



AMENITY RESERVATION CONTRACT

Event Information

Date of Event: 11/02/2024 Location: Majestic Clubroom No. of Attendees: 30
Start Time: 4 AM/PM End Time: 7 AM/PM Total Hours: 3

Please note that the maximum capacity allowed in the clubroom is 50 guests. There will be an additional \$100 per additional guest.

Resident Information

Resident Name: Cindy Guijosa Apartment No.: M358

This agreement is binding to the following conditions and terms between the above stated resident and **Spectrum Apartments**.

- There is a **\$250.00 refundable fee for damages** required at the time the reservation is made in order to secure the date and time requested.
- The rental amount of **\$100/hour (2-hour minimum)** will be applied to your online portal after the event. Reservations are charged per hour.
- Reservations will be permitted between the hours of **10:00am to 10:00pm** and can be reserved for a **maximum of 8 hours**.
- **All residents are responsible for making off-site parking arrangements for their guests.** Guest parking in the garage is not provided for your event. You will be fined if your guest park in the garage.
- In all cases, please be aware the **amenities close to all residents and guests at specified times listed above**. Please keep in mind that you are responsible for your guests and everyone in attendance must follow our Community Policies, including but not limited to quiet hours.
- Management reserves the right to shut down your event should it be disturbing the quiet enjoyment of others. **Tenants are responsible for compliance with all copyright laws. We title NO responsibility for copyright infringement.**
- The room must be cleaned and returned to its original condition in order to receive 100% of the deposit check back. **Residents should thoroughly inspect amenity area before and after event and report any damage to management.** The hourly rental fee will be posted to your Resident Portal account after the event.

Refundable Fee for Damages Required for Reservation

☐ Check dropped off at the Leasing Office

Checks need to be made to Paramount Apartment or Majestic Apartments depending on what building you live in (Regardless of what amenity you are reserving).

Check # _____

Check must be picked up within 30 days after the reservation has been completed. If this is not picked up, the check will be shredded.

☒ Electronic Charge in your account

By selecting this option, you agree for the Refundable Fee for Damages of \$250.00 to be added to your financial Ledger. This amount will be due on the 10th of the month that this document is signed, unless it is signed on the 11th of the month or later, in which case the amount will be due on the 10th of the following month. If no damages are found, this fee will be credited back to you within 30 days of amenity reservation date.

Amenity Rental Rules and Regulations

- You must be in current, good standing with your rent to reserve an amenity space.
- Pets are not permitted in amenity spaces.
- You are responsible for your guests and invitees; they must abide by community rules and policies.
- You are not permitted to move any furniture, including the pool table. You will be charged to re-level the pool table if it is moved.
- You are not permitted to use the pool table as a regular table without a pool table insert and cover (These items are available for free in the Leasing Office, upon request).
- You are not permitted to affix signs or anything else on the walls of the **Spectrum**. If this prohibition is violated, you will be charged to repaint and restore the walls to their original condition.
- Smoking of any kind is not permitted inside buildings, garages or on terraces, court yards and balconies. A \$500 fine will apply.
- All doors, including sliding glass doors, must be closed when not in use, and must be left closed after your event.
- You are not permitted to prop open any controlled access doors.
- Your key fob will not unlock the clubroom after closing time. A \$100 lockout fee will be charged if you need staff to unlock the amenity doors after closing time.
- Your event will be considered to have started at the specified time or when there is more than 6 people in the amenity space.
- Your event will not be considered over if there is music playing and/or food and drink is being consumed and/or 6 or more people are still in the amenity space.
- If you exceed your reservation time, you will be charged \$100 for every hour exceeding the reservation time.
- If you exceed your event lasts past 10pm, you will be charged \$200, as well as the \$100 for every hour exceeding your reservation time.
- If any damage is caused you must notify the Leasing Office, no later than the following business day.
- Noise should be kept to a minimum to not disturb your neighbors.
- Please do not alter the A/V equipment. If you need assistance using the TVs, please contact the Leasing Office at 240-449-4895.

Charges For Damages and Rule Violations

The room must be cleaned and returned to its original condition. Residents should thoroughly inspect amenity areas before and after an event and report any damage to management. Additional deductions will be made for the following:

• Carpet cleaning	\$100
• Floor cleaning	\$150+
• Upholstery cleaning	\$100+
• Trash removal (per bag)	\$25+
• AV equipment settings altered and not put back to original settings	\$100+
• Event continues after quiet hours (10:00pm)	\$200
○ Plus additional charge for every hour	\$100+
• General excessive cleaning	\$75+
• Furniture not in original location at end of event	\$100
• Broken or damaged furniture	TBD
• Damage to walls (tape), wallcovering, art	TBD
• Pool tablecloth replacement	\$1000
• Smoking Fine	\$500
• NSF fee	\$40



The above deductions will be determined after your event by the **Spectrum Management** Team. **Spectrum** is not responsible for any articles lost or left in the amenity area. In case of an emergency, please call 911.

Rescheduling/Cancellation Policy

I understand that I must provide written notice of cancellation or rescheduling to management at least 8 days prior to the event or I will be charged the following:

- **Rescheduling Fee – Within less than eight (8) days of your reservation day** - You will be charged a rescheduling fee equal to the time reserved.
- **Rescheduling Fee – Within more than eight (8) days of your reservation day** - You will be charged a rescheduling fee equal to \$100.00.
- **Cancellation Fee – Within less than eight (8) days of your reservation day** - You will be charged a cancellation fee equal to the time reserved.
- **Cancellation Fee – Within more than eight (8) days of your reservation day** - You will be charged a cancellation fee equal to \$100.00.

Resident / Management Acknowledgement

I agree to all the above terms and conditions. I understand that my reservation is not confirmed until I receive a signed copy of this agreement from Management.

Resident Signature: Cindy Guajosa

Today' Date: 08/15/2024

Leasing Staff/Management: _____

Today's Date: _____