious organization of which the Member is affiliated.
3. During any such use, the Member must be present.
4. Under no circumstances shall any commercial activity (an activity having a profit as its purpose) be conducted in the Party Room
5. Further details regarding the use of the Party Room may be obtained from the Building Superintendent.
6. The day before use, a board member and the person reserving the party room will do a walk through to verify the room’s condition. A board member and the person who reserved the room will also inspect the room the day after use. **If no pre and post walk through is requested by the user any damages found after the rooms use will be charged to last person requesting the room.**

Conduct Related to Party Room Use

1. All recreational and social use of the Party Room must be consistent with the safety, security, and quiet enjoyment of all the residents within the West Building
2. All social activities must be confined to the Party Room only, and no drink or food is permitted outside of the Party room.

3. The Member has sole responsibility for allowing access to the West Building and its Party Room for guests and the invitees of the Member
4. Prior to, and during the course of any Party Room use, bulk deliveries of food and drink must be made at the rear entrance of the West Building.
5. Member, guests, and invitees shall have use of the auxiliary refrigerator and restrooms, located in the laundry room adjoining the Party Room.
6. Smoking is not permitted in the Party Room and is further prohibited in all Common Areas (hallways, stairwells, elevators, restrooms and first floor lobby) of the West Building.
7. No members, guests or invitees are permitted on the roof areas bordering the Party Room.
8. If children are in attendance, the Member is responsible for the proper supervision of them.
9. For all in attendance, the Party Room must be vacated by 12:00 midnight.

Care of the Party Room

1. Members have the sole responsibility for the care and clean-up of the Party Room, including repair and replacement for damages or loss caused by Members, guests, or invitees to any or part of the walls, ceilings, floors, carpeting, furniture, furnishings, equipment, or draperies. This includes any damage or loss within other areas of the West Building.
2. Under no circumstances are decorations allowed to be fastened to the walls, ceiling, or draperies, using nails, tape, or thumbtacks. Nor shall directional signs or notices be placed in the hallways or doors of the West Building.
3. The clean-up must be completed by 10:00 a.m. the following morning.
4. All furniture must be repositioned the way it was found at the beginning of the social activity. All cleaning material, including garbage bags, are the responsibility of the Member.
5. All trash must be placed into the dumpster located in the trash room (to your right off the elevators) on the first floor of the West Building.
6. A rate of one hundred dollars per hour will be charged if employees of the corporation are required to complete the clean-up.

page 2 of 3

7. Under no circumstances is the pool table to be used for food layout or service without proper coverings to prevent stains or damage.

8. There are tables in the hall closet (to your left off the elevator) that can be set up for food layout.

Reserving the Party Room

1. Please call the Building Superintendent at least forty-eight hours prior to your intended use of the Party Room. If the Party Room is available for your use, please make the necessary arrangements with the Building Superintendent for delivering your personal check, in the amount of one hundred dollars, payable to Linden Place Corporation, as a security deposit. Should damages exceed the one hundred dollars, the Member will be billed accordingly.

2. The Building Superintendent maintains a written record of each request for reserving the Party Room by the time and date received. In the event you need to cancel the reservation, please notify the Building Superintendent as soon as possible.

3. Room reservations for the same time and date may ONLY be made ONE month in advance.

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Page 3 of 3

