



# ARIA COMMUNITY ROOM RESERVATION FORM

Please complete the reservation form at least seven (7) days prior to your scheduled event and submit it to management onsite at the office or via email at [mcooper@actionlife.com](mailto:mcooper@actionlife.com) as well as a \$500.00 returnable deposit check made out to Aria in order for your date/time to be reserved. The Community Room is available to all Owners, Tenants, and other occupants of the Condominium on a first-come-first-served basis and can be reserved for certain events.

**Date Requested:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

*Room is available daily from 8:00 am – 12:00 am*

**Type of Event:** \_\_\_\_\_

**Estimated # of Guests:** \_\_\_\_\_

*Room Capacity is 65. Board may limit the amount of guests*

**Name:** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**YES**

**NO**

**Music**

*\*(k) Music and other noise must be kept to a reasonable volume at all times. Any requests to turn down volumes or abate other noises from a resident must be promptly observed. \* Quiet hours start at 10:00 pm so noise in the Room must be reduced at that time.*

**Alcohol Served**

*\*(o) No alcoholic beverages may be served by or served to any person under the legal drinking age of twenty-one (21) years of age. The hosting party is solely responsible for ensuring that any alcohol served or consumed at an event complies with all applicable laws at all times. The hosting party is liable for any resulting damage, personal injuries, fees, or penalties arising from any alcohol consumption during the event in violation of such applicable laws and regulations.*

The following items are available at no cost for use in the Amenity Room ONLY. Please circle all you would like to borrow and it will be in the room prior to your event starting. Note: these items must be left in the Amenity Room.

10 Folding Chairs | Small Utility Cart | Extend the Dining Table by a Foot

**I HAVE READ THE PROJECT GUIDELINES AND AGREE TO ABIDE BY THEM AND TO PAY FOR ANY DAMAGE, MISSING ITEMS, AND FEES OR FINES LEVIED FOR INFRINGEMENTS.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY IF APPLICABLE**

DEPOSIT FEE: \_\_\_\_\_ INSURANCE CERTIFICATE: \_\_\_\_\_ BOARD APPROVAL: \_\_\_\_\_

FEE CHARGED: \_\_\_\_\_ SIGN MADE: \_\_\_\_\_ POSTED \_\_\_\_\_ DEPOSIT RETURNED: \_\_\_\_\_

# ARIA COMMUNITY ROOM INSPECTION SHEET

## Pre-Event Inspection Notes

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Inspector's Name \_\_\_\_\_

Renter's Name \_\_\_\_\_

Only check mark any **pre-existing** damage or stains and its location as it applies:

- Carpet \_\_\_\_\_
- Walls \_\_\_\_\_
- Furniture \_\_\_\_\_
- Glass \_\_\_\_\_
- Doors \_\_\_\_\_
- Bar Area \_\_\_\_\_
- TV/AV System \_\_\_\_\_
- Other \_\_\_\_\_

## Post-Event Inspection Notes

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Inspector's Name \_\_\_\_\_

Renter's Name \_\_\_\_\_

Only check mark any **NEW** damaged or stained items and its location as it applies:

- Carpet \_\_\_\_\_
- Walls \_\_\_\_\_
- Furniture \_\_\_\_\_
- Glass \_\_\_\_\_
- Doors \_\_\_\_\_
- Bar Area \_\_\_\_\_
- TV/AV System \_\_\_\_\_
- Other \_\_\_\_\_
- Rented Items \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*NOTE: The renter is responsible for cleaning the Community Room and leaving it as it was found. All trash must be disposed of, furniture returned to its original location, and no items may be left behind. The borrowed items must also be left in the Amenity Room. The renter of the Community Room must be onsite at all times to monitor the event and guests. At the end of the event the renter must again do a post-event inspection.**