

Mission Hills Conference Room Guidelines

- **Hours:** 9:30am-5:30pm daily, excluding holidays.
- **Usage:** Limit two times per week. Cannot be reserved consecutively, reoccurring or more than 4 times in month per unit. Can only be scheduled 30 days in advance and reservation is based on availability.
- **Occupancy:** 8 or less
- Reservation must be made by resident/homeowner who must be in attendance the entire time.
- If Media is needed, remote will be checked out to resident/homeowner. Remote is required to be checked back in with Resident Services Office at the end of reservation time. If remote is not returned at the end of your reservation time there will be a \$100.00 charge, invoiced and billed to the resident/homeowners ledger.
- Conference Room is intended for personal interests only (use for organizations, political purposes, fundraising or business income generating purposes are not permitted).
- Resident/homeowner agrees that the room was delivered fully cleaned and will be returned in the same condition.
If not, cleaning charges as well as damages, if any, will be invoiced and billed to the resident/homeowners ledger. No smoking, use of candles, incense or fire of any kind.
- No Pets allowed.
- Resident/homeowner must accompany all guest(s) at all times. Although residents/homeowners have access to the area at NO TIME during the reservation period can a guest use any facilities without resident/homeowner present.
- If serving food and beverages, please use disposable dishware, and make sure the area is clean and trash is removed. **If clean-up is needed including trash removal a cleaning fee of \$150.00 will be assessed to resident/homeowner's ledger.**
- Resident/homeowner must check-in at the Resident Services Office a minimum of 15 minutes prior to their reservation start time. We ask that you make sure you are prepared to exit at the specified time of use. Check out should be no later than 30 minutes after your reservation end time or there will be a late checkout fee invoiced and assessed to resident's ledger of **\$75.00**.

Date: _____ Time of Reservation: _____ to _____

Remote Issued (valued at \$100.00) _____ (Resident initial)

Remote Returned _____ (Mission Hills initial)

Cleaning Fee (150.00) if room is not cleaned at reservation end time _____ (Resident initial)

Resident Name **Address / Apt #**

Resident Signature

Management Signature

Management reserves the right to revoke the resident's privilege to reserve/utilize Conference Room to if guidelines are not followed.

For Office Use Only:

Approved By: _____ Date: _____

Room clean? Y/N Charge resident ledger \$ _____

Damage Y/N (if so, what): _____