

Recreation Room Reservation Form

Recreation Room Policy:

1. The recreation room is for exclusive use by Tuscany residents only.
2. Private Gathering-
The maximum time allowed for a small group gathering is 3 hours, no deposit is required; arrangements must be made with the Conquest office 48 hours in advance. Small group gatherings are limited to a maximum of 10 people.
FUNCTION MUST BE TERMINATED BEFORE 1 A.M.
3. Private Function-
Group gatherings for any duration in excess of 3 hours and/or more than 10 people are considered as private function. The maximum time allowed for a private function is 6 hours. All private function requires a \$200 fully-refundable deposit, and must be arranged with Conquest office 1 week in advance. **FUNCTION MUST BE TERMINATED BEFORE 1 A.M.**
4. Any damages to the recreation room or furniture and equipment will be deducted from the \$200 dollar deposit; this includes, but not limited to, possible cleaning charges.
5. All damages in excess of \$200 will be billed to the responsible party Tuscany resident hosting the gathering or private function and must be paid within 72hours.
6. During the gathering or private function, residents and their guests are allowed exclusive use of all equipment, furniture and appliances in the recreation room. (i.e., plasma TV, projection screen, couch, chairs, tables, refrigerator, stove, microwave, etc.; however, our state of art theater equipment must be operated by Conquest team member.)
7. **PLEASE BE ON TIME** for your reservation! No-show within the first **20 minute** of the reserved hour is considered as cancellation..
8. Light drink & food are allowed. Alcoholic beverages are not permitted.
9. Residents are responsible for cleaning and disposing of all trash.
10. Recreation room must be reverted to the original condition as delivered.
11. All gatherings and functions must be concluded within the reserved/allowed hours. Under no circumstances that gatherings or functions will be allowed to continue beyond the maximum time.
12. Please check with the Conquest office for availability.
13. The recreation room is unavailable every 1st and 3rd Wednesday of the month after 6pm and on the 1st and 3rd Saturday of the month prior to 12pm, unless prior approval has been granted, in writing, by Conquest General Manager.
14. Conquest reserves the right to cancel any gathering or function at anytime.



Recreation Room Reservation Form

Resident Name: _____

Apartment #: _____

Please specify the purpose in which you wish to reserve the recreation room:

☐ Private gathering:

Maximum 10 people, maximum 3 hour reservation.

☐ Yes, I would like to use the theater equipment for:

☐ DVD, ___ discs (please specify the quantity of discs)

☐ Programs of Dish Network / Local TV

☐ Other purpose please

specify _____

☐ No, I do not need to use the theater equipment.

☐ Private function (\$200 Cleaning deposit required):

More than 10 people, maximum 6 hours reservation.

☐ Yes, I would like to use the theater equipment for:

☐ DVD, ___ discs (please specify the quantity of discs)

☐ Programs of Dish Network / Local TV

☐ Other purpose please

specify _____

☐ No, I do not need to use the theater equipment.

Date: ____ / ____ / ____

Time: _____ to _____

(PLEASE BE ON TIME!!)

(FUNCTION MUST BE TERMINATED BEFORE 1 A.M.)

_____ (Resident Signature)

I agree to all guidelines set forth regarding the usage of the recreation room.

FOR CSH USE ONLY

Deposit Required? Yes / No

Deposit Amount: \$ _____

Payment Methods: Check / Credit Card

Processed by _____
(Signature)

(Print Name)