



- COMMON ROOM RESERVATION FORM -

FILL OUT AND EMAIL TO petrinimanager@bwpm.com or PRINT, FILL AND DROP AT FRONT OFFICE

THE ONSITE PROPERTY MANAGER will contact you by email to CONFIRM your reservation request.

Do not assume that your submission of the form constitutes acceptance or availability of the Common Room.

THE COMMON ROOM WILL BE INSPECTED BEFORE AND AFTER USE

By submitting this request, you agree to pay for any Common Room damages resulting from your use. You also agree to reimburse the HOA for any excess cleaning and for removal of trash not properly discarded or recycled.

UNIT REQUESTING: _____ PERSON REQUESTING: _____

PHONE: _____ EMAIL: _____

DATE COMMON ROOM REQUESTED: _____ / _____ / _____ (MO / DATE / YEAR)

Confirm DAY OF WEEK: Mon Tue Wed Thu Fri Sat Sun

START TIME _____:_____ AM PM (earliest 7am M-F or 9am Sat-Sun)

END TIME _____:_____ AM PM (latest 10pm daily)

ROOM SET UP REQUEST (CHECK ALL THAT APPLY)

I DO NOT NEED ANY FURNITURE SET UP IN THE ROOM

I NEED FOLDING CHAIRS (select number of chairs) 2 4 6 8 10 12 14

I NEED FOLDING TABLES (select number of tables – each is approximately 3'x6') 1 2 3 4

- PLEASE RESPECT YOUR NEIGHBORS when using room - keep doors closed during use to avoid excess noise.

- IF HAVING VISITORS WHO ARE NOT RESIDENTS, please escort them to the room from the entrance. Do not leave doors unattended or allow visitors into the building unescorted.

- WHEN FINISHED USING THE ROOM please remove all trash (and place in appropriate recycling bins or the trash chute), leave all tables and chairs open (do not fold or stack), turn off Lights and Air Conditioner (Fireplace turns off automatically from a timer) and close window shade. *If you encounter any problems, defects or damage resulting from your use, please immediately inform the Onsite Property Manager by email petrinimanager@bwpm.com.*

FRONT OFFICE USE ONLY BELOW _____

DATE RECEIVED _____ / _____ / _____ ACCEPTED: YES NO www.thevillageatpetriniplace.com