

The Towers Common Space Reservation Agreement

Residents who wish to host an event at The Towers must agree to the following terms and conditions:

Resident Host: _____ **Unit:** _____

Description of Event: _____

Location: _____

Time: from _____ **o'clock to** _____ **o'clock**

Date: _____

or, every _____ **each** _____ **(month/week)**

- The number of attendees at the Event shall not exceed the posted maximum capacity of the reserved space.
- At the conclusion of the Event, all attendees must remove all personal property and any other items that were not present in the space when the Resident took control of the location, including disposing of all trash into the trash cans.
- All Guests must sign in at the Front Desk and be accompanied by the Resident who invited them to an Event. All Guests attending an Event are the responsibility of the Resident hosting the Event.
- If any physical damage occurs to Towers property during an Event, the Resident who caused the damage shall be held liable for it. The Resident Host reserving the space shall verify with Towers Staff that the Resident who caused the damage has reported it. If a Guest causes any damage, the Resident who invited the Guest will be held liable.
- No one in attendance at an Event may borrow or remove any Towers property.
- Event attendees, including the Host, are prohibited from operating, or tampering with Microphones, DVD Players, or Projector equipment located in the reserved space. It is the responsibility of the Resident Host reserving the space to turn off Lortscher Hall stage lights at conclusion of an Event.
- No Resident or Guest may advertise, or extend an open invitation to, any Event via magazine, newspaper, television, radio, internet, or any social media platform.
- The Resident hosting the Event acknowledges that no Towers staff member will be present to assist with the event or operate any equipment in the reserved space.
- Furniture in the space shall not be moved by attendees, with the exception of chairs.
- Any catering for the Event must be provided through the Catering Services of Sodexo, USA Inc. Drinks, snacks, desserts, or appetizers may be permitted, if approved in advance by the Sodexo Dining Manager, which approval shall be documented, and a copy of such approval shall be provided to the Dining Manager.

AGREED: _____ Date: _____
Resident Host

APPROVED: _____ Date: _____
Towers Staff Member