



Fieldstondale Mutual Housing Cooperative Inc.

5500-5550 Fieldston Road, Bronx, NY 10471

718-549-7373 / Fax: 718-549-2736

COMMUNITY ROOM RENTAL AGREEMENT

Name: _____

Building: _____ Apt. No: _____

Telephone # _____

Email address: _____

Today's date: _____

Rental date: _____ From _____ (AM/PM) to _____ (AM/PM)

GUIDELINES FOR RENTAL:

1. Only Fieldstondale shareholders are permitted to rent the Community Room.
2. Shareholders must complete this Community Room Rental Agreement and submit to Michele Liddy, michele@garthchesterrealty.com at Garthchester Realty or call 914-725-3600, extension 3121 to request the use of the Community Room. Signed forms and fees may also be mailed to Garthchester Realty, 440 Mamaroneck Avenue, Suite S-512, Harrison, NY 10528; or may be left at the Fieldstondale site office from 8:00am to 4:00pm.
3. Submission of this application does not guarantee the rental of the Community Room. Garthchester Realty will advise shareholder(s) when the application is approved.
4. **Hours:** The Community Room may be rented for a maximum of four (4) hours, including set up and clean up, as follows:
Monday through Thursday: 9:00 a.m.-9:00 p.m.
Friday through Sunday: 9:00 a.m.-10:00 p.m.
5. **Fee:** the cost to rent the Community Room is \$75 for any four hours during the days and times noted above. The check or money order should be made payable to Fieldstondale Mutual Housing Cooperative.
6. **Deposit:** A \$100 refundable deposit is required. The check or money order should be made payable to Fieldstondale Mutual Housing Cooperative. The deposit will be returned to the shareholder once the Community Room is deemed to be vacated in good order.
7. Both the Fee and Deposit must be submitted to Garthchester Realty along with this signed and completed agreement.

GENERAL RULES OF CONDUCT:

The Community Room is an amenity that is available to Fieldstondale shareholders. However, it is important that everyone uses the room responsibly and is respectful of our neighbors. Therefore, it is important that shareholders and their guests who use the Community Room abide by the following general rules of conduct.

1. **No loud noises** including loud talking, shouting, playing loud music, etc.
2. **No Smoking** is permitted in the Community Room or public spaces.
3. **Keep doors closed** except when people are entering or exiting the room.
4. **Respect public spaces** – guests and others shall not be permitted to run or play in the halls, lobby, laundry room or any public spaces when using the Community Room.
5. **Dispose all trash** in the receptacles that are provided to keep the community room clean.
6. **Damages to the room/furnishings** will be charged to the shareholder who rents the Community Room.

SHAREHOLDER RESPONSIBILITIES:

1. The undersigned shareholder agrees to be responsible for all set up in the Community Room including tables, chairs, etc.
2. Prior to the rental date, the undersigned shall examine the premises with a representative of Garthchester Realty or the superintendent and note any existing damage or unsatisfactory conditions as an attachment to this rental agreement.
3. The undersigned will restore the room to its original condition, including cleaning the kitchen area, properly disposing garbage in the bins that are provided by the cooperative, and mopping the floor, as necessary. If the Community Room is not cleaned to the original condition, funds will be deducted from the refundable deposit.
4. If the undersigned intends to use any outside vendor (for example, for food service or entertainment), a Certificate of Insurance, valid for the day of the function, must be on file with Garthchester Realty no later than one week prior to the function. No personnel will be permitted to perform any work on the premises without first providing a Certificate of Insurance. This does not include, however, food that is being delivered for the event. It refers to vendors who will have employees remaining at the event for the duration of said event.
5. The undersigned agrees that in consideration for the use of the Community Room facilities, the undersigned is responsible for any and all actions of his/her guests and vendor employees during such function and shall be personally liable for any and all damage to the Community Room incurred as a result of their use. Please refer to the General Rules of Conduct section of this agreement.
6. Should any damage occur, the undersigned agrees to make full payment to Fieldstondale Mutual Housing Cooperative within five days of receipt of an itemized statement listing the damaged item(s) and the cost to repair or replace damaged item(s).
7. The undersigned agrees to make their guests aware of parking that is available on public streets. Any cars parked in the circle at 5500 Fieldston Road are subject to being towed according to posted regulations.
8. The undersigned will make certain that no children are allowed to run or play in the halls, lobby, laundry room or other public spaces.
9. The undersigned and his/her guests agree to abide by all posted rules in the Community Room.
10. The undersigned agrees to take steps outlined by the Centers for Disease Control and Prevention regarding small gatherings to protect themselves and loved ones from COVID-19 (See the CDC web site: https://www.cdc.gov/coronavirus/2019-ncov/your-health/gatherings.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdaily-life-coping%2Fholidays%2Fsmall-gatherings.html)
11. The undersigned understands that use of all premises at Fieldstondale including but not limited to the Community Room may contain risks. The undersigned agrees that Fieldstondale and its staff are not liable for any injury or harm that occurs on the premises, including any injury arising from the use of the premise; or the conduct of another resident, guest or staff member or from any other cause, or any disease or virus contracted while in Fieldstondale.

By virtue of my signature below, I personally assume all financial and legal liability that may result from using the Community Room on the rental date requested. Attached please find my checks for \$75 (rental fee) and \$100 (refundable deposit).

Signed by:

Shareholder Name: _____

Garthchester Realty: _____

Print name: _____

Print name: _____

Date: _____

Date: _____