



COMMUNITY LOUNGE USE & RESERVATION POLICY

The reservation form and deposit checks must be given to the front desk staff when you make your reservation or your reservation will be canceled.

Hours and availability: The Canal Station Condominiums “Community Lounge” is open to all residents 24 hours a day, except when reserved for a private or Association function. The Community Lounge cannot be reserved on major holidays. **The Community Lounge may be reserved between the hours of 9 a.m. and 10 p.m. Sunday – Thursday and 9 a.m. and 11:00 p.m. on Friday and Saturday.** Your reservation must be only for the actual time you will use the room, *including set up and clean up time*. All events must end no later than the times listed above. The staff will secure the area when you are finished.

Reservation process and limit: The Canal Station Community Lounge may be reserved no more than six months in advance. Please make your reservations through the front desk staff at 706-4517, or officemgr@canalstation.org. Reservations are taken on a first come, first served basis. Each condominium unit is allowed to reserve the Community Lounge but may have only one unused reservation at a time. If the Community Lounge has not been reserved within 24 hours of a desired date, it will be available on a first come, first served basis.

Cleaning and damage deposit: Once you have confirmed the date for your event through the office staff, you must provide a \$275 undated check for the cleaning/damage deposit. If you wish to reserve the Conference Room only, a deposit of \$150.00 applies. The deposit is required at the time of the reservation. Staff is unable to book or “hold” a date without a deposit in hand.

Maximum occupancy: The maximum number of guests permitted in the Community Lounge for a private function is 35. Pets are not allowed in the Community Lounge.

Hosting requirements: The homeowner or resident reserving the room must be present for the entire function and is responsible for what happens at the event. If you will have 20 or more guests, you must provide a greeter in the lobby to help arriving guests check in with the front desk staff and to escort guests to the Community Lounge.

Guest instructions for building entry: You are responsible for providing your guests with instructions to access the building. If the staff is at the desk, they will gladly assist your guests. If not, your guests must be able to contact you, or they’ll have to wait until the staff member returns. **(NOTE:** The Conference Room will be reserved when you reserve the Community Lounge to avoid any conflicting events. Your guests may dial **819** from the front door callbox which will ring the Conference Room phone. Press “9” to let them in.)

Noise & Behavior: Hosts and their guests are expected to be considerate of other residents and keep noise levels to a minimum. Live music or D.J. music is not allowed. Should the staff receive more than one noise complaint, your event will be terminated. **Inappropriate behavior toward any resident or building staff member may result in forfeiting your privilege to use the Community Lounge or Conference Room for one year.** Doors must be kept closed at all times.

Liquor Policy: If fees will be charged or donations accepted when alcoholic beverages are to be served at the event, the host must obtain a banquet permit from a Washington State Liquor Control store to be posted in the Community Lounge during the function. A banquet permit is **not** required when all the following apply: (1) The event is hosted by an individual, not an organization or business entity. (2) There is no charge for admission or for anything provided at the function (i.e., mixer, setup, ice, food, hors d'oeuvres, etc.). "Charge" includes admission charge, donation, dues, fees, or otherwise. (3) The function would normally be held in the individual's private home, but for space considerations, is held in a facility that is: 1) closed off to the general public during the function, and 2) does not have a liquor license.

A banquet permit may be obtained for a \$10 fee. The closest Liquor Store is at 2840 NW Market Street.

If a gathering requires a banquet permit, reservation of the lounge must be made at least 72 hours in advance of the event.

Clean-up: You must clean up after your event. Do not leave bags of garbage or recycling in the Community Lounge after your party. Take all garbage to the garbage chute and recycling to the dumpsters on the first floor. Do not leave large items or recyclables that don't fit in the cans on the floor of the second floor trash room. Don't forget to remove your items from the Community Lounge refrigerator, especially alcoholic beverages.

A room inspection will be conducted at the beginning and end of your function to insure the room is in the same condition it was prior to your event. If so, your deposit check will be returned to you within 48 hours. If further cleaning is necessary, all cleaning and damage costs will be subtracted from your deposit, and the balance, if any, will be repaid to you within two weeks. If damage has occurred, or excessive cleaning is required beyond the amount of your deposit, further charges may be assessed. For cleaning purposes, the Community room needs 30 minutes in between reservations.

Miscellaneous: The outdoor plaza, including the grill, will remain open to all homeowners during your event. Please remind your guests to stay off the landscaping and private patios. Your guests are not allowed to use the Fitness Center facilities during a party or event.

The front desk staff will post signs outside the Community Lounge on the day of your event notifying others of your reservation.

10/2016 Revised Hours and Availability and Cleaning and Damage deposit per Association Rules Update

4/2010 Revised wording "Concierge" to "Office/Front Desk Staff", "CWD" to "EMB" etc.

6/16/08 Revised by Building & Security Committee

5/14/08 Reviewed by Architecture & Rules Committee

7/30/2018



Community Lounge Reservation Form

Homeowner/Resident Name _____ Unit # _____

Event Date _____ Event Start Time _____ Event Ending Time _____
(Please calculate your set up and clean up time in your reservation.)

Type of Event: _____ Expected # of Guests _____ Will liquor be served? _____

I have read and agree to the Community Lounge Use & Reservation Policy. I assume responsibility for any damages that may occur to the Community Lounge during this event.

Please include your undated check for a \$275 cleaning and damage deposit. If you are reserving the conference room only, the deposit is reduced to \$150.

Homeowner/Resident Signature: _____ Unit # _____ Date: _____

<p>For office use only:</p> <p>Date reserved: _____ Initials of CS staff member: _____</p> <p>Cleaning/damage check number: _____; Date check returned: _____</p> <p>Cancellation check number: _____; Date check returned: _____</p> <p>Comments:</p>
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Community Room Check List

BEFORE	AFTER	(STAFF USE ONLY)
		Countertops and table surfaces are clean- \$25*
		Refrigerator is empty of all food and clean- \$25*
		Stove top and microwave are clean- \$25*
		Trash and recyclables have been taken to the 1 st floor trash room- \$75*
		All furniture is in original order- \$50*
		Couch and chair cushions are clean- \$50*
		Floor is clean- \$25*
		Dirty dishes have been cleaned- \$100*
		If used, plates and silverware are returned to the front desk - \$100*

***Damage/Cleaning/replacement fees**

Before the event is to start (Initial and Date)

Homeowner/Resident Initial _____ Date _____ Unit # _____

Staff Initial _____ Date _____

After the event inspection

(By signing the underlined and dating understand the Community room was in order after the event.)

Homeowner/Resident Signature _____ Date _____

Staff Signature _____ Date _____

(This *MUST* put the check list on the Facility Managers desk after it has been completed.)

Comments: _____
